



University of Pannonia
Doctoral School of Management
and Business Administration

Operating Regulations

2019

The **Doctoral School of Management and Organizational Sciences (GSDI)** – based on the position of the **University Doctoral and Habilitation Council (EDHT)** – establishes its internal operating procedures in a way that effectively supports the high quality of doctoral training and degree acquisition, and ensures that all doctoral students of the school have appropriate access to the full intellectual potential concentrated within the school as well as to all its material resources.

This Regulation has been prepared on the basis of the **Higher Education Act, Government Decree 387/2012**, the statements of the **Hungarian Accreditation Committee (MAB)**, and the **Doctoral Regulations of the University of Pannonia**. The conceptual definitions used in the operating regulations and the list of the underlying legal provisions are contained in **Appendix No. 5**.

1. Establishment of the Doctoral School

At its meeting on 15 December 2000, the Plenary of the Hungarian Accreditation Committee (MAB) decided on the issue of provisional accreditation and, by Resolution No. 2000/10/III/5.1./5, authorized the establishment of a Doctoral School (DI) in the academic field of social sciences, within the discipline of management and organizational sciences, effective 1 January 2001.

The head of the Doctoral School is **Ádám Török**, full member of the Hungarian Academy of Sciences and university professor.

The core members of the Doctoral School are:

Név	Fokozat	Beosztás	Születési év	Munkahely
Zsuzsanna Bacsi	Ph.D.habil	Associate Professor	1961	PE-TM
Zoltán Gaál	CSc	Professor	1947	PE-TM
Zsolt Tibor Kosztyán	Ph.D.habil	Associate Professor	1977	PE-TM
Zoltán Kovács	CSc	Professor	1955	PE-TM
Péter Mihályi	DSc	Professor	1953	PE-TM
Tamás Molnár	PhD.habil	Professor	1964	PE-TM
Tibor Pupos	CSc	Professor	1949	PE-TM
András Telcs	DS.c.	Professor	1956	PE-TM
Ádám Török	Full Member of the Hungarian Academy of Sciences ;	Professor	1952	PE-TM
Zoltán Veres	DS.c.	Professor	1953	PE-TM

2. Organization of the Doctoral School

2.1. Name and Details of the Doctoral School

Name of the Doctoral School:

Doctoral School of Management and Organizational Sciences, University of Pannonia

Place of operation:

- University of Pannonia, Faculty of Business and Economics, University of Pannonia, Veszprém
- Georgikon Faculty of Agricultural Sciences, University of Pannonia, Keszthely (PE GMK)

Postal address: 8201 Veszprém, Egyetem u. 10., Hungary

Telephone: (06-88) 624-648

Fax: (06-88) 62-4002

E-mail: gsdi@gtk.uni-pannon.hu

Website: <http://gsdi.gtk.uni-pannon.hu>

Bank account number: Account held by University of Pannonia at the Hungarian State Treasury (MÁK): 10048005-01426696-00000000

Separate financial management: Topic numbers A03300028 and A013000047

Official seal: “PE Doctoral School of Management and Organizational Sciences”

2.2. Head of the Doctoral School

The **Head of the Doctoral School** is the Chair of the Doctoral School Council and the officially recognized head of the Doctoral School by the **Hungarian Accreditation Committee (MAB)**.

The mandate of the Head of the Doctoral School is valid **until revoked, or until 31 December of the year in which the head reaches the age of 67.**

2.3. Members of the Doctoral School

Members of the Doctoral School include **founding members** (both internal and external) as well as **associated members**, who serve as **supervisors and instructors**.

These are academics and researchers holding a **scientific degree** who, upon the proposal of the Head of the Doctoral School, are considered by the **Doctoral School Council** to be suitable for performing **teaching, research, and supervisory tasks** within the Doctoral School.

Associated members are invited to join the Doctoral School by the **Head of the School**. Their appointment is valid **until revoked**.

2.4. Council of the Doctoral School

Members of the **Doctoral School Council (DIT)** are proposed by the Head of the Doctoral School from among the academically qualified instructors of the school, in consultation with the founding members, to the **University Doctoral Council (EDT)**.

The **EDT** decides on the membership, and the appointments are issued by the Chair of the **University Doctoral and Habilitation Council (EDHT)**.

The number of members is **not limited**, but ideally all **main research areas of the Doctoral School** should be represented.

To maintain contact with doctoral offices and to manage administrative tasks, the Council appoints a **secretary**. The secretary may be a member of the Council, but may also be another instructor or researcher without a scientific qualification.

The Council may also include **external experts** who are not employed by the university.

A **representative of the doctoral students** participates in the Council with **consultative rights**. The doctoral students of the Doctoral School elect their own representative.

Main Responsibilities of the Doctoral School Council

The responsibilities of the Council include in particular:

- developing and continuously improving the **research and educational program** of the school, and determining the **creditable activities and their credit values** within the organized doctoral training in accordance with the general regulations of the EDT,
- annually deciding on the **research topics** to be announced for the next academic year's organized doctoral training,
- proposing to the **EDT** the **supervisors, instructors of the school, and the composition of the admission committee**,
- organizing and conducting the **admission examinations** of applicants to the Doctoral School,
- proposing admissions to the **organized doctoral program**,
- reviewing applications for **individual preparation** and proposing to the EDT the **initiation of doctoral procedures**,
- appointing **supervisors** in the case of successful admission,
- approving the **work plans** of doctoral students participating in organized training,
- monitoring doctoral students' **academic performance each semester**, determining credits awarded for research work, and initiating **suspension of studies** when justified,
- evaluating **requests for exemption from examinations**,
- deciding on requests related to **postponement or participation in international study periods** (in delegated authority, the Head of the School may also decide based on supervisors' proposals),
- deciding on the **doctoral examination subjects** of doctoral candidates and the **subjects of the comprehensive examination**,
- appointing **doctoral examination committees, comprehensive examination committees, and thesis defense committees** under delegated authority,

- determining the **internal allocation of funds** available for doctoral training and monitoring their use,
- determining the **tuition fees of non-state-funded doctoral students** participating in organized training, after consulting the head of the relevant research unit,
- maintaining records of the **first employment of doctoral graduates** who completed the organized training,
- making proposals to the **EDHT** regarding the **award of doctoral degrees**, the **recognition of candidate degrees as PhD degrees**, and the **award of honorary doctor (honoris causa) titles**, and expressing opinions on matters on which the EDHT requests a position.

The Doctoral School Council holds meetings **at least once every three months**.

Decisions are made by **open voting**; in the case of a tie, the **chair's vote decides**.

In justified cases, any member of the Council may request a **secret ballot**. If votes are tied in such cases, the voting must be repeated until a **majority decision** is reached.

Meetings are convened by the **secretary of the Doctoral School**, who is informed by the **doctoral office** about incoming applications and matters to be discussed.

The secretary records **minutes of the meetings**, and one copy is forwarded to the **doctoral training office** to support administrative and organizational tasks.

2.5. The Forum of the Doctoral School (DI): with the participation of all DI members and all doctoral students

The forum is usually convened once or twice a year by the head of the doctoral school. Its purpose is to provide information about the operation of the doctoral school and to seek opinions on issues facing the school. The forum also provides an opportunity for the doctoral students of the school to present professional reports, including reports on their partial studies or research conducted abroad.

2.6. The registration system and administration of the Doctoral School (DI):

Records / Registry	Responsible
Registry of DI members (lecturers-researchers, supervisors)	Secretary of the Doctoral School
Registry of students (doctoral students, doctoral candidates)	Secretary of the Doctoral School / Doctoral Office
Administration of the degree-awarding procedure (maintenance of official records)	Doctoral Office
Financial records	Head of the Doctoral School / Secretary

2.7. A DI kutatási főirányai és azok vezetői

Main Research Direction	Head of the Research Direction
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Agricultural Economics Research	Dr. Tibor Pupos
Economic Sciences Research	Dr. Ádám Török
Management Science Research	Dr. Zoltán Gaál

3. Admission Procedure to the Doctoral School

The PhD program of the GSDI starts in September; mid-year admission is not offered.

The Council of the Doctoral School (DIT) evaluates every proposed research topic and approves only those for which the intellectual and infrastructural background for research is ensured, and for which it is considered realistic that a high-quality dissertation can be submitted within 3–4 years.

Supervision carried out at an external research institution is possible only at institutions that have a cooperation agreement with the doctoral school, where the student’s employment relationship is properly regulated and the student’s rights and obligations are clearly defined.

A key requirement for those proposing research topics is active research activity: the indicators of their scientific publications in the five years preceding the announcement of the topic must significantly exceed the publication requirements prescribed by the doctoral school for obtaining a degree. By evaluating the previous supervisory activities of topic proposers, the school aims to avoid placing students under the supervision of instructors who repeatedly provide ineffective supervision.

A topic proposer becomes a supervisor if a student applying for their announced topic is admitted and enrolls in the doctoral school. Each doctoral student has one and only one supervisor, who bears full responsibility for directing and assisting the student’s studies, research work, and preparation for obtaining the doctoral degree. Joint supervision is possible only within the framework of international cooperation or in the case of interdisciplinary research topics. A supervisor may be responsible for more than three doctoral students only in exceptionally justified cases.

Admission to the doctoral program is possible only by applying to the nationally announced call published on www.doktori.hu, followed by a successful interview before the admissions committee. The professional aptitude points awarded during the admission process partly evaluate the applicant’s familiarity with the chosen research topic. Participation in the admission examination requires a written statement of acceptance from the proposed supervisor and the host unit (department or external institution).

The formal requirement for admission is a diploma with at least a “good” grade, as well as proof of knowledge of the professional language(s) required for the discipline, as prescribed by the DIT.

The DIT proposes the composition of the admissions committee for applicants to the doctoral school, and the EDT decides on this proposal. The Admissions Committee consists of a chair, at least two members, and a representative of the doctoral students with consultative rights.

Based on the submitted documents, the Admissions Committee decides whether the candidate may proceed to the admission examination. Applicants are notified of the decision by the administrative office at least one week before the date of the admission examination.

The admission examination consists of an oral interview during which the candidate reports on their scientific work, outlines their research plans, and demonstrates their knowledge of the general aspects of the chosen field as well as their proficiency in a foreign language. During its work, the Admissions Committee evaluates the candidate's previous work, language skills, general knowledge of the selected field, professional aptitude, commitment to the discipline, diligence, etc., and assigns points accordingly. The maximum scores for each criterion and the minimum score required for admission are determined by the EDHT.

During the admission procedure, the committee makes a recommendation to the DIT regarding acceptance or rejection based on the submitted documents and the oral aptitude examination.

Applicants recommended for admission are ranked by the Admissions Committee based on their total scores. The ranking is determined separately for scholarship-funded and self-financed programs. Based on the proposal of the DIT, the EDHT makes the final decision on the admission of doctoral students.

Candidates who achieve the minimum score required for admission but do not apply for a state scholarship may be admitted to the organized doctoral program without a separate procedure.

4. The Educational Activities of the Doctoral School (DI)

4.1. Curriculum (Training Program)

Under the direction of the head of the Doctoral School and with the participation of the DI members, the Council of the Doctoral School (DIT) prepares the curriculum of the Doctoral School. The curriculum is approved by the DIT, and teaching is conducted on the basis of this curriculum.

The curriculum includes:

- the courses,
- the name of the instructor responsible for each course,
- the syllabus of the courses,
- the list of required literature,
- the contact hours (lectures/practical sessions),
- the credit value,
- and the structure showing how courses build on one another.

The curriculum includes both **mandatory** and **elective** courses. It also contains the list and syllabus of the **major and minor subjects of the doctoral comprehensive/rigorous examination** required for obtaining the degree.

The curriculum of the GSDI is provided in **Appendices 3 and 4**.

4.2. Study Obligations of the Doctoral Student

Depending on the form of training, the doctoral student fulfills the prescribed study requirements according to an **individual study plan** prepared at the beginning of the studies with the assistance of the supervisor and approved by the DIT.

4.3. Teaching Activities of Doctoral Students

Doctoral students may also participate in teaching activities. Based on the proposal of the course instructor responsible for the subject, and by decision of the DIT, these activities may be recognized with **study credits**.

4.4. Study Period Abroad

Doctoral students may complete **up to one year of their studies abroad** as part of a partial training program. A stay abroad may be accepted as partial training if the doctoral student can conduct research related to their doctoral topic and/or pursue studies during that period.

The acceptance of the stay abroad as part of the training is decided by the **DIT**, or under delegated authority by the **head of the Doctoral School**, taking into account the recommendation of the supervisor.

5. Tasks of the Doctoral School in Relation to the Research Activities of Doctoral Students

At the beginning of their studies, doctoral students prepare a **research plan** under the guidance of their supervisor. The research plan includes:

- the title of the research topic,
- the research objectives,
- a description of the planned research,
- an outline schedule for implementation,
- the list of required domestic and international study visits,
- and the literature to be used.

The **DIT examines the research plan together with the study plan** and decides on its approval. The doctoral student conducts research according to the approved research plan under the supervision of the supervisor.

At the end of each semester, the supervisor provides a **written evaluation** of the candidate's work and certifies the completion of research tasks by recording the credits determined by the DIT on the evaluation form.

Doctoral students must present **at least one oral report per year** on their work. The forum for this report may be:

- a meeting of the DIT,
- the Doctoral School forum,

- the professional community of the research unit,
- an academic or other professional forum
(if accepted by the DIT, this may include a domestic or international conference).

For graduating doctoral students, the **professional report in the second year (or third year in the former training system)** should preferably take place in the **second half of the academic year**, before the completion of the research work conducted within the training program. A **record of the report must be prepared** and attached to the doctoral student's documents kept at the Doctoral Office.

To ensure the conditions necessary for research, the Doctoral School also seeks **financial support through grant applications**.

6. Financial Management of the Doctoral School

The DIT manages the **training funds allocated by the EDHT** after each semester's enrollment, in proportion to the number of **state-funded scholarship students**, as well as **up to 85% of the tuition fees and the fees paid by self-financed students**.

The DIT decides on:

- the possible **joint use of a portion of the training funds**, and
- the **further distribution of resources to the level of supervisors**.

7. Publication Practice of the Doctoral School (DI)

The Council of the Doctoral School (DIT), with the cooperation of supervisors, encourages doctoral students to publish their scientific results in the form of publications. The **Doctoral School of Management and Business Administration** sets the following **minimum publication requirements** for obtaining the doctoral degree:

- Before applying for the **internal (workplace) defense**, the candidate must have:
 - **at least one publication** published or accepted for publication in a **peer-reviewed international journal or book, or**
 - **at least two publications** published or accepted for publication in **non-peer-reviewed international journals or books,**
and
 - **at least one publication** published or accepted for publication in a **peer-reviewed national and/or international journal or book.**

These publications may also be **co-authored**.

- As publication performance, with the approval of the supervisor, a **professional book or book chapter** published by a recognized professional publisher (domestic or international), or **accepted for publication in writing by the publisher**, may also be recognized.

- The fulfillment of publication requirements is evaluated by the **TDHT**. The TDHT reserves the right to assess the **quality of the publications**. If the TDHT decides that the candidate's publication performance does not meet the required standards, the **dissertation cannot be submitted for defense**.
- The term **peer-reviewed** refers to publications indexed in databases such as **Web of Science, MTMT, Scopus, Google Scholar, or ScienceDirect**.

8. Organization of the Degree Awarding Procedure

The rules governing the doctoral degree procedure are described in detail in **Chapter V of the PE Doctoral Regulations (DSZ)**.

Applicants wishing to obtain the doctoral degree apply for the initiation of the procedure in accordance with the **PE DSZ**, submitting their dissertation and requesting its evaluation and the announcement of the **public defense**.

The **Doctoral Office** reviews the submitted applications and, if they meet the formal requirements specified in the regulations, forwards them to the **secretary of the DIT**. Based on the decisions of the DIT, the Doctoral Office organizes the **appointment of committees** and the **public defense**.

Before submission, the doctoral dissertation must be presented at an **internal (workplace) defense**. The material submitted for the workplace defense, together with the candidate's publications, is evaluated by the **DIT**.

The **internal defense** of the dissertation is organized by the **supervisor or consultant** on the basis of a mandate from the DIT. The minutes of the internal defense, together with the attendance sheet, must be attached as an annex to the **final submitted dissertation**.

The DIT may appoint **pre-reviewers** for the internal defense; if so, the DIT provides for any associated remuneration.

During the internal debate, the dissertation is evaluated by **one external and one internal opponent**, both of whom must hold at least a **doctoral degree**. The course of the discussion and the opinions and observations regarding the modification of the dissertation must be recorded in **minutes**, which include the **opponents' written evaluations** as annexes. If the dissertation requires substantial revision, the workplace defense must be **repeated**.

The doctoral candidate must submit the dissertation **electronically to the head of the Doctoral School** and **five printed copies to the secretary of the Doctoral School**. The head of the Doctoral School ensures that the dissertation is **uploaded to the website of the Doctoral School**.

After submission, the members of the **Review Committee (appointed by the DIT)** receive the full procedural documentation in **electronic form**. The identities of the opponents remain **confidential until the reviews are completed**. After both reviews are received, the members of the Review Committee receive the opponents' reports, and the candidate's responses to them **no later than one week before the defense**.

When the **public defense** is announced, the dissertation and the **thesis booklet** become publicly accessible on www.doktori.hu, which is also referenced on the website of the Doctoral School.

Once the dissertation has been sent to the reviewers, it **cannot be modified**. If the Review Committee identifies **professionally incorrect statements** or does not accept certain thesis points, the relevant part of the committee's minutes is attached to the dissertation (also in electronic form). The defended dissertation is then made public **together with this supplement** in the **library and institutional repository**.

9. Tasks of the Doctoral School (DI) in Habilitation Procedures

The Council of the Doctoral School (DIT) also performs the functions of the **professional subcommittee of the University Habilitation Committee**.

10. Alumni Policy of the Doctoral School

The **University Doctoral Office** keeps an official register of doctoral students participating in the program and records the data of those who have obtained a doctoral degree and the issued diplomas in the **University PhD Diploma Register**.

After the **PhD award ceremony**, the Doctoral Office:

- informs the **Hungarian Accreditation Committee (MAB)** about those who obtained the degree,
- ensures the **electronic publication of the doctoral theses**, and
- makes them available to the **Ministry of Education (OM)**.

The Doctoral Office also maintains records of the **first place of employment** of those who successfully complete the organized doctoral training, based on notifications provided by the supervisors.

11. Quality Assurance System of the Doctoral School

- Beyond the **general university admission requirements**, the DIT may establish additional requirements for its own **admissions committee**, which are formulated annually.
- It ensures the **continuous maintenance and updating of the curriculum**, including the selection of appropriate course coordinators.
- During the organized training program, it ensures the **regular evaluation and reporting of doctoral students' progress**.
- Through its **international connections**, it promotes doctoral students' participation in **study visits abroad and partial training programs**, as well as their participation in **scientific conferences**.
- It periodically **analyzes statistical data related to the Doctoral School** and formulates measures based on the results.

- With the assistance of the **student representative in the DIT**, it annually collects the **opinions of doctoral students about the training program** and develops measures based on their feedback.

APPENDICES

Appendix 1

Members of the Doctoral School of Management and Business Administration

- **Head of the Doctoral School:**
Dr. Ádám Török, Full Member of the Hungarian Academy of Sciences (MTA)

Participating senior lecturers at the University of Pannonia

Name	Person Type	Share Allocated to DI (%)	Full-time Position
Zsuzsanna Bacsi	core member	83	University of Pannonia, university lecturer
Judit Badics	lecturer	100	University of Pannonia, university lecturer
Ágnes Balogh	lecturer	100	University of Pannonia, university lecturer
Gabriella Bánhegyi	lecturer	100	Georgikon Faculty, University of Pannonia, university lecturer
Zoltán Bara	lecturer	100	Hungarian Competition Authority, Competition Council member
Andrea Bencsik	lecturer	1	Széchenyi University, professor
Zoltán Birkner	lecturer	100	University of Pannonia, university lecturer
Ferenc Bognár	lecturer	100	University of Pannonia, university lecturer
Alan Clarke	lecturer	100	University of Pannonia, university lecturer
Tibor Csizmadia	lecturer	100	University of Pannonia, university lecturer
József Czeglédi	lecturer	100	University of Pannonia, associate professor
Zsuzsa Deli-Gray	lecturer	40	Groupe ESSCA, Professor
Erzsébet Dimény	lecturer	100	University of Pannonia, retired lecturer
Beáta Fehérvölgyi	lecturer	100	
Hajnalka Fekete-Berzsenyi	lecturer	100	University of Pannonia, university lecturer
Csaba Földes	lecturer	10	University of Pannonia, professor
Zoltán Gaál	core member	99	University of Pannonia, professor emeritus
Petra Gyurác-Németh	lecturer	100	University of Pannonia
Péter Halmai	lecturer	1	University of Public Service, professor
Nóra Hegedűsné Baranyai	lecturer	100	University of Pannonia
Balázs Heidrich	lecturer	5	Budapest Business School, professor
Zsolt Hollósy	lecturer	100	University of Pannonia
Csaba Horváth	lecturer	20	Óbuda University

Name	Person Type	Share Allocated to DI (%)	Full-time Position
András Jancsik	lecturer	1	Budapest Business School
Krisztina Keller	lecturer	100	University of Pannonia
Károly Miklós Kiss	lecturer	100	Centre for Economic and Regional Studies, Hungarian Academy of Sciences
József Kocsondi	lecturer	50	
János Köllő	lecturer	100	
Jenő Koltay	lecturer	100	Institute of Economics, Hungarian Academy of Sciences
Zsolt Tibor Kosztyán	core member	100	University of Pannonia
Ernő Kovács	lecturer	100	University of Pannonia
Zoltán Kovács	core member	95	University of Pannonia
Edit Kővári	lecturer	100	University of Pannonia
Mihály Laki	lecturer	100	Institute of Economics, Hungarian Academy of Sciences
Katalin Lőrincz	lecturer	100	University of Pannonia
Pál Majoros	lecturer	100	Budapest Business School
Péter Medvegyev	lecturer	25	Corvinus University of Budapest
Péter Mihályi	core member	99	Corvinus University of Budapest
Tamás Molnár	lecturer	90	University of Pannonia
Katalin Molnárné Barna	lecturer	100	University of Pannonia
Kornél Németh	lecturer	100	University of Pannonia
Ildikó Neumanné Virág	lecturer	100	University of Pannonia
Zoltán O. Kovács	lecturer	100	
Nóra Obermayer	lecturer	100	University of Pannonia
Miklós Palkovics	lecturer	100	University of Pannonia
Beáta Pató Gáborné Szűcs	lecturer	100	University of Pannonia
Erzsébet Péter	lecturer	100	University of Pannonia
Tibor Pupos	core member	98	University of Pannonia
Ágnes Raffay	lecturer	100	University of Pannonia
Szabolcs Szikszai	lecturer	100	University of Pannonia
András Telcs	core member	60	University of Pannonia
Ádám Török	core member	68	University of Pannonia

Name	Person Type	Share Allocated to DI (%)	Full-time Position
Gergely Tóth	lecturer	15	Károly Eszterházy University
Péter Urfi	lecturer	100	University of Pannonia
Viktória Vásáry	lecturer	100	University of Pannonia
Gyula Vastag	lecturer	5	Széchenyi University
Zoltán Veres	core member	100	University of Pannonia

Appendix 2

Training Program of the Doctoral School of Management and Business Administration (GSDI)

for doctoral students starting their studies **after September 2016**

2.1 Content of the PhD Training

The program lasts **8 semesters**, divided into:

- **training and research phase**
- **research and dissertation phase**

During the 8 semesters students must complete **240 credits**.

At the end of the first phase (**4th semester**) students must pass a **comprehensive examination**.

After passing the comprehensive exam, the second phase begins and lasts **four semesters**.

At the end of the fourth semester of the program:

- the **student status ends**
- the student receives an **absolutorium** if at least **240 credits** and all program requirements are completed.

The doctoral candidate must submit the **doctoral dissertation within three years after passing the comprehensive exam**.

2.2 Training and Research Phase

Courses

Students must complete the following courses:

Semester 1

- Microeconomics I – 8 credits
- Macroeconomics I – 8 credits
- Econometrics I – 8 credits
- Strategic Management – 8 credits
- International Management – 8 credits

Total: 40 credits

Semester 2

- Microeconomics II – 8 credits
- Macroeconomics II – 8 credits
- Econometrics II – 8 credits

Total: 24 credits

Semester 3

- Research Methodology I – 8 credits
- Methodological Applications – 8 credits

Total: 16 credits

Semester 4

- Research Methodology II – 8 credits
- Elective course – 8 credits

Total: 16 credits

Total credits for courses: 96 credits

Research Reports

Students must prepare a **research work plan** in the first semester (**5 credits**).

Research reports:

- Semester 1: 5 + 3 credits
- Semester 2: 3 credits
- Semester 3: 3 credits
- Semester 4: 3 credits

Total: 17 credits

Teaching Activities

Teaching is **not mandatory**, but may be recommended by the supervisor.

Maximum workload:

- **8 hours per week**

Credit calculation:

- **14 contact hours = 2 credits**

Maximum during first four semesters:

- **8 credits per semester**
 - **32 credits total**
-

Summary of Credits (Phase 1)

Activity	Credits
Study activity	96
Research work	17
Research and publication activity (minimum)	24
Teaching (optional maximum)	32
Total minimum	150

2.3 Comprehensive Examination

At the end of the first phase students must pass a **comprehensive exam**.

Purpose:

- evaluate **academic progress**
 - evaluate **research progress**
-

Requirements

Students must complete:

- all **mandatory courses**
- one **elective course**
- **research reports**

Total: **96 + 14 credits**

Documents for the Comprehensive Exam

1. **Literature review** (minimum **15 pages**)
2. **Final research plan** describing empirical research
3. **Research presentation slides**

Formatting requirements:

- Times New Roman 12
- justified text
- 2.5 cm margins
- single spacing
- spiral bound printed version

Examination Committee

The committee:

- minimum **3 members**
- at least **one-third external members**
- members must have **scientific degrees**

The supervisor **cannot be a member**.

Parts of the Exam

1. **Theoretical part**
2. **Dissertation part**

The dissertation part includes:

- literature knowledge
- research progress
- research plan for dissertation phase
- publication plan

Evaluation

Both parts are evaluated separately (**0–4 points**).

Passing requirement:

- **more than 60%**

A failed exam may be **repeated once**.

2.4 Research and Dissertation Phase

Begins **after the comprehensive exam**.

Duration:

4 semesters

The candidate must submit the **dissertation within 3 years**.

In exceptional cases the deadline may be extended by **1 year**.

Total credits required by the end:

240 credits

Research Reports

Credits in the second phase:

- Semester 5: 5 credits
- Semester 6: 5 credits
- Semester 7: 10 credits
- Semester 8: 10 credits

Total: **30 credits**

Research and Publication Activity

Required credits:

40 credits

Summary (Phase 2)

Activity	Credits
Research work	30
Research & publications	40
Teaching (optional maximum)	32
Total	90

Total PhD Program Credits

Activity	Credits
Study activities	96
Research work	47
Research & publication activities	64
Teaching (optional maximum)	64
Total	240 credits

Appendix 2.5 – Evaluation of Publication Activities

Credits awarded for publications:

Activity	Credits
International peer-reviewed journal/book publication	20
National peer-reviewed journal/book publication	18
Other international publication	18
Other national publication	8
International conference presentation (peer-reviewed paper)	10
National conference presentation (peer-reviewed paper)	8
International conference presentation	8
National conference presentation	6
Participation in international research project	10
Participation in national research project	8
Research presentation	5
International popular science publication	5
National popular science publication	3

Appendix 3

Mandatory Courses

Course	Credits	Instructor
Microeconomics I	8	Dr. Magdolna Daruka / Dr. Zsuzsa Bacsí
Microeconomics II	8	Dr. Magdolna Daruka / Dr. Zsuzsa Bacsí
Macroeconomics I	8	Dr. Szabolcs Szikszai
Macroeconomics II	8	Dr. Szabolcs Szikszai / Dr. Ádám Török
Econometrics I	8	Dr. András Telcs
Econometrics II	8	Dr. András Telcs
Strategic Management	8	Dr. Tibor Csizmadia
International Management	8	Dr. Ádám Török
Methodological Applications	8	Dr. Zsolt Kosztyán
Research Methodology I	8	Dr. Pál Majoros
Research Methodology II	8	Dr. Pál Majoros

Appendix 4

Elective Courses

Fields:

- **Agricultural Economics**
- **Economics**
- **Management Sciences**

Examples include:

- Environmental Economics
- Regional Economics
- Industrial Organization
- Health Economics
- Education Economics
- Logistics
- Project Management
- Strategic Controlling
- Production Management
- Marketing Theory
- Financial Analysis and Planning

Appendix 5

Legal Basis

The regulations are based on:

- Hungarian **Higher Education Act (2011 CCIV)**
- Government decree **387/2012**
- Decisions of the **Hungarian Accreditation Committee**
- Quality assurance guidelines of the Ministry of Education
- The **Mission Statement of the University**

Appendix 6

Key Definitions

1. Doctoral School (DI)

A **Doctoral School (DI)** is an educational organization operating within a university with the approval of the **Hungarian Accreditation Committee (MAB)**. It is a cross-institutional academic unit that may involve several organizational units of the university and provides training preparing candidates for the **award of a doctoral degree**.

Other higher education institutions or external research institutes may also participate in the activities of the doctoral school.

At a university, **only one doctoral school may operate in each scientific discipline**, except in the case of **multidisciplinary doctoral schools**, which may be established under specific legal regulations.

2. Doctoral Student (Doktorandusz)

A **doctoral student** is a student participating in **doctoral (PhD) training**. They possess the rights and obligations defined by **higher education legislation**.

3. Doctoral Student Status

The **doctoral student status** is the legal relationship between the doctoral student and the higher education institution.

The content of this relationship consists of the **rights and obligations** of both the student and the institution as defined in the legislation governing higher education.

This student status is certified by the university through the **issuance and validation of a student ID card**.

4. State Doctoral Scholarship

The **state doctoral scholarship** is a financial support provided to:

- Hungarian citizens participating in **full-time organized doctoral training**, and
- foreign students who are entitled to **equal treatment with Hungarian students** based on legislation or international agreements.

5. Doctoral Candidate (Doktorjelölt)

A **doctoral candidate** is a person who has completed their doctoral studies and is currently participating in the **doctoral degree procedure**.

A doctoral candidate **is not a doctoral student and does not have student status**.

6. Doctoral Training

Doctoral training is a postgraduate-level program conducted by a university that results in a **doctoral student status**. It normally has a **study duration of three years (36 months)** and prepares students for obtaining a **doctoral degree**.

Doctoral training consists of **regular study, research, and reporting activities**, including the fulfillment of obligations specified in the **university's doctoral regulations**. These obligations include the **successful completion of doctoral examinations**, with the exception of the **doctoral comprehensive examination**, which forms part of the doctoral degree procedure rather than the training itself.

7. Doctoral Research Topic

A **doctoral research topic** is a research area suitable for enabling the doctoral student, under the supervision of a supervisor, to:

- acquire the application of **scientific research methods**,
- achieve **evaluatable scientific results**, and
- demonstrate these results through **scientific publications, conference presentations, and ultimately a doctoral dissertation**.

8. Study Credit in Doctoral Training

A **study credit** in doctoral training is the unit of measurement of the doctoral student's **academic and research workload**, reflecting the completion of the student's academic obligations.

9. Doctoral Degree Procedure

The **doctoral degree procedure** is the series of actions aimed at obtaining the **doctoral degree**.

Although it is **substantively based on doctoral training**, it is **legally and procedurally independent** from the doctoral study program itself.

10. Doctoral Comprehensive Examination (Doctoral Rigorosum)

The **doctoral comprehensive examination** is a component of the doctoral degree procedure. It is a **comprehensive assessment** of the candidate's knowledge in their scientific discipline.

11. Doctoral Dissertation

The **doctoral dissertation** is a written work prepared by the doctoral candidate in which the candidate demonstrates, during the doctoral degree procedure, that they are capable of **independently solving a scientific problem** at a level required for the award of the doctoral degree.

12. Doctoral Degree

The **doctoral degree** is an academic degree awarded by the **University Doctoral and Habilitation Council (EDHT)**.

The requirements for obtaining the degree are determined by the **University's Doctoral Regulations**.

The doctoral degree may be obtained through:

- participation in an **organized doctoral training program at the university**, or
- **individual preparation**,

both within the framework of the **doctoral degree procedure**.

13. Doctoral Theses

Doctoral theses are a summary document prepared for the scientific community that presents the **scientific results of the doctoral candidate**.

Through these theses, the candidate demonstrates during the degree procedure that they are prepared to obtain the **doctoral degree**.

The theses are prepared in **Hungarian and English** (and possibly in another language appropriate to the discipline).

The **registration and public disclosure** of the theses are ensured by the **university and the Ministry of Education**.

14. University Doctoral and Habilitation Council (EDHT)

The **University Doctoral and Habilitation Council** is a body established by the **University Senate** to organize doctoral training and award doctoral degrees.

It has **decision-making authority** in doctoral matters, particularly regarding:

- approval of doctoral training programs
- admission to doctoral programs
- awarding of doctoral degrees

If the legal conditions are met, it may also perform the tasks of a **habilitation committee**.

The council is **independent in scientific matters**.

Voting members of the university/faculty doctoral council are **full professors and/or Doctors of the Hungarian Academy of Sciences**.

All **external members** of the council also possess **voting rights**.

15. Council of the Doctoral School (DIT)

The **Council of the Doctoral School (DIT)** is a regularly meeting body that assists the **Head of the Doctoral School**.

Its members are:

- elected by the **founding members of the doctoral school**, and
- appointed and dismissed by the **University Doctoral Council**.

16. University Doctoral Student Register

The **University Doctoral Student Register** is the official registry maintained by the **Doctoral Office (Directorate of Education)** containing data on students admitted to and participating in doctoral training.

17. University Doctoral Degree Register

The **University Doctoral Degree Register** is the official university register containing records of individuals who have obtained a doctoral degree and the details of the awarded degrees.

18. Full-time Doctoral Training

Full-time doctoral training is a form of doctoral education in which **contact hours constitute at least one-fifteenth of the total student study workload**.

19. Study Period Abroad

A **study period abroad** is part of doctoral training during which the doctoral student participates in activities related to their **doctoral research topic**, based on a work program approved by the **supervisor**.

The program must ensure that the study period can be **recognized within the doctoral training program of the university**.

The **Council of the Doctoral School** decides on the acceptance of such study programs abroad.

20. Minimum Personal Requirements for Establishing a Doctoral School

To establish a doctoral school, the founding members must include:

- the **Head of the Doctoral School**,
- **at least two Doctors of the Hungarian Academy of Sciences**,
 - at least one of whom must be an **internal member**, and
- **at least four additional persons with scientific degrees**,
 - at least two of whom must be **internal members who are habilitated lecturers or full professors**.

External founding members were required to possess **habilitation or the title Doctor of the Hungarian Academy of Sciences by 30 June 2002.**

21. Head of the Doctoral School

The **Head of the Doctoral School** must be:

- an **internal founding member**, and
- a **full member, corresponding member, Doctor, or Doctor of Sciences of the Hungarian Academy of Sciences (MTA).**

The head is responsible for the **scientific quality and educational activities** of the doctoral school.

22. Founding Member

A **founding member** is a person listed as such in the **application for accreditation** of the doctoral school.

In Hungarian higher education, a person may be a founding member of **only one doctoral school.**

With the approval of the **Hungarian Accreditation Committee (MAB)**, new founding members may replace or join existing ones, provided they meet the same requirements.

23. Internal Founding Member

An **internal founding member** is a person who has a **full-time employment relationship with the university operating the doctoral school.**

Researchers working in **research groups supported by the Hungarian Academy of Sciences** at the university are considered to have **equal status with university lecturers** in doctoral school activities.

24. External Founding Member

An **external founding member** may be:

- an **active full professor**,
- a **habilitated university lecturer**, or
- a **researcher** who does not have full-time employment at the University of Pannonia,

as well as **professors emeriti** in the given discipline.

25. Lecturers of the Doctoral School

Lecturers of the doctoral school are **teachers and researchers holding scientific degrees** who are considered suitable—upon the proposal of the **Head of the Doctoral School** and with

the approval of the **Council of the Doctoral School**—to perform **teaching, research, and supervisory tasks** within the doctoral program.

26. Supervisor

A **supervisor** is a lecturer or researcher holding a **scientific degree** whose **research topic proposal has been approved by the University Doctoral Council**.

The supervisor is responsible for:

- guiding and supporting the **studies and research work of doctoral students**, and
- assisting **doctoral candidates in preparing for the doctoral degree procedure**.