

UNIVERSITY OF SZEGED DOCTORAL SCHOOL OF ECONOMICS
RULES OF PROCEDURE

These Regulations supplement the Regulations of the University of Szeged Governing Doctoral Training Programmes and the Awarding of Doctoral Degrees (hereinafter referred to as the UDR) concerning the Doctoral School of Economics, considering the legal requirements for doctoral training and UDR.

For doctoral students and doctoral candidates who started their doctoral studies or doctoral degrees before 1 September 2016, the provisions of the Faculty Regulations that entered into force on 30 September 2013 remain in force.

General Provisions

The effect of these Regulations shall extend to the following:

- The PhD programme
- The procedure for obtaining and awarding a doctoral degree (PhD)
- The students and candidates of the PhD programme
- The teaching and researching staff at the Doctoral School
- The members of committees involved in awarding doctoral degrees (PhD)

CHAPTER I

Doctoral School Basic Information

- **Hungarian name:** Szegedi Tudományegyetem Közgazdaságtani Doktori Iskola
 - **English name:** Doctoral School of Economics, University of Szeged
 - **Location:** 6722 Szeged Kálvária sgt. 1.
 - **Discipline:** Social Sciences
- Branch of science:** Economic Sciences

CHAPTER II

Organization of the Doctoral School

1. The Doctoral School (DS) belongs to the Disciplinary Doctoral Council (DDC) of Social Sciences of the University of Szeged.
2. Organization of the Doctoral School
 - a. Doctoral School Council (DSC): the governing body of the Doctoral School, which decides on regulatory issues and individual cases;
 - b. The Head of Doctoral School;
 - c. The Secretary (or Secretaries) of the Doctoral School;
 - d. The doctoral training/research programmes;
 - e. The supervisors and teachers (who announce research topics, direct and supervise doctoral students' research, and teach in the Doctoral School's training programme);

- f. The Quality Assurance Coordinator of the Doctoral School
- g. The Administrator(s) of the Doctoral School

Doctoral School Council

UDR III. 43.

At the Doctoral School, the professional work is managed by the Head of the Doctoral School and the body of the Doctoral School Council that shall have at least three members. The Chair of the Doctoral School Council shall be the Head of the Doctoral School while members of the Council shall be elected by the core members of the Doctoral School and appointed by the DDCs. The directors of the training and research programmes, if they are not elected members, shall take part in the meetings as invited participants. One or more PhD/DLA students with consultation rights may be members of the Doctoral School Council. The Doctoral School Council may appoint a secretary who shall have voting and consultation rights at meetings in line with the resolutions of the Council. The secretary of the Doctoral School Council shall assist the work of the Head of the Doctoral School in completing the administrative work at the Doctoral School. The duties of the secretary are determined by the Head of the Doctoral School.

3. The Head of the Doctoral School is the Chair of the DSC. The Secretary of the DSC is also the Secretary of the Doctoral School and has the right to deliberate or vote at DSC meetings per the decision of the DSC. The DSC has 3 elected members, elected by the Doctoral School's core members for a maximum term of five years. The heads of training/research programmes, if not elected members are invited to attend the meetings. The Vice-Dean of the Faculty for Academic Affairs is a member of the DSC with voting rights.

UDR III. 44.

Tasks of the Doctoral School Council are as follows:

- *to devise the internal regulations and academic requirements of the Doctoral School and the execution of these regulations and requirements in line with the doctoral Regulations;*
- *to draft the quality assurance plan for the doctoral training and the annual reports;*
- *to supply PhD/DLA students with all the infrastructure and academic/scientific resources that the students may need during their training and research activities;*
- *to determine the framework of the organised training programme;*
- *to set up and regularly update the website – following the HAC requirements – of the Doctoral School;*
- *to agree to the training programme and research topic of PhD/DLA students, who participate in the organised training programme; to coordinate the training programmes and research topics; to oversee the activities of the thesis supervisors.*
- *to manage the normative research funds available for the Doctoral School in line with the University financial management regulations in force;*
- *to fulfil all administrative and registration related duties at the Doctoral School;*
- *to make recommendations on the members of the Comprehensive Examination Board and the Assessment Board, and on the comprehensive examination subjects;*
- *to initiate change in the persons acting as training and research programme directors and make recommendations to the DDC as regards these matters;*
- *to initiate change in the teaching staff of the Doctoral School;*
- *to initiate all necessary changes in the title and content of the Doctoral School's training and research programmes;*

- to initiate the launch of new training and research programmes;
- to inform all relevant bodies about the Council's decisions in matters described in these Doctoral Regulations. If the decision is not challenged by these bodies, the decision shall be considered confirmed by the relevant bodies;
- to name all those foreign languages that are recognised by the Doctoral School during the procedure for the awarding of a doctoral degree;
- to make recommendations regarding the setup of the doctoral admissions committee.

UDR III. 45.

In line with its rules of procedure, the Doctoral School Council may transfer some of its duties to the DDC or to authorities within the School that runs the training and research programmes. The Doctoral School Council's higher board of appeal is the DDC.

4. The DS has a separate budget within the budget of the Faculty of Economics and Business Administration, the use of which is proposed to the Faculty Council by the Head of DS in agreement with the DSC.
5. The DSC shall determine its own rules of procedure, and a majority of the members with voting rights shall constitute a quorum for the conduct of Council meetings. Records shall be kept of the meetings of the Council.
6. Decisions of the DSC are taken by an open vote of the majority of those present, and by secret ballot in the case of personnel matters. The chair of the meeting may order a secret ballot and shall order a secret ballot if two members present so request.
7. The DSC may also make decisions by electronic vote where justified. No electronic vote may be taken if at least one-quarter of the voting members of the DSC are opposed. Electronic voting and decision-making on personnel matters may only take place if the electronic procedure ensures a secret ballot.

Head of the Doctoral School

UDR III. 37.

The Head of the Doctoral School shall be a professor with the Doctor of the Academy title (Doctor of Sciences) and a core member. The Head of the Doctoral School, on recommendation by the UDC, taking the professional opinion of the HAC into consideration and, following the approval of the Senate, shall be appointed by the Rector. The appointment is terminated if the Head of the Doctoral School resigns or his full-time employment ceases to exist. The Head of the Doctoral School shall have the following duties:

- to take responsibility for the successful coordination of the establishment procedure of the Doctoral School;
- to responsibly manage the work of the Doctoral School Council and responsibly execute the Council's decisions;
- to coordinate the professional work and to take responsibility for the quality of the work;
- to represent the Doctoral School;
- to run the administrative duties at the Doctoral School and to exchange information with the relevant Doctoral Councils;
- to supervise financial matters at the Doctoral Schools.

Training/research programmes

UDR III. 40-42.

39. *The Doctoral Schools may launch training and research programmes within the branch of science that appears in the School's founding document. A prerequisite to launching a programme is that – apart from the programme director – three additional members of the teaching staff shall participate in the programme. The scope of the legal authority and the duties of each training and research programme – programmes run in the Doctoral School – shall be governed by the operational regulations of the Doctoral School. Following the recommendation of the Doctoral School, the DDC shall decide to launch a training and research programme. The Doctoral Schools of the University are listed in Appendix 2.*

40. *Only a supervisor with core member status at the relevant Doctoral School can be the training and research programmes director. In justified cases, following authorization by the UDC, this rule may be disregarded. Following the proposal of the Doctoral School and the approval of the DDC, the training and research programmes director shall be appointed by the Chair of the DDC. The appointment is terminated if the programme director resigns, his contractual status ceases to exist or if he is discharged as a result of a decision made by the DDC.*

41. *The training and research programmes director shall have the following duties:*

- *to manage the scientific work at the programme;*
- *to take part in the work of the Doctoral Council responsibly.*

8. The head of each training/research programme proposes the programme-specific compulsory and optional courses of the training plan and the lecturers for the courses. The duties and responsibilities of the heads of the training/research programmes shall be further defined by the decisions of the DSC.

9. The Quality Assurance Coordinator coordinates the development of the quality assurance strategy and presents an annual quality assurance assessment.

CHAPTER III

Operation of the Doctoral School

Admission to the Doctoral Training Programme

UDR IV. 17.

Admission opportunities to take part in an organised doctoral training programme shall be announced on the relevant Faculty and/or Doctoral Institute websites. The Doctoral Institute or the relevant DDCs shall forward the admissions announcement, or parts thereof, to partner universities and research institutes (to all institutes recommended by the Doctoral Schools). It shall be the joint duty of the Chairs of the DDCs and the ViceDeans of the relevant Faculties to organise and manage the admissions examinations.

10. The organisation of the admissions examination is supervised by the Chair of the DDC of Social Sciences and the relevant Vice-Dean. The Head of DS and the Secretary of DS take care of the organisational tasks.

UDR IV. 19.

Taking the Doctoral School Councils' recommendations into consideration or 5–6 undivided training years, the admissions requirements shall be determined by the DDCs. These requirements may include the following: training background of the candidate, his/her knowledge of languages and his/her previous academic achievements.

11. Applicants must have a Master's degree and a knowledge of English, as demonstrated by a minimum of an intermediate-level language certificate or equivalent, or by completion of a training programme in English.

UDR IV. 22.

Applicants who aspire to enrol for a Doctoral School shall take part in an admissions examination procedure administered by a committee that shall have at least three members. Upon recommendation by the Doctoral School Council, the committee shall be appointed by the DDC. The aim of the procedure is to assess the candidate's academic knowledge and intellect, ascertain his/her ideas as regards his/her future doctoral work, explore his/her previous academic work and test his/her knowledge of foreign languages. The committee shall evaluate the applicants' performance and establish criteria to decide whether to support an applicant or not. Assessing foreign students, if warranted, may take place by video conferencing.

12. The admissions committee may decide, based on the documents submitted with the application (in particular the research plan) to reject the applicant without an oral examination.

UDR IV. 23-24.

23. Relying on the approved fundamentals of the UDC and with the consent of the Doctoral Schools, the evaluation method used for the admissions examination procedure shall be set by the DDCs. The contents of the admissions examination shall be determined by the Doctoral School Councils and made available for the candidates at least two weeks prior to the admissions examination procedure. The evaluation method used for the admissions examination shall also be made public by the DDCs on the Doctoral School's website.

24. Based on the scores given, the Doctoral School's admissions committee and the Doctoral School Council shall put the applicants in order. In line with the quotas set by the relevant Ministry and the UDC, decisions on admission shall be made by the DDC. The outcome of the decision shall be submitted to the UDC for approval. Admission results shall be valid for a particular Doctoral School only. There shall be no appeal against the decision and only a breach of Law case shall give grounds to complaints. Such complaints shall be addressed to the Rector of the University.

The Training of Doctoral Students

UDR II. 2.

The teaching staff at the doctoral school: the teaching staff at the Doctoral School shall consist of teaching staff and researchers holding scientific degrees and who – on the recommendation of the Head of the Doctoral School – have been found suitable by the Doctoral Council to pursue lecturing, research and supervisory activities within the Doctoral School.

UDR IV. 3.

The doctoral training programme consists of eight examination periods. Each period lasts for five months and is in line with the Bachelor's and Master's training programmes at the relevant Faculty. The training programme consists of a four-semester training and research phase and following that a four-semester thesis research and writing phase. A comprehensive examination shall be taken at the end of the training and research phase as a condition of the thesis research and writing phase, as set out in Chapter V.

13. Students are admitted to a training programme. The DS training programmes are listed in Annex 2. Students' timetables are separated according to training programmes in the 3rd semester of their studies. Students specialise first in training programmes and then in research workshops from the 5th semester. The head of the training programmes is invited and appointed by the Head of the DS from among the supervisors.

UDR IV. 6.

After every second examination period, PhD/DLA students shall write a brief report to the Doctoral School Council. In the report, students shall assess their academic performance. Supervisors shall offer their evaluation on the report, and it shall be signed by the programme director and countersigned by the supervisor.

(See Appendix 3).

UDR Appendix 4

2. During the training period – divided into 8 examination periods – a total of 240 credit points shall be earned to be eligible for a completion of studies certificate.

3. No fewer than 20 and no more than 45 credit points shall be collected during each examination period.

5. With research work such as bibliography, library and archives research, follow-up on journal articles, conference participation – where the student presents a poster or holds a lecture – and publishing articles in journals a total of at least 130 credit points shall be earned

14. The number of credits the student can earn through teaching and research is determined by the training plan of the DS.

Doctoral Topic and Supervision

UDR II. 2.

Doctoral topic: the doctoral topic is an area of research for the PhD/DLA students to work on – with the assistance of a supervisor – and acquire skills that enable the student to apply scientific methods, bring about assessable scientific findings and to render proof of the conclusions in scientific publications and lectures and in the form of a doctoral thesis. The doctoral topic shall be approved by the Doctoral School Council.

Supervisor of doctoral topics: the supervisors of the doctoral topics shall be any member of the teaching staff or researchers with academic degrees whose announced topics are approved by the Doctoral School Councils. The supervisors shall responsibly manage and assist the PhD/DLA students with their studies and research work and the doctoral candidates in working toward an academic degree.

15. A professor, senior research fellow, professor emeritus and habilitated associate professor whose topic announcement has been approved by the DSC may be an independent supervisor. In the case of other teachers and researchers with at least five years of academic experience, the DSC will also consider their publication record in addition to the announced topic, to see whether they will be able to assist the doctoral student in publishing in journals listed in international journal rankings (Scimago and Web of Science). No co-supervisor can be who has obtained a PhD degree within two years. A supervisor may not have more than six PhD students at any one time.

UDR IV. 15.

Taking the outcome of a dialogue between the PhD/DLA students, their supervisors and the programme director into consideration, the specific topic of the theses shall be approved by the Doctoral School Council. The date of this approval shall occur no later than the end of the fourth examination period.

Student Status

UDR IV. 37-38.

37. The aim of the doctoral programme is to provide further academic training and to prepare students for the awarding of the doctoral degree. Doctoral state grants represent full-time employment status. Because of this and to perform all research activities on time and at the highest possible professional level, it shall not be authorized for the students, covering the duration of their scholarship/grant status, to establish or uphold employment status or work contract relationships outside the University or in partner institutes participating in the doctoral training. With the consent of the supervisor, an exception to the above-mentioned rule shall only be granted by the DDC. An exception to the rule shall enable the PhD/DLA student to complete extra duties in the area of research and teaching and establish employment status necessary to perform these duties. Such duties shall not obstruct the professional progress of the student.

38. If a PhD/DLA student is granted an exemption to the rule, his/her professional progress and fulfilment of all his/her study-related duties shall be certified by the supervisor and evaluated every semester by the DDC. Concurrently, the DDC shall decide on an extension of the exemption.

UDR IV. 40.

PhD/DLA students fulfil their duties usually at the University, at partner institutes participating in the doctoral training or at foreign universities that cooperate with the Doctoral School, with the University or with the research institutes. In some cases, the DDC may grant an exemption to the above-mentioned rule, but the majority of PhD/DLA students – admitted to a particular Doctoral School – shall complete their research work at a department, institute or clinic at the University.

Comprehensive Examination

UDR V. 1-8.

1. As the close of the training and research phase of the programme and a prerequisite for commencing the thesis research and writing phase, a comprehensive examination shall be taken, which measures and assesses the candidate's study and research progress.

2. Requirements to be eligible to take the comprehensive examination include earning at least 90 credits within the training and research phase of the doctoral programme (first four semesters) and earning all the 'training credits' prescribed by the training scheme of the doctoral school (except for candidates who are working toward the doctoral degree on their own, whose student status is established by passing the comprehensive examination).

3. Upon accepting an application for the comprehensive examination, the DDC approves the composition of the comprehensive examination committee, as well as the examination subjects, based on the recommendation of the relevant doctoral council.

4. The comprehensive examination shall be taken publicly before an examination board. The examination board shall consist of a minimum of three members. It shall be ensured that at least one-third of the board members are not employed at the higher education institution

operating the doctoral school. Only a competent university professor or researcher with the title of Professor Emeritus or Doctor of the Hungarian Academy of Sciences may act as the chair of the examination board. All members of the board shall hold a scientific degree. The candidate's supervisor shall not be a board member.

5. The comprehensive examination consists of two main parts: in the first part, the theoretical competence of the candidate is assessed ('theoretical part'); in the second part, candidates shall demonstrate their scientific/artistic progress ('thesis-related part'). In the theoretical part of the comprehensive examination, candidates shall take exams in at least two subjects/areas, with the list of subjects/areas included in the training scheme of the doctoral school. The theoretical examination may also involve a written part. In the second part of the comprehensive examination, candidates shall demonstrate their insight into the scholarly literature in a presentation, provide an account of their research results, and present their research plan for the second phase of the doctoral training and for the scheduling of the preparation of the doctoral thesis and of the publication of the results.

6. The supervisor provides a written assessment of the examinee beforehand and/or assesses the examinee's performance at the exam. When the examinee prepares for the exam independently, the board of the given doctoral school may call upon the assigned supervisor or one of the school's teachers to prepare a preliminary assessment.

7. Members of the supervisory board assess the theoretical and thesis-related parts of the examination separately on a scale of 0–5. The comprehensive examination is successful if the majority of the board members conclude that both parts are successful, they give at least 3 marks to each and the average of the marks is at least 3. The grade of the comprehensive examination is either pass or fail.

8. Minutes shall be taken, including a written evaluation of the candidate, at the comprehensive examination. The results of the exam shall be announced on the day of the oral examination. In the event that the doctoral candidate fails the comprehensive examination, he/she may re-sit the examination on one occasion in the same examination period.

CHAPTER IV

The procedure to obtain a doctoral degree

Absolutorium

16. The institution of higher education issues a completion certificate (absolutorium) to doctoral students who have earned the required credits in the doctoral programme.

Application for the Degree Procedure

UDR VI. 1., 3., 11.

1. After passing the comprehensive examination, the PhD/DLA student shall take part in and fulfil the requirements of the second phase of the doctoral programme i.e. the thesis research and writing phase, which is part of the procedure for the awarding of a doctoral degree.

3. The PhD/DLA student must submit their doctoral thesis within three academic years after passing the comprehensive examination, in accordance with the rules set out in the Doctoral Regulations. In cases warranting special consideration (such as childbirth, accident, illness, or other unforeseen circumstances), this period may be extended by the competent DDC by up to one academic year, in accordance with NHEA Section 53(4).

11. With PhD/DLA students who have previously obtained a completion of studies certificate in a state-funded doctoral programme at the relevant Doctoral School, the Doctoral Schools may assume the fees incurred during the procedure for the awarding of a doctoral degree.

Individual Preparation Toward a Doctoral Degree

UDR VI. 53-54.

53. Those who wish to obtain a doctoral degree within an individual preparation programme shall register for a comprehensive examination at a chosen Doctoral School. Taking the recommendation of the Doctoral School Council into consideration, acceptance of the applicant shall be decided by the DDC. A prerequisite for the statement of acceptance is the fact that the academic/scientific work of the applicant shall fit into the profile of the particular Doctoral School and that the applicant shall demonstrate adequate previous academic/scientific work.

54. If the comprehensive examination is passed, the higher education institution shall recognise the minimum credits required for taking the comprehensive examination. Based on previously acquired skills and competences, additional credits may also be recognised upon request up to the upper limit specified by law.

17. Specific rules for participants of individual preparation programme are set out in Annex 4.

Independent Scientific Work

UDR VI. 13-14., 30.

14. The PhD/DLA student shall prove his/her independent scientific work through published articles in journals and books approved by the particular academic field and/or through patents that have been submitted and approved. Academic standards regarding the journals, the length and number of the articles shall be determined by the Doctoral School Council and approved by the DDCs. The detailed requirements of each Doctoral School shall be found in the disciplinary regulations. These requirements may also involve scientometrics.

15. If the publications mentioned in the previous Section have co-authors, the co-authors shall declare in writing which specific scientific conclusions have been reached through the candidate's own efforts. Formal requirements regarding the declaration shall be found in Section 31 of the present chapter of these Regulations. The relevant Doctoral School Council may decide that the above-mentioned co-author declaration is to be issued by the lead author of the article.

30. If the publications on the reference list have co-authors, then the thesis shall have a section where, as regards the specific research topic and the publications, the co-authors (or the lead author, if that is not the PhD/DLA student) shall declare in writing which specific scientific conclusions are the ones – from the co-authored scientific achievements – that were reached through the candidate's absolutely vital work and later published in the thesis and summary. Co-authors shall also declare that the abovementioned conclusions have not been used by them for the awarding of an academic degree and that they shall not make any attempt to obtain a degree relying on these conclusions in the future. The declaration shall be signed by the co-authors (or the lead author). The procedure to be followed in the case of foreign or deceased co-authors shall be stipulated in the regulations of the Doctoral School Councils. The thesis shall also contain another declaration required by the regulations.

18. The candidates shall prove their independent scientific work with publications in peer-reviewed journals and books (not more than half of these publications shall be labelled as to-be-published). The publication requirements of the DS are specified in the training plan of the DS.

19. If a foreign co-author is required to declare the candidate's contribution in a cited publication, they may do so in English by sending an electronic declaration. In the case of a co-author who is no longer living, the candidate's declaration will prevail.

Foreign Language Requirements

UDR VI. 17.

The PhD student shall certify at least one complex type (oral and written) intermediate state language exam or an equivalent certification. The equivalence between language examinations is regulated by a Government Decree. Cases that are not regulated by the Government Decree fall under the authority of the University's Foreign Language Centre. The expert opinion of the Centre shall be final.

20. The doctoral candidate must have at least an intermediate level (B2) certificate in English or an equivalent certificate, which may be attested by a certificate of proficiency in English sign language for deaf people. For those participating in the English-language training, completing the training is deemed to fulfil the language examination requirement.

The Doctoral Thesis

UDR VI. 20-21.

20. The thesis is a comprehensive piece of work that demonstrates the candidate's goals, his/her new academic achievements, his/her insights into the scientific literature and his/her research methodology. Generally, the thesis shall be written in Hungarian or in English, but following the decision of the relevant Doctoral School Council and being granted their exclusive permission, the thesis may be written in a language other than Hungarian should this be scientifically reasonable. Foreign national candidates whose native language is not Hungarian may write their thesis in a language that is predetermined by the Doctoral School Council.

21. The inner title page of the thesis shall display the following: author, thesis title, supervisor's/adviser's name (if there is a supervisor/adviser), place where the thesis was written (including the name of the Doctoral School if the candidate took part in a doctoral training) and the date. The thesis will include a table of contents, summary bibliography and list of the candidate's own related publications. The thesis may be accompanied by an Appendix: photographs, collections of documents etc. The length of the Appendix may be regulated by the DDCs.

21. The thesis must be written in Hungarian in Hungarian-language programmes, but may be written in other languages with the specific permission of the DSC. In English-language programmes, the thesis must be written in English.

22. Both the thesis and the thesis book should be prepared in the widely accepted formal solutions in economics (the so-called Harvard system is recommended: pagination, references, lists, figures, tables, bibliography, etc). The expected length of the thesis is 120-200 pages in word processing, font size (12), font type (Times New Roman), line spacing (1.5), justified, page numbering at the bottom, margins 2.5 cm.

Preliminary Defence

UDR VI. 22.

The Doctoral School Council may decide to have a preliminary defence on a thesis before it assumes its final shape. The circumstances of the defence shall be set by the Doctoral School Council. The circumstances shall be recorded in a memo, and the memo shall be attached to the minutes taken during the defence. The Doctoral School Council may also require a plagiarism check for a thesis submitted for the in-house defence, the costs of which will be covered by the University.

23. At the request of the student, the DSC submits the thesis for a preliminary defence and adopts the preliminary defence committee. The preliminary defence committee consists of the chair and two Assessors. For submission for discussion, at least 50% of the publication requirements must be met.

24. In the case of a preliminary defence, the rules on who shall be invited and how to invite them apply to the public defence of the thesis, except that the notice of the preliminary defence must be published and the invitations sent out at least 2 weeks before the date of the preliminary defence.

25. A brief record of the preliminary defence should be made, summarising the views of all contributors. The minutes should be accompanied by

- the written opinion of the Assessors,
- all other written comments sent to the preliminary defence,
- the attendance sheet of the participants in the debate, including their names, institutions, degrees (if any) and signatures.

The Submission of the Doctoral Dissertation

UDR VI. 23-26.

23. The thesis may be approved for the public defence on condition that it undergoes a plagiarism check before it is uploaded to the Doctoral Repository, the costs of which will be covered by the University.

24. At least one bound copy of the thesis shall be submitted to the Faculty within the relevant branch of science.

25. A detailed summary shall be appended to the thesis in the language of the thesis in printed and electronic format. In the case of a summary not written in Hungarian, the thesis and the summary booklet shall contain a Hungarian-language abstract of no more than 2000 characters; in the case of a summary written in Hungarian, the thesis and the summary booklet shall contain an abstract of the same length in English.

26. Immediately following the submission of the bound copies, the PhD/DLA student shall ensure that the thesis and summary are uploaded to the University Library's Repository of Theses. The assessment procedure shall only begin after the upload has been completed. When the defence of the thesis is announced, the relevant Faculty or Doctoral School shall upload the names of the thesis defence board members to the Repository. The names of the thesis defence board members shall be displayed on the invitation for the public defence.

26. The thesis must be submitted to the DSC electronically and in one bound hard copy. The thesis may be submitted for public discussion if, following the preliminary defence, the candidate has revised the thesis based on the suggestions made there, as attested by the supervisor's signature. It is also necessary that the candidate has uploaded the details of their scientific work to the Hungarian Archives of Scientific Works.

The Assessment Procedure

UDR VI. 32-33., 37-39.

32. *The Committee of Assessors that assesses the doctoral thesis shall consist of the following members: a Chair, two official Assessors (one of them shall be an external professional) and two to four further members; five to seven members in total. Only persons with an academic degree are eligible to become members of the Committee. One Committee member shall be responsible for secretarial duties. One of the Assessors shall be an external professional. Chapter V Section 3 of these Regulations shall apply to the Chair of the Committee.*

34. *Based on the proposal of the competent Doctoral School Council, the Committee is appointed by the DDC. The decision of the DDC must comply with the applicable laws and regulations governing conflicts of interest, in particular Section 17 of Government Decree 387/2012. (XII. 19.). No individual may participate in the doctoral procedure as an official Assessor or member of the Committee if they are a close relative of the candidate, or if they cannot be reasonably expected to provide an objective evaluation. Furthermore, the candidate must not have any co-authored publications with members of the Committee, and the candidate's supervisor may not serve as a member of the Committee. All members of the Committee are required to submit a written declaration regarding conflict of interest to the competent doctoral school, in accordance with the provisions set out in this section.*

37. *With two supportive assessments, the DDC shall approve the thesis for the public defence within two academic months. Two weeks prior to the event, the place and time of the defence shall be made public to allow enough time – no fewer than three weeks – for the members of the Committee to thoroughly study the thesis.*

38. *The list of guests who shall receive a mandatory invitation to the defence is regulated by the Doctoral School Councils. Along with the invitation, these guests shall also receive the summary.*

39. *The place and time of the defence shall be announced at the relevant Faculty, department, and research institutes involved in the programme and on the website of the Doctoral Institute and the University Library. Concurrently, one copy of the thesis and the summary shall be submitted to the Library. Any additional invitations may be restricted by the academic disciplines. PhD/DLA students may send any number of invitations.*

27. Lecturers and researchers from the Faculty of Economic and Business Administration, the supervisor(s) of the candidates and doctoral students participating in the training programmes of the DS must be invited to the defence.

UDR VI. 40-44, 50.

40. *The defence shall only be held in the presence of the Chair, at least one of the Assessors and at least four members of the Board. If necessary, external members of the Committee may participate in the procedure by video conferencing. The defence is not to be held if there is a negative opinion and the Assessor who gave the negative assessment is not present at the defence. In such cases the DDC assigns a new date for the defence, in which case the defence may be held without the Assessor with the negative opinion.*

41. *The defence is presided over by the Chair of the Board. The defence begins with the administrator describing the candidate's scientific resume.*

42. *At the public defence, the PhD/DLA student shall present (in an unrestricted way and in 30 minutes at the most) a summary of his/her thesis and work. The candidate presents the outcome of the assessments and reacts to written questions from the Assessors and questions and comments from the Committee members, the Assessors and those who are present at the defence.*

43. *Following the completion of the defence, the Committee – in a closed session and by secret ballot – shall decide on a 0–5-point grading scale whether the defence was successful*

or not. To be successful, the candidate shall reach at least 60% of all available marks. Following the session, the Chair shall publicly announce and justify the outcome.

44. The awarding of the doctoral degree shall depend on the report compiled by the Committee of Assessors and on the opinion of the Doctoral School Council that evaluates the marks given. The DDC shall form its opinion based on the final outcomes, and the UDC shall make its decision taking all the above-mentioned assessments into consideration.

49. Qualification of the doctoral degree shall be based on the defence of the thesis. Qualification of the degree shall be as follows: 3.0–3.6 is rite, 3.61–4.30 is cum laude, and over 4.30 is summa cum laude.

Chapter V

Final provisions

28. Students enrolled before 1 September 2023 may choose to meet the foreign language proficiency requirements under these regulations or the regulations in force before 1 September 2023.

29. These Regulations shall enter into force on 1 September 2023, upon their adoption by the DDC of Social Sciences. Upon the entry into force of these Regulations, the Organisational and Operational Regulations of the Doctoral School in Economics of the University of Szeged, adopted on 1 September 2016, shall be repealed.

30. The Regulations shall be published on the website of the Faculty of Economics and Business Administration of the University of Szeged in Hungarian and English.

Evaluation of the Admissions Examination

Applicants who aspire to enrol for the Doctoral School shall take part in an admissions interview. The interview is used to assess the applicant's interests, research aspirations, and professional intelligence in economics.

The admissions committee evaluates the applicants for the English-language programme based on the admissions interview on a scale of 1-100 points.

Training Programmes of the Doctoral School

- Programme in Economic Policy and Globalization (in Hungarian language training: Gazdaságpolitika és globalizáció program)
- Programme in Business Administration (in Hungarian language training: Gazdálkodástudományi program)
- Programme in Ecological Economics

Evaluation FORM to the Supervisors

Semester: Academic year 20.. – 20.. semester
Name of the Candidate:
Supervisor:
Candidate's research topic:
Course: Supervision I / II / III / IV / V / VI / VII / VIII
 (please circle the actual)

Evaluation

1. Overall evaluation of the research activity	Excellent	<input type="text"/>
	Accepted	<input type="text"/>
	Not accepted	<input type="text"/>

2. Frequency of consultancies	regular	<input type="text"/>
	rare	<input type="text"/>
	none	<input type="text"/>

3. Progress in the research topic	excellent	<input type="text"/>
	meets the requirements	<input type="text"/>
	lags from the required	<input type="text"/>

4. Overall evaluation of the Candidate's progress	excellent	<input type="text"/>
	meets the requirements	<input type="text"/>
	lags from the required	<input type="text"/>

5. Detailed evaluation

Szeged,

.....
 (supervisor's signature)

Research Credits of the Academic year¹

List of conference presentations held during the academic year ²

1	Authors (year): <i>Title of presentation</i> . Name of conference, date of conference, City of conference.
2	
3	

Credits that can be awarded (filled by the Secretary of Doctoral School):

List of publications in the current academic year ³

Book chapter	
1	Authors (year): Title of chapter. In Name of editors (eds.): <i>Title of Book</i> . Publisher, City of publishing, pages.
2	
3	
Article in scientific journal	
1	Authors (year): Title. <i>Title of Journal</i> , volume, number, pages.
2	
3	
Study in conference proceedings	
1	Authors (year): Title of Study. In Name of editors (eds.): <i>Title of conference proceeding</i> . Publisher, City of publishing, pages.
2	
3	
Other	
1	
2	
3	

Credits that can be awarded (filled by the Secretary of Doctoral School):

¹ Publications and conference presentations published during the summer break should be included in the report for the next academic year.

² Attachment: a ppt of the presentation (6 slides on one page), the conference call, proof of participation in the conference.

³ In some cases, the Doctoral School may ask for a separate printout of the publications, but it does not have to be attached automatically.

TEACHING CREDITS OF THE ACADEMIC YEAR

List of the courses taught during the academic year⁴

Neptun Code	Name of course	Hours per week
Credits that can be awarded (filled by the Secretary of DS):		

Other comments:

(e.g. credits earned during a study abroad)

Szeged,

.....

(Signature of PhD student)

⁴ If a course is taught by more than one student, only the part corresponding to the student writing the report (which will probably be a fraction) should be indicated in the weekly number of hours.

**REGULATIONS OF INDIVIDUAL PREPARATION TO OBTAIN DOCTORAL
DEGREE
AT THE UNIVERSITY OF SZEGED
FACULTY OF ECONOMICS AND BUSINESS ADMINISTRATION
DOCTORAL SCHOOL IN ECONOMICS**

The doctoral degree can be obtained by the so-called individual preparation, missing the first two years of the programme, if the candidate already has the knowledge and academic achievements required to complete this period. This level of competence is to be assessed by doctoral schools through a comprehensive examination, which, if passed, takes the candidate directly into the second part of the doctoral programme—the research and dissertation phase. A candidate who has already received substantive guidance on their research topic when applying for the comprehensive examination is not considered to be an individual candidate. The examination of this is the responsibility of the Doctoral School.

The procedure for individual candidates is as follows:

1) Admission Process:

- Individual preparation is open to those who:
 - a. Have at least 70% of the publication points required for the degree.
 - b. have the language skills required for the degree.
- Applications for admission can be submitted during the period specified by the Doctoral Institute of the University of Szeged (the application deadline is usually in May).
- The applicant's academic activities shall fit in with the profile of the Doctoral School.
- During the admission process, applicants must provide evidence of their scientific achievements in the research field (scientific publications, conference presentations).
- If the individual candidate wishes to be assisted by the University in obtaining a degree, the Doctoral School is required to check the candidate's prior knowledge.
- Admission is decided by the DDC on the basis of a proposal from the DSC.
- Individual preparation is only possible at own expense. For individual candidates, the amount of the tuition fee for the 4 semesters following the comprehensive examination is the amount the amount of the respective tuition fee.⁵

2) Comprehensive Examination:

The comprehensive examination must be taken no later than the examination period following acceptance of the application. If the doctoral student fails to pass the comprehensive examination by the prescribed deadline, the student's student status shall be terminated and the doctoral programme shall be closed.

⁵ There is no tuition fee for applicants applying before June 2018.

Upon passing the comprehensive examination, individual candidates become students of the Doctoral School, enrol for the current semester, and start the research phase and preparation for their dissertation.

3) Research Phase, Recognition of Credits

The Doctoral School may, but is not obliged to, appoint a supervisor or a consultant to assist individual candidates.

Candidates must have acquired the 240 credits required for the absolutorium. Composition of credits:

	Credits to be completed
Comprehensive examination	90
Compulsory credits	
Participation in at least 2 research forums (12 credits per research forums)	24-48
Publication activity	min. 60
Credit approvals	
Scientific activity (based on work experience as a researcher or analyst)	max. 66 (decision by DSC)
Previously completed course at other doctoral schools in economics, management and business administration	
Higher education and certified teaching activity	
Total	240

In the case of a **successful comprehensive examination**, the Doctoral School will recognise the minimum number of credits (90 credits) required for the comprehensive examination. A minimum of 60 credits of publications and participation in at least two research forums is compulsory. Additional credits may be recognised at the request of the candidate and approved by the Doctoral School Council:

- **Teaching experience:** credit is awarded by the DSC for activities in a higher education institution and for which it has been validated.
- **Recognition of courses previously completed at other doctoral schools in economics, management and organisation.** These may be accepted as elective courses by the Council of the Doctoral School.
- **Research activity:** work experience as an analyst or researcher will be used by the DSC to determine the number of credits to be awarded.

With the 240 credits obtained in this way, the student fulfils the requirements for the absolutorium.

4) Preliminary Defence:

Individual candidates are required to submit the thesis suitable for a preliminary defence within two years of the comprehensive examination. At the time of submitting the thesis for a preliminary defence, the student must have the publications required for the degree (at least an acceptance statement). If the student does not have the required publications at the time of submission a plan shall be submitted to the Doctoral School on the completion the missing credits and publication requirements. This plan will be discussed by the Doctoral School Council and, if accepted, the thesis will be sent out for evaluation.

5) The Submission of Doctoral Thesis

Once one has the absolutorium, one can submit the thesis and start the examination procedure. The doctoral thesis must be submitted within 3 years of the comprehensive examination (1 year after submission for the preliminary defence). The general rules of the Doctoral School in Economics shall be applied to the examination procedure and to questions not specifically covered here.