

**Documents to be submitted together with the doctoral thesis**  
**([Doctoral and Habilitation Procedures](#), Section 18)**  
**for those who started the doctoral program after September 1, 2016**

- ☐ a filled-in and signed application form for the doctoral (PhD) degree award procedure,
- ☐ a document proving the candidate's "absolved" status (issued by the Doctoral School's Office),
- ☐ the doctoral thesis in 2 paper copies (1 hardbound copy, 1 spiral-bound copy), in accordance with the Doctoral School's requirements,
- ☐ a one-page summary of the doctoral thesis (with the author's name and the title of the doctoral thesis on top of the page),
- ☐ thesis booklets (A5 size, 5 copies),
- ☐ the list of scientific publications as defined in the requirements of the [Operational Rules](#) of the Doctoral School of Business and Management (Annex 2),
- ☐ the copies of scientific publications connected to the thesis points,
- ☐ co-authors' declarations of surrender,
- ☐ the candidate's declaration that the thesis constitutes his/her independent work and that any verbatim citation or inclusion in content from other works has been cited appropriately,
- ☐ the candidate's declaration that he/she gives his/her consent to the publication of the thesis and thesis booklet,
- ☐ a declaration stating that the printed and electronic versions of the delivered thesis and thesis booklets are identical in all respects,
- ☐ the candidate's declaration that he/she is not subject to a procedure to revoke the doctoral degree, and that a doctoral degree awarded earlier has not been revoked from him/her within 5 years,
- ☐ a declaration that the doctoral candidate is not involved in a pending doctoral procedure launched in the same branch of science, or his/her application has not been rejected within two years, or he/she did not have any unsuccessful doctoral defence within two years,
- ☐ the minutes of the in-house defence conducted in a professionally competent educational organizational unit (or – after the preliminary approval by the HBDT – at another scientific forum),
- ☐ a professional CV,
- ☐ university diploma: a copy of the degree certificate on the completion of MSc or MA or equivalent university studies with successful final examination or defence of degree thesis. Degree certificates obtained from a foreign institution must be recognized or nostrified in accordance with the applicable legislation prior to submitting the application. [Doctoral and Habilitation Procedures, Section 17 (1)]
- ☐ a certificate of foreign language proficiency as described in *Section 17 (3) of the Doctoral and Habilitation Procedures (in Hungarian)* and in Annex 3 of the [Operational Rules](#) of the Doctoral School,
- ☐ in the event the publication is delayed [Doctoral and Habilitation Procedures, Section 21 (6)], the copy of the extract of the minutes on the permission thereof,
- ☐ the proof of payment of the administrative fee, if such obligation occurs. The amount of administrative fee shall be equal to one month of the minimum wage required by law. An administrative fee will be charged for students who submitted their thesis beyond one year starting from obtaining the leaving certificate. The copy of the original certificate shall be endorsed by the administrator of the Doctoral School's Office.

**The documents listed above must be submitted in one copy (if not indicated otherwise)  
in paper-based and electronic format (pdf) at the Doctoral School.**