

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

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

- ☐ 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 which relate to the thesis points conceiving the candidate's independent achievements and meeting the conditions 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,
- ☐ a declaration of authenticity,
- ☐ 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he/she is not subject to a procedure to revoke the doctoral degree, and that a doctoral degree awarded earlier has not been revoked from him/her within 5 years,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)] If the original version of the university diploma was not presented at the Doctoral

School office prior to the submission of the doctoral thesis, the original diploma must be presented together with the submission of the copy of the document.

- ☐ a copy of the 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. If the original version of the certificate was not presented at the Doctoral School office prior to the submission of the doctoral thesis, it must be presented when submitting the copy of the document as proof of foreign language proficiency.
- ☐ 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. The copy of the original certificate shall be endorsed by the administrator of the Doctoral School's Office.