BUDAPEST UNIVERSITY OF TECHNOLOGY AND ECONOMICS

Doctoral School PhD School in Business and Management

Training Plan

Budapest, 27 April 2023

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Section 1 [Applicable legislation]

The framework for the doctoral studies at the Doctoral School in Business and Management (hereinafter: Doctoral School (DI for short)) is governed by

- the Code of Doctoral Studies and Habilitation of Budapest University of Technology and Economics (BME DHSZ)
- BME's Code of Studies and Examinations (BME TVSZ),
- the Operational Rules of the Doctoral School (DI MSZ),
- the Quality Assurance Plan of the Doctoral School,
- the Training Plan of the Doctoral School (this document), and
- ESG 2015 (Standards and Guidelines for Quality Assurance in the European Higher Education Area[1]).

Below we describe the overlapping and additional requirements, without going into the mandatory quality assurance elements in the related legislation (Act CCIV of 2011 on National Higher Education, Government Decree 387/2012. (XII.19.) on doctoral schools, the doctoral procedure and habilitation , and the relevant decisions of the Hungarian Accreditation Committee (MAB).

Section 2 [Components of the PhD programme]

(1) Work plan

The PhD programme is carried out according to an individual work plan, in accordance with the framework detailed in Section 5. The individual work plan is developed by the PhD student at the start of the course in consultation with the head of the department and the supervisor. This is reviewed by the Doctoral Study Committee (DTB) and approved by the Doctoral School Council (DIT). The work plan includes a study plan broken down by terms and a research plan, see BME TVSz Section 177(1).

(2) Supervisor

The most important part of the PhD training is the independent research activity focusing on a topic proposed by the Doctoral School. Each PhD student has only one supervisor assigned at one time, who is exclusively and fully responsible for managing and promoting the studies and the research activity of the PhD student, and their preparation for the acquisition of the doctoral degree. Double supervision is allowed only in the case of international cooperation or interdisciplinary topics, on the basis of the research topic proposal approved by the DIT and announced with the prior consent of the Habilitation Committee and Doctoral Council of the University (EHBDT) (see BME DHSZ Section 10(6)). In other cases (e.g. when an external supervisor is engaged, based on a cooperation agreement with another Doctoral School or an institution within the Eötvös Lóránd Research Network), the Doctoral School Council designates an internal thesis advisor from BME to provide support for the supervisor and monitor the student's progress.

(3) Subjects

Doctoral students may register for subjects prescribed by the curriculum of the Doctoral School without separate authorisation (BME TVSZ Section 180). When requested by the student, the

[1] https://www.enqa.eu/wp-content/uploads/2015/11/ESG_2015.pdf

Doctoral Study Committee may authorise registration for subjects from other academic programmes (trainings), not specified in the Training Plan. (This right is delegated by the DIT to the DTB, see BME TVSZ Section 180).

The compulsory subject of Guided tutoring is also part of the training, where students work under the guidance of a designated lecturer to increase their factual knowledge and improve their content development, presentation and communication skills. The subject and the assigned credits are determined, in consultation with the supervisor, by the department head of the supervisor/thesis advisor and its completion is approved and graded by the department head based on the recommendation of the designated lecturer. For teaching activities exceeding the amount recommended in the doctoral programme, a fee may be paid as described in BME TVSZ Section 179 .

The tutorial nature of the training is underlined by regular consultations, recognised by credits, and support for research and publication activities.

The progress of the doctoral thesis in terms of time is acknowledged by ***research*** credits. The research credits are approved by the supervisor every term on the basis of the implementation of the tasks set out in the term's research plan.

Publication credits may be awarded for publishing new results in international journals or presenting them at an international conference. Earning the publication credits required for the first four terms fulfils the requirement for the complex examination, and by the end of the eighth term the minimum requirement for the degree acquisition is met.

The students' academic performance and progress is also measured by a presentation at the PhD Professional Day (Workshop) organised in the 7th term of the programme.

The total number of credits to be acquired during the programme is 240[2] as set out in the curriculum web described in Section 4.

(4) Legal status, scholarship/self-financed reclassification

The doctoral student's legal status is terminated if the student fails to collect at least 15 credits in the active term (BME TVSZ Section 186 (1)2).

A student on a state scholarship who fails to obtain 2/3 of the credits of the recommended curriculum in the given (active) term may be reclassified to a self-financed status by a decision of the dean's office upon the recommendation of the DIT (BME DHSZ Section 13(8)).

Students in self-financed programmes may be reclassified to a state-scholarship recipient status upon application, subject to the DIT's favourable opinion (details: BME DHSZ Section 13(8))

(5) Connected master programmes

The doctoral programmes at BME's Faculty of Economics and Social Sciences are connected to the master programmes linked to the disciplines of the Doctoral School - economics and engineering management - which are:

[2] see Higher Education Act (Act CCIV of 2011), Section 16(1)

- Marketing master’s programme
- Master of Business Administration (MBA)
- MSc in Engineering Management
- Master's programme in Finance
- Master's programme in Regional and Environmental Economic Studies
- Accounting master’s programme
- Master’s programme in Management and Leadership

The basic requirement for admission (in addition to the other basic admission requirements, see the Operational Rules of the Doctoral School) is that the candidate must complete the compulsory subjects in the master programmes (listed above) connected to the Doctoral School with a maximum 20 credit deficit, and the missing 20 credits must be completed during the first two terms of the doctoral programme, in addition to the other subjects.

Section 3 Professional competences to be acquired

(1) Knowledge-based competences

Knowledge and understanding of the broad concepts, theories, developmental features and contexts of business and management, in the area of the student’s field of research or development. Understanding the core values and ethical standards of research, development, management and society. Knowledge of the related economic and social facts, important and new research trends and results in the student’s field of research or development, in addition to the relevant principles and theories.

Knowledge and understanding of concepts, theories and trends of the related co-disciplines relevant to the student’s field of research or development. Knowledge of the main economic issues to be addressed in the student’s field of research or development, including their implications to other co-disciplines, society and the environment.

In-depth knowledge of the research and development principles and methods that can be used to explore interconnections, to model and rethink social/economic processes, and to formulate new, scientifically valid questions and answers in the student’s field of research or development.

Basic knowledge and methods as a researcher and/or developer required to plan and organise research and manage developments, including organisational, economic, financial and legal frameworks and rules. Knowledge of modern organisational, and management skills required for complex, managerial-level economic activities.

A good command of the economic and relevant co-disciplinary terminology essential for the effective conduct of the student’s field of research or development, in addition to a high level of the colloquial language. Knowledge of the typical spoken and written forms and idioms in the student’s mother tongue and English, as well as in a foreign language appropriate to their field of research or development.

In-depth knowledge of the communication forums used in professional and scientific public life, the forms and rules of written and oral communication, and publication requirements in the student’s field of research or development. Basic pedagogical and methodological knowledge that is

indispensable in the scientific community and especially in the field of education.

Knowledge and understanding of the rules and criteria for a career as a researcher/developer or teacher in the field of business and management, the options, alternatives and conditions for building their own career, as well as the support services available.

A high level and comprehensive knowledge of society, related to the student's field of research or development, including the institutional characteristics of the main subsystems of society and their interrelationships, key social and public issues and problems.

(2) Skill-based competencies

Ability to carry out comprehensive and complex analyses in the student's field of research or development for solving scientific and/or practical problems. Ability to explore connections that go beyond the present status of business and management, formulate new, original ideas and raise questions. Ability to subordinate their activities as a researcher, developer or manager to the values and ethical principles undertaken.

Ability to draw conclusions for developing new solutions and for making choices and decisions. Conducting their research and/or development successfully in a multidisciplinary context, in new and unfamiliar environments, even with incomplete or limited information. Interpret and take into account in their professional (theoretical research or practical) work the social, ecological and sustainability aspects which are relevant to their field of research and/or development, but also be ready to go beyond them.

Ability to apply and develop at a high level of abstraction the theories, methods and practices relevant to the research field. Analyse scientific theories and methods, compare and decide on relevant theories to be applied when solving practical problems, and developing theories and methods. Initiate, design and implement research projects based on new research questions and hypotheses in their field of research and/or development, and formulate new scientific results.

Successfully lead a specific research project in a research and development or business organisation. As a leader, able to set professional expectations for their staff, apply positive incentives in the work of the organisation, and assess the results and the work of their staff. Based on the results of their research and/or development work, prepare, publish, document, defend, present scientific theses and studies in accordance with the rules of scientific rigour, in national and international contexts, to professional and non-professional audiences, including in a foreign language. Successfully perform educational and scientific communication tasks in the field of business and management, in particular in their field of research and/or development, in higher education institutions, research institutes, as a lecturer, researcher, manager and research organiser.

Ability to plan their career as a researcher/developer, set and achieve research and/or development goals. Plan and manage their career in the spirit of continuous learning and self-education in the perspective of a full life. Identify important societal issues to be addressed, related to their field of research and/or development. Conduct their professional work by also taking into account the social context, make proposals to solve social problems, in which they also participate proactively.

(3) Attitude-based competences

Apply a critical approach to the practices, current results and procedures in business and management. Be a professional with a broad knowledge base, who seeks new theoretical and practical solutions and consistently expresses their professional opinion.

Be committed to their profession and to their work as a researcher/developer, accepting its core values, professional ethics and rules, while at the same time striving to critically interpret and improve them. Be open and receptive to new scientific findings and peer review, including co-disciplines, which are related to their field of expertise and also be ready to go beyond them.

Be interested in and motivated by the opinions of others, as well as the sectoral, regional, national and European values (including social, societal and ecological, sustainability aspects) and consider their promotion to be part of their vocation. Based on the current state of science and practice, be committed to solving theoretical and practical questions and problems in business and management, and to developing scientific methods.

Respect the accepted principles and methods of research planning, organisation and funding, but also constantly strive to innovate through the need for change and improvement. As a leader of a research and development project or a business organisation, be motivated not only by individual success but also by the development of the R&D community and the economy as a whole.

Be committed to publishing their professional and scientific questions, results and proposals. Be open to professional and scientific criticism, and accept well-founded criticism. Seek to reach the widest possible scientific community with their professional scientific publications. In debates, be ready to express and defend their opinion while respecting those of others. Be committed to disseminate their knowledge and values that are important to the community. Consider the dissemination of knowledge and values to be a fundamental duty as a person and a professional.

Consider it a way of life to continuously educate themselves in terms of their profession, science and teaching activities, and to expand their practical and methodological knowledge. In addition to grow professionally in the narrow sense of the word, be aware of the need to have a complete and complex path for a career. Consider it part of their vocation to use their professional and social knowledge for the common good, and be ready to share their knowledge with others.

Actively participate in public affairs and activities of public interest. Have a value-based, sophisticated intellectual approach to other people and to economic and social problems, processes and views.

(4) Responsibility-based competences

Independently formulate research and development objectives in their research and development activities. Take responsibility for their research topic, research and development results and proposals as a professional, a person and a member of society. In their work as a researcher, teacher, expert and manager, voluntarily observe and adhere to professional ethical standards and make others do the same, when necessary, raise new ethical issues, propose standards and rules. Take full responsibility for their research and teaching activities, the organisation they manage, their business and the decisions they make in relation to them.

Independently build relationships with other areas within business and management, with the

representatives of co-disciplines, and with the relevant sub-systems of society. Take responsibility for the economic, social and environmental consequences of their research and development results, practices and proposals.

Make independent and responsible choices about the methods they use in their research and development activities, knowing - and accepting - that these choices will influence the results. Independently initiate new research, solutions, educational programmes and methods, cooperation schemes. Implement them independently and responsibly, involving the necessary partners. Acts independently in their own professional work, in shaping and developing their thinking - as a researcher, research organiser or in a management position at any level of a business organisation. Take responsibility for the organisation, the project and the people involved as a research organiser and manager.

Take an active part in research and educational projects and professional forums related to business and management, both nationally and internationally. Represent their position independently, responsibly, credibly and as an equal. Adhere to the ethical rules of the profession and science. Strictly and consistently respect copyrights in the area of science and development and, as a manager, make sure that others also respect them.

Independently develop and publish educational courses and projects in the field of research and development. Take responsibility for the successful completion of courses and the performance of students. Plan and organise their general, professional, research and teaching development with a high degree of autonomy and responsibility, and be committed to support the development of their colleagues and subordinates with a helpful attitude. Help their staff and subordinates in other areas of social life, encourage their learning and development.

In addition to their professional work and tasks, take responsibility and be proactive in socio-political issues. Participate responsibly in social programmes, and take on the independent management of such programmes and projects.

Section 4 Curriculum web

The total of 240 credits to be acquired during the programme is divided into the following blocks:

- methodological foundation subjects: 21 credits
- research: 135 credits
- guided tutoring 24 credits
- publications: 60 credits.

In accordance with the curriculum of the programme and Chapter VII of the BME TVSZ

- maximum 45 credit points may be collected per term (BME TVSZ Section 177(6)),
- more than one Individual research subject in the same term may be taken only with the prior permission of the DIT,
- more than one Publication subject in the same term may be taken only with the prior permission of the DIT,
- study credits cannot be exchanged for research credits,

- at least 120 credit points must be completed by the end of the 4th term (TVSZ Section 186(1).3),
- by the end of the 4th term, the Publication I-II subjects must be completed (see also Section IV, complex examination).

If a student submits their doctoral thesis at any time during the second stage of the programme and it is submitted for a thesis review procedure by the Habilitation Committee and Doctoral Council (HBDT), the research and publication credits for the term will be recognised on the day of the HBDT's decision. A student who has fulfilled all the study and examination requirements prescribed in the curriculum and collected the required 240 credits will receive the absolutorium on the day of the HBDT's decision, while their student status - and in the case of a scholarship student, their scholarship entitlement - will be maintained until the last day of the term (Higher Education Act Section 59(1)d).

(1) Subject-related requirements

The subjects of the PhD programme provide the methodological basis for research in the field of business and management. The subjects will cover research methodology issues, quantitative and qualitative analytical techniques, economic, business and management analytical problems and international trends in these areas.

(2) Guided tutoring-related requirements

In the framework of guided tutoring, doctoral students carry out project consultations, lead practical training or give lectures, partly in areas related to their research topic. The supervisor and the subject coordinator of the taught subject assist the students in their work and confirm the completion of the teaching task to the head of the department. The completion of the teaching activity is certified by the head of the department. For teaching activities exceeding the amount prescribed in the doctoral programme, a fee shall be paid as described in BME TVSZ Section 179 .

(3) Research-related requirements

The research requirements are fulfilled through consultation with the supervisor. Research credits per term can be obtained with the approval of the supervisor.

The **consultation** is an individual session with the supervisor, aimed to discuss the research tasks, present the tasks carried out and the results obtained.

Research credits may be awarded for individual research work carried out by the student with the approval of the supervisor. Research credits may include, for example, research activities in a library, company or other external location, attendance of a conference or other scientific event, travel abroad for research purposes, etc.

(4) Publication requirements

In accordance with Section 17(5) of the University's Code of Doctoral Studies and Habilitation,

'For scientific and technical creative works, the minimum requirement is at least 3 peer-reviewed publications already published (or accepted for publication). Minimum 2 of these must be in a foreign language, minimum 2 published in a journal, minimum 2 must be high-quality publications of the

candidate's own work with their predominant contribution, and minimum 2 publications must be registered in the Web of Science or Scopus database. For a doctorate in art, the minimum requirement is at least one completed, qualified work of art. The precise definition of the significant contribution ratio and quality requirements and of a qualified work of art, taking into account the specificities of the field and any additional minimum conditions, is determined by the competent HBDT and laid down in its rules, subject to approval by the EHBDT. Compliance with the publication requirements is a prerequisite for starting the review procedure.'

When obtaining publication credits, publications must be chosen in such a way that the above conditions are met. The recommended curriculum requires the completion of 30 publication credits by the end of the 4th term (by the time of the complex exam).

The credits indicated in the recommended curriculum may be awarded for the following publications:

- ***Publication 1***: two[3] publications worth at least 3 points in total
- ***Publication 2*****:** publications worth minimum 4 points in total[4], including at least **one** peer-reviewed journal article or peer-reviewed conference article in a foreign language.
- ***Publication 3*****:** publications worth minimum 5 points in total[5], including at least two articles published in journals registered in the WoS or Scopus database.

Credits may be awarded to each publication only once. Publications 1, 2 and 3, however, may also be considered as cumulative, so the total number of prescribed publication credits must be always collected by the end of the term in question.

[3] Calculated on the basis of the publication point values given in the PhD degree acquisition requirements of the Doctoral School in Business and Management
[4] Calculated on the basis of the publication point values given in the PhD degree acquisition requirements of the Doctoral School in Business and Management
[5] Calculated on the basis of the publication point values given in the PhD degree acquisition requirements of the Doctoral School in Business and Management

Subject/type	**Total credits**	Term 1	Term 2	Term 3	Term 4	Term 5	Term 6	Term 7	Term 8
Study									
Economics /C		4/e/5							
Research methodology / C		4/e/5							
Quantitative Methods / C			4/e/5						
Management theories /C				2/e/3					
Economic analyses /C					2/e/3				
Study in total:	***21***	***8/e/10***	***4/e/5***	***2/e/3***	***2/e/3***				
Teaching									
Teaching / C	***24***	***2/s/3***	***2/s/3***	***2/s/3***	***2/s/3***	***2/s/3***	***2/s/3***	***2/s/3***	***2/s/3***
Research									
Consultation / C	35	5/t/5	5/t/5	5/t/5	5/t/5	5/t/5	5/t/5	5/t/5	
Research /C	100	15	15	10		20	20	20	
Research in total	***135***	***20***	***20***	***15***	***5***	***25***	***25***	***25***	
Publication									
Publication 1 / C				10					
Publication 2 / C					20				
Publication 3 / C									30
Publication in total	***60***			***10***	***20***				***30***
Total	**240**	**33**	**28**	**31**	**31**	**28**	**28**	**28**	**33**

Legend:

C: compulsory subject s: signature

t: term mark e: exam

Example:

Research Methodology | C | 4/e/5: compulsory, 4 contact hours per week, completed with an exam, 5 credits

Section 5 [Work plans and reports]

(1) Work plans

According to Section 177(1) of BME's Code of Studies (TVSZ), it is mandatory for PhD students to prepare a work plan in *each active term until the end of the programme*. However, there are no uniform rules on the content and form of this requirement in the cited Code. DIT finds it necessary to set the principles and requirements of uniform work plans. The tasks can be divided into four main parts:

- studies,
- individual research,
- publishing research results and
- teaching activities.

The template for the work plan can be downloaded from the DI 's website.

PhD students are required to prepare two types of work plans, which must be submitted electronically to the Dean's Office:

- a *four-year work plan* for the whole duration of the programme after admission, and
- *a term work plan* at the start of each term (also for newly admitted 1st year students).

(2) Four-year work plan

The work plan is a description of the activities to be carried out during the period of study, including the objectives and proposals for the following three components.

a) Study plan.

This should be developed in accordance with the Training Plan (Section 4 of this document). It is essential to seek the opinion of the supervisor when drawing up the plan.

b) Scientific activities.

In addition to a comprehensive description of the research plan, it should also set out the pace at which the student intends to develop the chosen research topic and the scientific results they expect to achieve.

c) Educational activity.

Teaching activities do not only mean the number of lessons taught independently by the PhD student, but also includes preparation for independently held lessons or assistance in the preparation of other departmental lessons, consultations.

The following table (sample document available on the Doctoral School's website) helps to illustrate the development of the scientific activities.

Term	Topic	Goal	Result
1.	Bibliographical research (technical books, journals, internet, etc.). Exploring existing methods, procedures and results.	Learn about national and international research results , and to contact experts in the field.	Collection of articles and resources. Contact list and correspondence, personal meetings.
2.	Starting own research, finalising test methods (measurement, simulation, etc.), first calculations, measurements. Ongoing bibliographical research.	Start of the actual work, first results and their evaluation. Develop and implement experimental research methods. Further collection of sources, expansion of literature.	Measurements, calculations. Clarification of further activities and work. Expanding the collection of articles and resources.
3.	Further development and theoretical investigation of new testing and research methods. Collecting results and data.	Establishing the scientific basis for the new procedure , data collection.	Organising and evaluating the results from a publication perspective. International publications.
4.	Participation in the practical implementation of the new process, further development of the method.	Tests using the new process.	Publication of partial results in scientific forums, possible improvement of article(s).
5.	Start the second phase of the research, e.g. developing a modelling programme.	Organise and evaluate the results of the analysis .	Measurement/calculation data. Modeling programme code.
6.	Simulation analysis of model behaviour .	Determining the optimal model.	Summary of the results achieved in further publications.
7.	Measurements, simulations.	Processing and evaluating the results of the experiments and simulations carried out.	Additional publications. Start writing the thesis.
8.	Carry out additional, clarifying measurements. Preparing the PhD thesis.	Summarise research findings to a high standard, meeting content and format requirements.	Publication of results in scientific forums, articles in national and international journals. Thesis.

(3) Term work plan

In the case of the work plan for the following term, if there are no changes compared to the 4-year work plan with regards to the studies or optional activities, only this fact should be recorded. The work plan must be submitted electronically, and signed by the supervisor and the head of the department.

(4) Reports

Interim departmental reporting of students is carried out according to local (departmental) practice, and the supervisor will inform students of this in good time. There is a compulsory research report organised by the DI

- at the end of the 4th term, as part of the complex exam and
- in the 7th term, orally and in writing in the PhD Workshop.

(5) Complex exam

The HBDT decides on the eligibility for the complex examination. The credit criteria for exam eligibility are the completion of at least 90 credit points in the first four terms of the doctoral programme, the acquisition of credits in all the subjects prescribed in the recommended curriculum and the credits for Publication II, see BME DHSZ Chapter 9, Section 15(1) and Section 4(4) of this document. This requirement does not apply to PhD students who independently prepare for the acquisition of their doctoral degree and establish their student status by applying for and being approved to take the complex exam. BME DHSZ Section 10, Section 16(2).

No later than two weeks prior to the exam, PhD students must submit to the Dean's Office electronically a short summary of their findings achieved up to date as well as their articles submitted for publication and published . *The template for the summary can be downloaded from the DI 's website.*

Formal compliance with the publication criteria does not guarantee admission to the exam. Before the examination, the examination board will examine the quality of the publication, its relevance to the research topic and the PhD student's contribution to the published results. The board shall record in the minutes the decision to admit or refuse to admit the student to the examination and the reasons for its refusal.

The complex examination is described in full detail in BME TVSz Chapter 53. The complex exam is taken publicly, in front of an exam board. The exam board consists of at least three members, with at least one third of the members having no employment relationship with the institution by which the doctoral school is operated. The chairperson of the exam board is a university lecturer or a researcher holding the academic title of professor, professor emeritus or Doctor of the Hungarian Academy of Sciences. All the members of the exam board are required to have an academic degree. The doctoral student's supervisor may not be a member of the board.

The complex exam consists of two main parts, one assessing the theoretical knowledge of the candidate ("theoretical part") and the other assessing the candidate's scientific progress ("dissertation part").

In the *theoretical* part of the complex exam, the candidate takes an exam in two subjects/topics at least. The topics of the theoretical examination is discussed with each student by the head of the Doctoral School before the 4th week of the term of the complex examination. The Doctoral School Council approves the topics of the theoretical examination and the student's eligibility for the complex examination.

In the *second part* of the complex exam, candidates give a presentation to demonstrate their familiarity with the specialist literature of their research topics, report on their research findings, describe their research plans for the second phase of their PhD studies, including the time schedule for preparing the dissertation and publishing the results. No later than one week prior to the exam, the supervisor sends the assessment of the student's performance to the chairperson of the board in an electronic form.

The exam board evaluate the theoretical and the dissertation part of the exam separately. A report containing a written assessment is prepared on the complex exam. The exam results should be announced on the day of the oral exam. The complex exam is successfully taken if the majority of the members of the board consider both parts of the exam to be successful. PhD students are allowed to retake a failed complex exam one time in the same exam period. (DHSZ Section 15(6)).

(6) PhD Workshop

At the end of the 7th term, PhD students report on their research results and fulfilment of publication requirements at the PhD Workshop organised by the Doctoral School.

Section 6 [Administrative tasks of lecturers and students]

The successful completion of the student's PhD programme requires, apart from the administrative and supervisory tasks of the Dean's Office, the coordinated work of three persons, who are the head of the Doctoral School, the head of the department and the supervisor.

Their tasks are, in chronological order:

(1) Head of the Doctoral School

a) Attends the PhD student's entrance exam as a chairperson.
b) Signs and approves the work plan for the given term.
c) Discusses with students the topics for the theoretical part of the complex exam
d) Attends the PhD Workshop.

(2) Head of Department

a) Organises the announcement of research topics for the department for the next four-year period and sends the announcement to the Dean's Office by the set deadline.
b) Attends the PhD student's entrance exam at the department.
c) Signs and approves the four-year and term work plans.
d) Ensures or authorises the conditions necessary for the performance of the tasks set out in the work plans (workplace, use of equipment, etc.).
e) Organises, ensures and monitors the teaching activities of the PhD student(s) and approves

them at the end of the term if successfully completed.

f) Organises a preliminary workshop debate before submitting the thesis.

(3) Supervisor

They are personally responsible for the PhD student's activities from the start, with particular responsibility for the student's research. To this end:

a) Announces the topic(s).
b) Provides an opportunity for consultation before the entrance exams for candidates applying for the topics announced.
c) Attends the PhD student's entrance exam.
d) Assists in the preparation of the PhD student's four-year and term work plan and signs them to confirm their acceptability.
e) Organises, ensures and monitors the teaching and scientific activities of the PhD student.
f) Evaluates the consultation, research and publication activities in each term.
g) Prepares a comprehensive evaluation of the student's performance for the complex examination.

(4) PhD students

a) Prepare a four-year work plan at the time of enrolment and a detailed term work plan for each term, taking into account the instructions of the supervisor.
b) Complete a report by the 4th active term for the complex exam. Deliver a report in the 7th term at the PhD Workshop.
c) Submission of a written request for changes to the topic and/or supervisor to the Dean of the Faculty through the Dean's Office, who will take a decision after obtaining the consent of the DIT. The application must be signed by the supervisor and department head.
d) Any other changes e.g. longer study visit abroad may be approved by the Dean of the Faculty before the start of the term.
e) The student can request a passive term through the appropriate Neptun application form. They inform the Doctoral School and the Dean of the Faculty of this at the same time as submitting the application.
f) Submission of student documents (applications, work plans, reports, etc.). (Only in electronic form, except for the documents required for the submission of the doctoral dissertation, which must be submitted in accordance with the provisions of Section 18(2) of the DHSZ.) For students whose native language is not Hungarian, it is sufficient to submit the thesis booklet and the 1-page abstract in English.

Section 7 [Effective date]

This document was discussed and approved by the BME EHBDT on 27 April 2023. The Training Plan will enter into force after a transitional period of two years, during which time both sets of rules (old and new) will apply to the amendments, the one which is more favourable to the person concerned being taken into account.

Section 8 List of subjects

Subject code	Subject name	Lecturer	Department
	Economics	Judit Kapás PhD, habilitated associate professor	Department of Economics
	Research methodology	András Nemeslaki PhD, university professor	Department of Management and Business Economics
	Quantitative Methods	László Kóczy PhD, university professor and Imre Dobos PhD, university professor	Department of Finance
	Management Theories	András Nemeslaki PhD, university professor	Department of Management and Business Economics
	Economic Analyses	Tamás Koltai PhD, university professor, Elvira Böcskei PhD, habilitated associate professor	Department of Management and Business Economics, Department of Finance

Budapest, 27 April 2023.

Dr Tamás Koltai
Head of the Doctoral School