



BUDAPEST UNIVERSITY OF TECHNOLOGY AND ECONOMICS (BME)

Doctoral School of Business and Management

Rules of Procedure

Budapest, April 25, 2019

General provisions

§1.

These Rules are based on Government Decree No. 387/2012 (XII.19.) on doctoral schools, the order of doctoral procedure and habilitation. They also take into account the relevant provisions of the CCVI Act of 2015 on national higher education (hereinafter referred to as: Nftv), the BME Code of Doctoral Studies and Habilitation (BME DHSZ), the BME Code of Studies (BME TVSZ) and the decisions of the Hungarian Accreditation Committee (MAB) on doctoral training and graduation.

In addition to the above, the principles of quality assurance on doctoral training and graduation are included in the Quality Assurance Plan of the Doctoral School of Business and Management.

Foundation, members and organisation of the Doctoral School

§2.

The Doctoral School of Business and Management (hereinafter: Doctoral School) has been providing PhD training since 1997 and, in accordance with national level provisions, MAB made a decision on its final accreditation on 22 February 2002. The Doctoral School works at the Faculty of Economic and Social Sciences (hereinafter: Faculty) of BME.

§3.

(1) The foundation of a doctoral school may be initiated by at least seven core members. The majority of core members shall hold the academic title 'professor'. One person may only be a core member at one doctoral school at the same time. A valid list of the Doctoral School's core members is available on the website of the National Doctoral Council (<http://www.doktori.hu/>), on the datasheet of the Doctoral School.

(2) It shall be continuously ensured that there are at least 4 professors among the core members and that professors comprise the majority of the core members. New core members may be co-opted by the core members' body, with the approval of the Doctoral Council and Habilitation Committee of the University (EHBDT).

(3) A core member may be a person holding a PhD degree who

a) performs continuous and high level professional activity in the scientific or art discipline of the doctoral school;

b) has demonstrated his/her ability to guide doctoral candidates by having at least one doctoral candidate who obtained a doctoral degree with his/her supervising (or by having been a 50% supervisor twice); and

c) is a lecturer working full-time as a public service employee at the University; or a scientific researcher who, on the basis of Nftv.§26 (3), has named the University as the establisher of budget support; or a scientific advisor or research professor holding the title of Doctor of the Hungarian Academy of Sciences working in a research institute full-time, in public-service or non-public-service employment, provided the University has concluded an agreement with the research institute; or a professor emeritus of the University, qualified as competent to carry out research activity by EHBDT.

(4) As to the core members referred to in §3 (1), no more than two members of a research institute and one professor emeritus member may be taken into account.

§4.

The head of the doctoral school shall be a professor who works full-time, in public-service employment at the University, has a high academic reputation, holds the title of Doctor of the Hungarian Academy of Sciences, and is one of the core members of the given doctoral

school, appointed by the Rector on the basis of the proposal of EHBĐT. The duration of the mandate is limited to a maximum of three years but may be repeated unlimitedly up to the statutory age of 70 years.

§5.

(1) According to BME DHSZ, training at doctoral schools along with the graduation process are supervised by EHBĐT.

(2) The operational body supervising doctoral training is the Doctoral School Council (DIT), organised by each doctoral school in the respective disciplines, with tasks and competences determined in §6. of DHSZ. The Training Plan of the doctoral school contains the sample curriculum, the subjects of the complex exam and the rules of assessment. If the Training Plan imposes a condition not mentioned in BME DHSZ or in the relevant legal acts or a stricter condition, DIT may, in exceptionally justified cases, allow an exemption from this condition.

(3) The body in charge of the doctoral graduation process (acting in its competence as delegated by EHBĐT) is the Habilitation Committee and Doctoral Council (HBDT), organised by each doctoral school, with the tasks and competences as determined by §6. of DHSZ.

(4) Members of the Habilitation Committee and Doctoral Council (HBDT) are highly qualified professionals of the given discipline. When selecting the members of HBDT, it shall be ensured that

a) the lecturers or scientific researchers working at the given higher education institution full-time, in public-service or non-public-service employment, hold the academic rank 'professor' and completed a habilitation process,

(b) at least two thirds of its members are professors, and

(c) at least one third of the members have no employment relationship with the University. Members are also expected to meet the requirements of core membership. The committee comprises at least 9 members.

(5) The current composition of the bodies of the Doctoral School (core members, DIT and HBDT), along with a summary of the members' professional work can be viewed on the website www.doktori.hu and also be accessed through the website of the University or the Doctoral School.

§6.

The appointments mentioned in § 4 - 5 shall terminate

(a) with the expiry of the appointment,

b) with a removal, regulated by the same procedure as the appointment,

(c) with the resignation of the appointed person,

(d) with the permanent obstruction or death of the appointed person.

The operation of the Doctoral School

§7.

The operation of the Doctoral School is governed by the head of the Doctoral School with the administrative support of the Dean's Office of the Faculty.

§8.

(1) The Doctoral School shall call for topic proposals and announce a list of PhD topics every year. It is the DIT which decides on the acceptance of the topics and the person of the supervisors. The topics are published in circulars and on the website of the Doctoral School.

(2) Announcers of the doctoral topic are lecturers or researchers with a PhD degree (in the case of art disciplines, a DLA degree) whose topic announcement is approved by DIT. Announcers are expected to perform an active research activity: the indicators of their scientific publications in the course of 5 years preceding the announcement of the topic shall exceed the publication requirements for graduation of the Doctoral School. Supervisors shall have at least 2 years of professional experience from the date of their doctoral graduation. One supervisor can guide not more than 4 PhD students at the same time. DIT can only give an exemption from these conditions with the consent of EHBĐT.

(3) Each PhD student has one and only one supervisor, who guides and helps the PhD student with their studies and research while working on the topic, and helps PhD students prepare for graduation with full responsibility. Dual supervisorship is only possible in the case of training provided within the framework of an international co-operation or an interdisciplinary research topic on the basis of a topic announcement accepted by DIT and published with the prior consent of EHBĐT.

(4) A supervisor shall be a lecturer or researcher with a doctoral degree, working full-time, in public-service employment at BME, or a professor emeritus of BME or a full-time employee of an institution which has concluded a cooperation agreement for doctoral training with BME. In the case of an external supervisor, DIT shall designate a consultant, who helps with the supervisor's work and monitors the student's professional progress on behalf of BME.

(5) DIT may change the subject of the doctoral thesis or the person of the supervisor/consultant, either at their request, at the request of the student concerned or at DIT's own discretion. Before the decision, DIT shall seek the opinion of the supervisor's superior.

Admission to the Doctoral School

§9.

(1) For the subjects, announced according to §8, entrance examination is organised by the Dean's Office of the Faculty. The Admissions Committee is designated by DIT.

2) The candidate shall be interviewed by the Admissions Committee, which comprises at least 3 members, invited by DIT. The Committee shall ascertain the candidates' comprehensive professional knowledge, their plans about their doctoral research work, their professional activity so far and their language skills. The Committee shall evaluate the candidates' performance by a score of 0 - 100 points, ranking them accordingly. A minimum of 60 points is required for admission. Having 60 points is just a necessary condition for admission but does not guarantee either the admission or any kind of scholarship.

(3) DIT shall make a recommendation on admission to the Dean, on the basis of a report issued by the Admissions Committee, and taking into account further aspects (primarily the priority of the research topic, the professional background of the supervisor), the quota number of scholarships received from EHBTD and other possibilities of the Faculty (or training program). The decision on admission concerns the discipline of the doctoral school conducting the admission process.

(4) Students admitted to doctoral training are granted a state (full or partial) scholarship in accordance with the Dean's decision, based on the proposal of DIT.

§10.

(1) In the case of independent PhD students¹, the procedure of doctoral graduation shall be launched at their request, once their application for the complex exam has been submitted and accepted (Government Decree 387/2012 (XII.19.), §12).

¹ PhD Students who become members of the Doctoral School upon completing the complex exam.

- 2) Applications may be accepted upon meeting the following requirements: compliance with the given discipline, formal meeting of the publication and language requirements of doctoral graduation. (By the time of submitting the application, thesis points are not required, therefore, there is no content evaluation, only the required numerical indicators shall be met).
- (3) By accepting the admission, the doctoral school shall recognise the minimum credits set for the complex exam, acknowledging the possibility that, at request, additional credits may also be recognised on the basis of previously acquired knowledge and competences.
- (4) The Doctoral School shall designate a consultant for independent PhD students.
- (5) The complex exam following admission belongs to the first semester of the research and dissertation phase.

§11.

- (1) Before each semester, DIT shall accept the list of subjects along with their instructors proposed in the doctoral training. It shall announce the accepted subjects on the website of the Doctoral School. 'Guided education' is part of the doctoral training (with a maximum of 30 credit points).
- (2) DIT shall review the Rules of Procedures and the Training Plan every year and, if necessary, modify them with the approval of EHBTD. It depends on the choice of PhD students participating in the training whether the requirements valid at the time of their admission or the modified ones should be applied.
- (3) The instructors of the Doctoral School are lecturers and researchers with a doctoral degree who, at the recommendation of the head of the Doctoral School, are considered by DIT as being competent to perform educational, research-oriented and supervisory tasks within the framework of the Doctoral School for a given period. An instructor of the Doctoral School may also be a full-time employee of a Hungarian or foreign research centre, university, company or other institution which has concluded a written agreement of co-operation with BME with a view to fulfilling the objectives of doctoral training (external instructor).

§12.

Management and administration of the Doctoral School's registration system along with the obligation to inform is carried out by the Dean's Office of the Faculty, taking into account §§11-12. of BME DHSZ.

Doctoral graduation

§13.

(1) The body which conducts the procedure of graduation is HBDT. Based on the proposal of HBDT, the doctoral degree is awarded by EHBDT.

(2) In accordance with BME DHSZ §7 (7) g), the requirement scheme for graduation is elaborated by HBDT and approved by EHBDT.

(3) HBDT shall review the requirements of graduation every year and, if necessary, modify them with the approval of EHBDT. Graduation is completed upon fulfilling the following condition: publications assigned to the thesis points shall meet the detailed publication requirements of the Doctoral School. These are reviewed and, if necessary, modified by the Doctoral School every year. The current requirements are set out in *Appendix 1*. The current requirements of graduation are available on the website of the Doctoral School.

(4) In the case of procedures already in progress, it depends on the choice of PhD students whether the requirements valid at the time of their admission or the modified ones should be applied.

(5) The requirements of graduation are published by the Doctoral School on its website.



Final provision

§14.

These Rules were approved by BME EHBTD on April 25, 2019. The Rules shall enter into force immediately.

In the case of students who enrolled in the Doctoral School prior to 1 September 2018, the following rule applies: of the current publication requirements or requirements valid at the time of admission the ones which are more favourable for the candidate should be taken into account.

Budapest, April 25, 2019

Dr. Tamás Koltai

Head of Doctoral School

Appendix:

1. Publication requirements for graduation
2. Language requirements for graduation

Appendix 1.

Publication requirements for doctoral graduation

Supplement of the Doctoral Council of Business and Management to the requirements of the BME Code of Doctoral Studies and Habilitation

The formal fulfilment of the following publication requirements does not guarantee either the launch or successful completion of the procedure. During decision-making, the Doctoral Council of Business and Management (DT) and the opponents designated for this task separately and profoundly examine the level of publication of new scientific results and the candidate's contribution to the published results.

Publication requirements for doctoral graduation:

- 1) **At least 20 points** according to the Appendix.
- 2) Fulfilling one of the following two requirements concerning journal articles:
 - a) Assigned to the thesis points, there shall be one journal article of at least 50% copyright weight², written in a foreign language, published in a journal present in the "Web of Science" database, and another one of at least 50% copyright weight published in a journal present in the Scopus database.
 - b) Assigned to the thesis points, there should be at least one journal article of at least 50% copyright weight, written in a foreign language, published in a journal present in the Scopus database and falling into category Q1 according to SCImago evaluation, and another one with at least 50% copyright weight, published in a journal present in Scopus database.

² In case the same foreign language article is presented in two candidates' degree procedures as a proof to meet the publication requirements, an additional foreign language article shall be presented in at least one of the procedures in the given category.

3) Assigned to each of the thesis points, there should be at least one book, excerpt of a book, article published in a revised journal or published conference presentation, all of being of at least 50% copyright weight.

Additional rules:

1) Journal articles accepted for publication in their final form are considered as published.

2) The co-authors' share shall be determined by an equal division made by the number of authors, with the supervisor's co-authorship being disregarded.

3) In the case of journals present in the Scopus database and on the SCImago list, if the journal is classified in several areas, the most favourable Q-classification shall be considered for the year in which the article to be scored was published. If the Q-classification for the year of publication is not yet available at the time of the doctoral procedure, the classification of the journal for the year preceding the publication can be taken into account.

Scoring Publications *

Scores to be given for publications (in the subject field concerned) are as follows:

Classification	Score
Book, excerpt of a book, university course book**	8
Journal article	
In a foreign language, present in the database Web of Science	8
An article published in a journal present in the Scopus database, according to the Q qualification on the SCImago list***	
Q1	8
Q2	7
Q3	6
Q4	5
A Hungarian language journal present on the list of journals approved by the Doctoral Certification Committee of Economic Sciences of the IX. class of the Hungarian Academy of Sciences, according to the classification indicated on the list****	
A	7
B	6
C	5
D	4
Other revised journal article in a foreign language	3
Other revised journal article in Hungarian	2
Other non-revised journal article	1
A conference paper in a foreign language published in the proceedings of an international conference	3
A conference paper in a foreign language published in the proceedings of a local conference	2
A conference paper published in the conference proceedings, in Hungarian	1
A review (printed evaluation of the work of another author)	1

*Every writing can be taken into account in only one publication and every publication in only one category. In the case of publications with a score of 3 or less according to the chart, only 5 points can be acknowledged in total.

**In the case of a book or excerpt of a book that is revised and officially distributed and available for a wide circle of people, 2 points per sheet, a maximum of 8 points. In the case of a university coursebook published in a printed or electronic form 1 point per sheet, a maximum of 4 points.

***<http://www.scimagojr.com>

**** <http://mta.hu/doktori-tanacs/a-ix-osztaly-doktori-kovetelmenyrendszer-105380>

Appendix 2

Language requirements for graduation

Supplement of the Doctoral School of Business and Management to the graduation requirements

According to §17. (3) of BME HDSZ, the language requirements are as follows:

(a) For Hungarian citizens, the first foreign language may solely be English. To certify language proficiency, **at least a B2 level complex** state-recognised language exam or an equivalent certificate is required.

b) As a second foreign language, a world language relevant to the topic of the dissertation can be accepted. To certify the knowledge of the second language, **at least a B1 level complex** state-recognised language exam or an equivalent certificate is required.

c) In the case of non-Hungarian citizens, Hungarian language knowledge can be accepted as a second foreign language by HBDT decision.

(d) In the case of non-Hungarian citizens, on the basis of a certificate of secondary or tertiary qualification obtained in the official state language of the country of the citizenship, the given language may be accepted as a second foreign language by HBDT decision if it is a world language relevant to the topic of the dissertation.

(e) In the case of non-Hungarian citizens, on the basis of a certificate of secondary or tertiary qualification obtained in French, German, Italian, Russian, Portuguese or Spanish, the given language may be accepted as a first foreign language by an EHBDT decision, based on the proposal of HBDT. In this case, English language proficiency shall be certified according to the rules applying for the second foreign language.