



# Student Program Handbook

2017-18

INTERNATIONAL PH.D. PROGRAM  
OF BUSINESS ADMINISTRATION



UNIVERSITY OF PÉCS  
Faculty of Business and Economics



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**Program Director:** *Iván Bélyácz*

**Program Manager:** *Zsuzsanna Kispál-Vitai*

**Student Affairs Officer:** *Gabriella Kohlmann*

**Student Name:** .....

## **INFORMATION IN ALTERNATIVE FORMAT**

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**This handbook can be found online at the NEPTUN intranet site.**

- If you have a disability which
- makes reading this handbook or navigating our website
- difficult and you would like to
- receive information in an
- alternative format, please contact the Student Affairs Officer.

**We can supply sections from this publication as:**

- a Word document with enlarged type — sent by email or provided on a CD or memory stick
- printed copy on non-white paper
- printed copy with enlarged type

Other formats may be possible. We will do our best to respond promptly. To help us, please be as specific as you can and include details of your disability.

The Faculty of Business and Economics of the University of Pécs is an equal opportunity employer. We do not discriminate by race, religion, color, ethnicity, national origin, sex, sexual orientation, gender expression, age, height, weight, and marital status.

**The current version of the Handbook is a work version! Please take it into consideration that some information may be changed due to legal changes at the university or in the legislative environment!**



The information provided in this handbook was accurate at the time of writing. In every year efforts will be taken to update facts. **Legal changes may affect content!**

**Your timetable for the semesters will timely be provided before the beginning of each semester via e-mail.**

### **Purpose and status of your student handbook**

The goal of this guide is to provide you with information about your Program of study and to direct you to other general information about studying at The University of Pécs, Faculty of Business and Economics.

The material in this handbook is as accurate as possible at the date of production however you will be informed of any significant changes to the information in this guide promptly.

This handbook must be read in conjunction with The University of Pécs, Faculty of Business and Economics Regulations at [https://pte.hu/sites/pte.hu/files/files/Adminisztracio/Szabalyzatok\\_utasitasok/PTE\\_SZMSZ/13mell-doktoriszabalyzat20170210.pdf](https://pte.hu/sites/pte.hu/files/files/Adminisztracio/Szabalyzatok_utasitasok/PTE_SZMSZ/13mell-doktoriszabalyzat20170210.pdf) This file is in Hungarian, translation is in progress.

Your comments on any improvements to this handbook are welcome - please put them in writing (an email will suffice) with the name of the manual to Zsuzsanna Kispál-Vitai.



## ACADEMIC CALENDAR

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2017/2018 SPRING SEMESTER		
Date	Place	Event
5 February 2018	*NEPTUN	Enrollment starts (students shall set their status as active)
26 February		First day of intensive period
09 March		Last day of intensive period

\*Neptun Electronic Administration System – international students will get their access after the orientation when they are helped to register.





## INTRODUCTION TO THE UNIVERSITY OF PÉCS



During the time of founding the first universities in Central Europe, King Louis established the first Hungarian university in Pécs in 1367. Its persistence, however, remains uncertain. According to historical research, there must have been a separate College of Law and a College of Theology in Pécs by the end of the 15th century, replacing the university. In 1785 Emperor Joseph II moved the Royal Academy from Győr to Pécs, which was, however, relocated again in 1802.

In 1833 bishop Ignác Szepessy, in co-operation with the town council, established the Academy of Pécs, which worked with faculties of law and arts. On 15th June 1921, the Hungarian Parliament passed a bill in which the Elisabeth University, previously operating in Pozsony, was transferred to Pécs. From 1923 the institution included faculties of law, medicine, humanities and theological studies at the University. The Faculty of Humanities was brought to Kolozsvár in 1941. In 1951 the Faculty of Medicine became independent, so the University of Pécs had a single Faculty of Law.

In 1975, The Faculty of Economics was organized which, since 1970, had worked as a transferred branch of the Karl Marx University of Economics in Pécs.

The Teacher Training College of Pécs became integrated as a Faculty to the university in 1982.

The first step towards the modern university with six faculties was set up in 1991 when after undergoing significant structural changes the Faculty of Teacher Training split into the Faculty of Humanities and the Faculty of Sciences. The Pollack Mihály Technical College was integrated into the university, and the Faculty of Performing and Fine Arts was established in 1995.

The university has been running International Programs in English for non-Hungarian students since 1987. These programs work with a professional team of academics who can offer courses under a broad scope of Central and Eastern European Studies.



For further information on issues concerning international relations of the University of Pécs, please contact the Head of the International Relations Office Ms. Gyöngyi POZSGAI (e-mail: [gyongyi.pozsgai@iro.pte.hu](mailto:gyongyi.pozsgai@iro.pte.hu)) or visit the website of the University: <http://www.iro.pte.hu/>

## **The University of Pécs Regulations**

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The program abides by The University of Pécs regulations those are at [https://pte.hu/sites/pte.hu/files/files/Adminisztracio/Szabalyzatok\\_utasitasok/PTE\\_SZMSZ/13mell-doktoriszabalyzat20150327.pdf](https://pte.hu/sites/pte.hu/files/files/Adminisztracio/Szabalyzatok_utasitasok/PTE_SZMSZ/13mell-doktoriszabalyzat20150327.pdf) and <http://ktk.pte.hu/kepzesek/phd/gazdalkodastani-doktori-iskola/dokumentumok>

## **Appeals and Academic Misconduct**

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Please note that The University of Pécs uses its regulations for handling student appeals.

Information about the appeal process is available from Regulation on Studies and Exams (TVSZ).

[https://pte.hu/sites/pte.hu/files/files/Adminisztracio/Szabalyzatok\\_utasitasok/PTE\\_SZMSZ/5mell-tvsz20170928.pdf](https://pte.hu/sites/pte.hu/files/files/Adminisztracio/Szabalyzatok_utasitasok/PTE_SZMSZ/5mell-tvsz20170928.pdf)

More information about the Regulations regarding assessment is given in the section "Progressing in your program."

## **Quality Assurance**

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The program was accredited by the Accreditation Committee of the Hungarian Academy of Sciences. (Magyar Felsőoktatási Akkreditációs Bizottság). The number of the decree: 2000/10/IV. The Committee regularly quality controls the operations and administration of this program.



## WELCOME FROM THE DEAN OF FACULTY OF BUSINESS AND ECONOMICS OF THE UNIVERSITY OF PÉCS

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I am happy to welcome you to the University of Pécs and in particular to the Faculty of Business and Economics.

Our Faculty has been active at the Hungarian educational field of business since 1970 when the Faculty was established as a teaching unit of the Budapest University of Economics. Since 1975: the name of the University was: University of Pécs, and had two Faculties. We became a separate Faculty of the (then) Janus Pannonius University in 1982. Our work has been continuous ever since in unbroken growth and development. We have an impressive track record of educating hundreds of students and co-operating with the institutional environment.

The purpose of our programs is to develop professionals who can stand up to the constantly evolving and challenging business environment, who are learned, who can apply that cutting edge academic knowledge we always strive for to give. We do all that is in our power to develop ourselves to give the best of our knowledge, skills, and abilities to those whom we teach. We look for instilling in all our students the respect for real professionalism, professionally based knowledge, a high level of ethics and a sense of responsibility towards their community.

The International Ph.D. program is unique to us. It is a privilege to work with those international students who decided to come and study with us. We recognize that you came to our school because you thought we would be able to give you something special that you cannot obtain anywhere else in the world. Our experience in economic transition that we experienced as it happened gives us the opportunity to provide an education that you cannot find anywhere else. It is not a just transition we know about, but we have arrived at the point when our researchers, professors are recognized internationally in research and education. We have amongst us Harvard alumni, people who participated in world class research groups, educators who have a far-reaching international acknowledgment. We are happy to share all this with you.

We provide practical information in this handbook that we mean as a guidebook for you in the road at your studies. Let this be your first source of information and a place for reference for the future. I am glad that you have chosen this path of studies. The work before you is not easy by any means; you will meet failure for sure you will have setbacks and very dispiriting moments. Keep that in mind that our aim first and foremost is to make you an excellent researcher a recognized name in the field of business research and an accomplished Ph.D.

I wish you perseverance, tenacity, and lots of success and joy of creation on the long road towards your Ph.D.!



**Zoltán Schepp**

*Associate Professor*

*Dean of the Faculty of Business and Economics, University of Pécs*



## PROGRAM MANAGER'S WELCOME

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Welcome to the Ph.D. program of the Faculty of Business and Economics at the University of Pécs. I hope that you find this introduction useful as a guide to studies. This document serves to help you through your first steps in the Faculty and the Program

It is important to note that further information on the Program your rights and duties etc. can be found in this official Student Handbook. This document is available on the Faculty's intranet site: Neptun in electronic version, and also a hard copy can be consulted in the Study Department.

The Faculty of Business and Economics at the University of Pécs established its International Ph.D. Program in Business Administration for professionals in the world of business or public administration and with several years of experience in their field.

The Program is designed to help students to explore the world of business research and to acquire the knowledge necessary for writing a successful dissertation in their areas of interest. The lecturers working in the Program guide students through the learning process of doing independent research and help them gain understanding the requirements of quality effort expected of researchers in the world. The joint work of students and lecturers enables hardworking students to gain knowledge and skills that are essential to the right accomplishments.

I will be your Program Manager and will in the course of time meet and greet you. My primary role is to support and advise you on your academic progress through your studies. My colleagues and I look forward to working with you and helping you to achieve your learning and career aspirations.

I wish you every success in an intellectually challenging adventure!



**Zsuzsanna Kispál-Vitai**

*Associate Professor, Program Manager*

*International PhD Program of Business Administration*



## PROGRAM STAFF LIST AND CONTACT DETAILS

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**The University of Pécs,  
Faculty of Business and Economics  
Program Director**

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7622 – Pécs

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Faculty of Business and Economics  
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Fax: 36-72-501-553

Email: [kohlmann@ktk.pte.hu](mailto:kohlmann@ktk.pte.hu)



## Teaching staff

### Semester 1

Code	Module	Module Leader	E-mail
FIN 001	Corporate Finance I.	Iván Bélyácz	<a href="mailto:belyacz@tkk.pte.hu">belyacz@tkk.pte.hu</a>
MAN 001	Management I.	Zsuzsanna Kispál-Vitai	<a href="mailto:vitai@tkk.pte.hu">vitai@tkk.pte.hu</a>
MKG 001	Marketing I.	Gábor Rekettye	<a href="mailto:rekettye@tkk.pte.hu">rekettye@tkk.pte.hu</a>
OPM 001	Operations Management	József Vörös	<a href="mailto:voros@tkk.pte.hu">voros@tkk.pte.hu</a>
PBR 001	Principles of Business Research	Gyöngyi Bugár	<a href="mailto:bugar@tkk.pte.hu">bugar@tkk.pte.hu</a>
RES 001	Research Proposal	Supervisor	

### Semester 2

Code	Module	Module Leader	E-mail
FIN 002	Corporate Finance II.	Gyula Zeller	<a href="mailto:gyzeller@tkk.pte.hu">gyzeller@tkk.pte.hu</a>
MAN 002	Management II.	Károly Barakonyi	<a href="mailto:bara@tkk.pte.hu">bara@tkk.pte.hu</a>
MKG 002	Marketing II.	Gábor Rekettye	<a href="mailto:rekettye@tkk.pte.hu">rekettye@tkk.pte.hu</a>
AST 001	Applied Statistics	Mónika Tiszberger Dániel Kehl	<a href="mailto:tiszbergerm@tkk.pte.hu">tiszbergerm@tkk.pte.hu</a> <a href="mailto:kehd@tkk.pte.hu">kehd@tkk.pte.hu</a>
QTM 001	Quantitative Methods	Sándor Komlósi	<a href="mailto:komlosi@tkk.pte.hu">komlosi@tkk.pte.hu</a>
RES 002	Research Proposal	Supervisor	

### Semester 3

Code	Module	Module Leader	E-mail
PUB 001	Public Policy	Ádám Török	<a href="mailto:fotitkar@titkarsag.mta.hu">fotitkar@titkarsag.mta.hu</a>
ECA 001	Econometric Analysis	Gábor Kőrösi	<a href="mailto:korosig@tkk.pte.hu">korosig@tkk.pte.hu</a>
ENS 001	Entrepreneurship	László Szerb	<a href="mailto:szerb@tkk.pte.hu">szerb@tkk.pte.hu</a>
<b>Electives (one module is compulsory)</b>			
FIN 003	Corporate Finance III.	Zoltán Schepp	<a href="mailto:schepp@tkk.pte.hu">schepp@tkk.pte.hu</a>
MAN 003	Management III.	József Poór	<a href="mailto:Poor.Jozsef@gtk.szie.hu">Poor.Jozsef@gtk.szie.hu</a>
MKG 003	Marketing III.	Edit. Bányai	<a href="mailto:edit@tkk.pte.hu">edit@tkk.pte.hu</a>
RES 003	Proposal Defense	Supervisor	

### Semester 4

Code	Module	Module Leader	E-mail
ECO 001	Managerial Economics	Kármén Kovács	<a href="mailto:karmen@tkk.pte.hu">karmen@tkk.pte.hu</a>
	Behavioral Economics	Kármén Kovács	<a href="mailto:karmen@tkk.pte.hu">karmen@tkk.pte.hu</a>
MAN 004	Organizational Behaviour	John Schermerhorn	



INF 001	Information Technology Management	Ferenc. Kruzslicz	<a href="mailto:kruzslicz@ktk.pte.hu">kruzslicz@ktk.pte.hu</a>
MKG 004	Innovations in Marketing Research	Zoltán Veres	

## Technicians

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Field of responsibility	Name	Extension	Location	E-mail
Head of Technical Support	Tibor Fehér	23154	Study Department	<a href="mailto:white@ktk.pte.hu">white@ktk.pte.hu</a>
Web master	József Varga	23344	Study Department	<a href="mailto:jozsi@ktk.pte.hu">jozsi@ktk.pte.hu</a>
Technical personnel	Gábor Lovas Zoltán Jakab	23364	Study Department	<a href="mailto:lovi@ktk.pte.hu">lovi@ktk.pte.hu</a> <a href="mailto:zoli@ktk.pte.hu">zoli@ktk.pte.hu</a>
NEPTUN Support	Tamás Gáspár	23334	Study Department	<a href="mailto:gaso@ktk.pte.hu">gaso@ktk.pte.hu</a>

## Administrative staff

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Field of responsibility	Name	Extension	Location	E-mail
Program Administrator (Student Affairs Officer)	Gabriella Kohlmann	23372	Study Department B135	<a href="mailto:kohlmann@ktk.pte.hu">kohlmann@ktk.pte.hu</a>

## Student website

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For news of events, scholarships and other student activities students should visit [www.ktk.hu/en](http://www.ktk.hu/en).

## E-mail

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*Students will be approached via email regularly. The nature of the studies makes it imperative that you have a working email address and you provide it to program administration immediately at registration. You can ask for an official university e-mail address in the Studies Office. This address will expire after you have completed your studies.*



## Your contact and personal details

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You should ensure that we have an accurate contact information to guarantee that all important communication reaches you. In case you wish to modify any of your personal data or availability, please communicate with the Student Affairs Officer.

## NEPTUN Electronic Administration System and Intranet (Meet Street)

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At the beginning of each semester, it is your responsibility to set your status in the NEPTUN as active and to sign up for your courses in the course registration period. Furthermore, in the exam period, you have to register for each examination date. Otherwise, you won't be allowed to participate in the examination. NEPTUN is available from the Faculty's website: <http://portal.ktk.pte.hu/>.

Meet Street is the unified intranet of The University of Pécs and has a double function. It is for announcing news and also for making the learning material available for students. Meet Street is available from the Faculty's website, and it is advisable to be visited on a regular basis to learn every relevant information.

At the beginning of your studies, you will receive an intensive training program that will provide you with all the information on the options of the intranet. To log into the intranet, you will have to use your student ID number and the password that was provided to you at the beginning of your studies. If you have any difficulties using the intranet, please contact the Student Affairs Officer.





## YOUR PROGRAM - PROGRAM STRUCTURE DIAGRAM

### Semester 1

Code	Module	Module Leader	Credits
FIN 001	Corporate Finance I.	Dr. Bélyácz Iván	9
MAN 001	Management I.	Dr. VITAI Zsuzsanna	9
MKG 001	Marketing I.	Dr. Rekettye Gábor	9
OPM 001	Operations Management	Dr. Vörös József	9
PBR 001	Principles of Business Research	Dr. Bugár Gyöngyi	9
RES 001	Research Proposal	Supervisor	10

### Semester 2

Code	Module	Module Leader	Credits
FIN 002	Corporate Finance II.	Dr. Zeller Gyula	9
MAN 002	Management II.	Dr. Barakonyi Károly	9
MKG 002	Marketing II.	Dr. Rekettye Gábor	9
AST 001	Applied Statistics	Galambosné Dr. Tiszberger Mónika Dr. Kehl Dániel	9
QTM 001	Quantitative Methods	Dr. Komlósi Sándor	9
Electives			
OPM 002E	Operations Management	Dr. Vörös József	9
RES 002	Research Proposal	Supervisor	10

### Semester 3

Code	Module	Module Leader	Credits
PUB 001	Public Policy	Dr. Török Ádám	9
ECA 001	Econometric Analysis	Dr. Kőrösi Gábor	9
ENS 001	Entrepreneurship	Dr. Szerb László	9
Electives (one module is compulsory)			
FIN 003	Corporate Finance III.	Dr. Schepp Zoltán	8
MAN 003	Management III.	Dr. Poór József	8
MKG 003	Marketing III.	Gyarmatiné Dr. Bányai Edit	8
RES 003	Proposal Defense*	Supervisor	20+10



\* Precondition: Principles of Business Research completed

### Semester 4

Code	Module	Module Leader	Credits
ECO 001	Managerial Economics	Dr. Kovács Kármén	9
ECO 002	Behavioral Economics	Dr. Kovács Kármén	9
MAN 004	Organizational Behavior	Dr. John Schermerhorn	8
INF 001	Information Technology Management	Dr. Kruzslicz Ferenc	9
MKG 004	Innovations in Marketing Research	Dr. Veres Zoltán	9

Absolutorium: 210 credits modules + 30 credits research

**Absolutorium: all required compulsory and elective modules are successfully completed**

### The process of obtaining the Ph.D.: (brief version) for those students who entered the program before 2016 September

1. Precondition: Absolutorium (210 credits) + publication requirements (30+ points, at least four publications in the field of the dissertation, one of them being published in an international journal)
2. Doctoral Comprehensive Examination: oral exam in the core subjects, including ***Corporate Finance and Monetary Economics, Management Studies, Marketing, and Operations Management***
3. Submitted dissertations will be pre-evaluated by two external experts in the field
4. Final evaluation by two external specialists in the field
5. Defense: open debate

### Publication requirements

#### Evaluation table of publications

Relevant publications	Points available	Number of publications	Rate (%) of contribution	Total points
<b>1. Journal articles</b>				
Peer-reviewed domestic journals	<b>A</b>	<b>10</b>		
Peer-reviewed domestic journals	<b>B</b>	<b>8</b>		
Peer-reviewed domestic journals	<b>C</b>	<b>6</b>		
Peer-reviewed international journals	<b>AB</b>	<b>30</b>		
Peer-reviewed international journals	<b>CD</b>	<b>12</b>		



Other journals	0-6
<b>2. Books, lecture notes</b>	
Book chapter - national publication	8-10
Book chapter - international publication	12-15
Textbook	15-25
Lecture notes (study materials)	10-12
<b>3. Conferences</b>	
Study published in Conference proceedings	
national conference	3-6
international conference	5-8
Conference presentation	
national conference	1-2
international conference	2-4
Book introduction	
national conference	1-2
international conference	2-4
<b>SUM</b>	

Publications with co-authors are considered by the rate of contribution. Please find a list of peer-reviewed Hungarian journals in the attachment. For categories of further journals, see <http://ktk.pte.hu/tudomany/folyoiratok-besorolasa> and Appendix 8.

#### No points may be given to the following:

- doctoral thesis dissertation,
- electronic publications,
- daily and weekly journals, non-scientific journals.

**Ph.D. Students may apply to the Doctoral Examination (Comprehensive Exam) and the Dissertation Pre-evaluation, Evaluation and Defense only if they have fulfilled the publication requirements and have collected 30+ points.**

**Minimum requirement: 4 articles (min. 3 in English) copies of which must be provided.**

#### **The process of obtaining the Ph.D.: (brief version) for those students who entered the program after 2016 September**

1. Precondition: Absolutorium (210 credits) + publication requirements (30+ points, at least four publications in the field of the dissertation, one of them being published in an international journal)
2. Doctoral Complex Examination
3. Submitted dissertations will be pre-evaluated by two external experts in the field
4. Final evaluation by two external specialists in the field
5. Defense: open debate



## YOUR TIMETABLE

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You are allocated to timetabled lectures, labs, seminars, and workshops based upon your module registrations. Your schedule is available on the Neptun message board and the following website:

<http://ktk.pte.hu/en/students/academic-calendar>

If your timetable is incomplete or if you have any queries about your schedule, then please contact the Student Affairs Officer.

Any changes to your calendar will be notified to you by the Program Administrator.

**It is the students' responsibility to regularly check timetables and messages on the designated sites and those that they get via email! Program management cannot be held responsible for those missed opportunities about which the student got notification but left that message out of consideration!**

## Your assessment

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The deadlines for both summative and formative assessments and when feedback is due, and the form it will take can will be decided by the respective lecturers. **At the beginning of every module, the lecturers will give you information about the requirements of the module, how to satisfy them, and what are the possibilities of retakes if necessary.**

**IMPORTANT:** Please note that assessment deadlines do occasionally change and while every effort has been made to ensure this is correct at the time of publishing you should make sure you check with the module leaders to ensure that you are aware of any changes.

## Your learning resources

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### Library

The Library of the Faculty of Business and Economics was delocalized with the Central Library of UP into the well-equipped South-Transdanubian Regional Library and Knowledge Centre in the summer of 2010. In the Knowledge Centre, there are 380 computers for readers, and the possibility of both the group work and the individual research is provided. In the whole building, WiFi is available. By opening the Knowledge Centre the weekly opening hours of the Library have increased from 60 hours to 84 hours.

The Library of the Faculty of Business and Economics is located on the third floor of the Knowledge Centre where there are about 100,000 documents. English language books, textbooks, academic journals and periodicals in all the fields of business and economics can be found here. In the last few years, the collection of the Library of the Faculty of Business and Economics increased by about 5,000 items per year. Students are supported by English language assistance. As the Libraries of the Knowledge Centre integrated their services, the



Knowledge Centre operates as an extensive library and circa 1 million items are available for the readers.

Subscribed databases are available for the students and researchers via the university network, some of them contain business and economic e-journals and e-books such as Business Source Premier (EBSCOhost), JSTOR, Regional Business News (EBSCOhost), ScienceDirect, Scopus, and Springer Link.

Furthermore, the Library of UP has taken up digitalization of the solid collection so that the documents would be better available and researchable for the readers.

Since 1996, the Library has become the Depository Library of the World Bank, thus providing excellent data and document sources for interested researchers and students.

### **Joining the Library**

Students are asked to complete an enrollment form to join the Library. The Library Card entitles all students to use any of the library services.

#### *Reservations and Interlibrary Loans*

Books on loan from any of the libraries may be reserved by another borrower and recalled. Books and journals not in stock may be borrowed from elsewhere.

### **The Collection of Documents of the European Union**

There is a special collection of the documents of the European Union, established with the help of the PHARE program. This collection is presently under the supervision of the Faculty of Law. The collection is located in the Knowledge Centre, and open for all students of UP. This mainly English language collection comprises journals, periodicals, statistics and annuals issued by the EU and provide up-to-date information for researchers. The collection is supported by CD-ROM and Internet search systems.

### **IT facilities**

The Faculty has five computer rooms with 130 computers for teaching purposes and further 70 computers for student usage.

### **Attendance requirements**

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1. Students are required to attend all scheduled classes and prescribed activities for the program.
2. Although there is no maximum rate of absence students are strongly advised to participate in all the classes prescribed to them in the given semester, as the valuable class discussion time cannot be made up by any means.



3. Students must make themselves available at all times to attend for viva voce examinations at times when given the structure of the course they are taking; they may reasonably be expected to be available
4. Students must notify their academic tutor or another tutor in advance if they cannot attend any compulsory class, lecture, etc. The academic tutor has the discretion to decide how the student should compensate for work not done in the classroom if it is needed.
5. They must inform the tutor of any illness which is affecting their attendance and supply a medical certificate if they are absent for more than one week.
6. Students must notify the Program or the Studies Office in writing if they are withdrawing from a course.
7. All withdrawals, including those where students have failed to reply to letters under paragraph 5 above should be notified immediately to the Dean of the Faculty on the appropriate form. Refund of fees, where applicable, will be at the discretion of the Dean as specified in the Financial Regulations of the Faculty of Business and Economics of the University of Pécs.
8. Where a student withdraws before the end of a given semester the last day of attendance should be noted as the last date of recorded attendance if known. Otherwise, it should be given as the date on the letter from the Program Manager requesting an explanation of absence (see paragraph 5 above). Where a student withdraws at the end of a given semester the date should be noted as the last day of that semester.

Students, who fail to register for the program after two weeks of starting the program without any good cause, will be deemed to have withdrawn. In this case, no refund of the fees is possible.

### **Health and Safety requirements**

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Students are expected to behave according to general Faculty regulations and not endanger their own or anybody else's health and safety. Students are liable for any damage that is caused by them to anyone else on the premises.

### **How to help enhance your program**

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#### **How you can feedback to us**

If you have a suggestion or a complaint about any aspect, please raise it with the person concerned in the first instance. If you are not satisfied with the outcome you can progress the matter through informal and formal procedures step by step up the management structure of University of Pécs, Faculty of Business and Economics:

1. Student Affairs Officer



2. Program Manager
3. Program Director
4. Dean

The complaints and grievance procedures of University of Pécs, FBE must be followed. Information about the complaint procedure is available in the Study Office of the Faculty.

## **LEARNING, TEACHING, AND ASSESSMENT**

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The learning, teaching, and assessment approaches used throughout your program will encourage you to be actively involved in your learning and to co-operate with other students. We aim to give you prompt feedback on your learning as well as opportunities to reflect upon and learn from that feedback.

### **Learning and teaching methods**

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You will be actively involved in a range of learning, teaching and assessment approach as part of your study program. Such active learning approaches aim to put you at the center of your learning, so you are involved and engaged in all aspects of your learning and its assessment. Your program will require your active participation in learning activities and engagement with your fellow students both individually and collaboratively, working and learning with other students as part of a small group. Learning activities will also occur both within and outside the classroom.

Your learning will also be supported by technology. Increasingly your tutors will be using existing and emerging learning technologies to engage you in e-learning activities. Your program will be facilitated using a variety of media and online tools (podcasts, wikis, etc.) which will allow you flexible access to a diverse range of online resources, quizzes, and learning materials as well as collaborative tools with which you can engage and learn with your peers. Not confined by time and space you may be able to take part in online discussions and learning activities from wherever you are studying. Your tutors will provide any support you may need while learning online.

Because of the nature of the program, you will be required to do a considerable amount of your learning alone, not the classroom. Classroom activities are designed to provide you information about the requirements of the school in helping you towards your Ph.D. dissertation. These are just a fraction of the work that needs to be done. The majority of the research and publication activities are trusted to you, your judgment and your scheduling. The program provides you with all the necessary information, tutorial help to satisfy the requirements of the Ph.D.



## Assessment methods

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Assessment is an integral part of learning, and you may hear it referred to as formative or summative. **Formative assessment** is developmental in nature and is designed to give feedback to students on their performance and how it can be improved therefore you will not receive a grade for formative assessment. Formative assessment is an essential part of the learning process and has been shown to contribute to the enhancement of learning and raising of standards.

**Summative assessment** is designed to measure the extent to which you have achieved the intended learning outcomes of a module and therefore the appropriate grade to be awarded. The summative component of an assessment task is designed to measure achievement of a learning outcome. Summative assessment should assess achievement of all learning outcomes in a secure, fair and accurate manner.

## Submission, receipt, marking and return of assessment

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### Submission and receipt of coursework

Submission of coursework should be made upon the request of the module leader: either in print or electronic format or some cases in both formats. If a student is explicitly asked to hand in coursework electronically, then s/he has to do so. An electronic receipt, however, is at the discretion of the module instructor, and may not be available.

### Exams

Final examinations – if a written or viva voce examination is required at the Faculty – will be announced in a timely manner by the Program Manager and the Program Administrator.

## Assessment Feedback

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Feedback on your assessment (both formative and summative) provides the opportunity for you reflect on your work and to use this feedback as the basis for learning and improvement.

Feedback can take many forms and may be informal, for example, it may be offered and discussed in classroom sessions either collectively or individually. It may also be more formal and delivered, for example, in written or oral form from peers or academic staff. Understanding your feedback is very important and achieving comprehension of feedback you are encouraged to discuss feedback with your peers and academic staff.

Receiving feedback on your work is an essential and important part of your learning, and therefore all modules provide regular opportunities for formative assessment. The purpose of this assessment is to get just detailed feedback (rather than marks) on your performance so that you can get a regular update on how you are developing and to prepare you for any summative assessment (summative assessment counts towards your final grade – the absolutorium).



## Progressing on your program

### Your grades

Assignments will be marked using the UP five-point marking scale shown below - 5 being the best and 1 being the worst.

GRADE	DESCRIPTION	PERCENTAGE
5	Excellent	88-100
4	Good	75-87
3	Fair	61-74
2	Pass	51-60
1	Fail	0-50

All modules in the Program carry equal weight and are rated as 9 credits, except:

- Corporate Finance III.
- Management III.
- Marketing III.
- Organizational Behavior

These modules are worth 8 credits.

The minimum **pass mark** for all assignments is grade 2 (pass). A passing grade can be achieved if a student achieves 51% from the 100% of the marks obtainable in all courses. If a module has more assessment components or consists of two parts, the student has to pass all those components or parts which have a higher weight than 20% out of the 100% to pass the whole module.

A student can register for an **exam 6** (six) times to a subject.

The maximum duration (without any interruption) of the program for students entering after 2016 september can be 8 semesters. The breakdown of the program is the following:

2 years classroom activities and work on assigned projects towards the absolutorium that closes with the doctoral complex exam.

After successful completion of the doctoral complex exam 2 years of dissertation research concluding in the defense of the thesis.

The student has a right to suspend her/his studies with a passive status. Passive status can be obtained only two times in succession per request of the student. The student must finish studies in a time frame that is maximum double of the original duration – maximum eight years.



## THE PROCESS OF OBTAINING THE PH.D.: FOR THOSE STUDENTS WHO ENTERED THE PROGRAM BEFORE 2016 SEPTEMBER

1. Precondition: Absolutorium (210 credits) + publication requirements (30+ points, at least four publications in the field of the dissertation, one of them being published in an international journal)
2. Doctoral Comprehensive Examination: **oral exam** in the core subjects, including ***Corporate Finance and Monetary Economics, Management Studies, Marketing, and Operations Management***
3. Submitted dissertations will be pre-evaluated by two external experts in the field
4. Final evaluation by two external specialists in the field
5. Defense: open debate

### Publication requirements

#### Evaluation table of publications

Relevant publications	Points available	Number of publications	Rate (%) of contribution	Total points
<b>1. Journal articles</b>				
Peer-reviewed domestic journals	<b>A</b>	<b>10</b>		
Peer-reviewed domestic journals	<b>B</b>	<b>8</b>		
Peer-reviewed domestic journals	<b>C</b>	<b>6</b>		
Peer-reviewed international journals	<b>AB</b>	<b>30</b>		
Peer-reviewed international journals	<b>CD</b>	<b>12</b>		
Other journals		<b>0-6</b>		
<b>2. Books, lecture notes</b>				
Book chapter - national publication		<b>8-10</b>		
Book chapter - international publication		<b>12-15</b>		
Textbook		<b>15-25</b>		
Lecture notes (study materials)		<b>10-12</b>		
<b>3. Conferences</b>				
Study published in Conference proceedings				
national conference		<b>3-6</b>		
international conference		<b>5-8</b>		
Conference presentation				
national conference		<b>1-2</b>		
international conference		<b>2-4</b>		



#### Book introduction

national conference	1-2
international conference	2-4

#### SUM

Publications with co-authors are considered by the rate of contribution. Please find a list of peer-reviewed Hungarian journals in the attachment. For categories of further journals, see [the list of the Hungarian Academy of Sciences](#).

#### No points may be given to the following:

- PowerPoint slideshows
- doctoral thesis dissertation,
- electronic publications,
- daily and weekly journals, non-scientific journals.

**Ph.D. Students may apply to the Doctoral Examination (Comprehensive Exam) and the Dissertation Pre-evaluation, Evaluation and Defense only if they have fulfilled the publication requirements and have collected 30+ points.**

**Minimum requirement: 4 articles (min. 3 in English) copies of which must be provided.**

At the end of each academic year, your results will be considered and confirmed by an Assessment Board. Once the Assessment Board has met, you will be able to view your results and progression status in the official board scripts at the Study Department.

At the end of your studies after completing ALL your assignments and obtaining the absolutorium you have to sit for the Doctoral Comprehensive Examination: oral exam in the core subjects, including ***Corporate Finance and Monetary Economics, Management Studies, Marketing, and Operations Management***. Only upon completion of this exam can you proceed towards your degree.

### The process in detail:

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#### Proposal defense

Before you can embark on your individual research, you have to defend your research proposal at an open presentation. This process is called the proposal defense. It is organized according to the needs of the students, minimum once a year traditionally in the fall. At the



proposal defense, you have to present your research idea and the way you would like to pursue it in a PowerPoint presentation. You have to be physically present at this occasion.

Candidates can apply by submitting a one-page abstract and 5-6 pages long Research Proposal via e-mail to the Program Manager, Dr. Zsuzsanna VITAI, [vital@tk.pte.hu](mailto:vital@tk.pte.hu)

Deadline: is provided every year by program management

**Students have to have an accepted semester paper in Principles of Business Research to be able to defend their proposals**

### The proposal has to contain

- the preliminary structure of the dissertation,
- clarify the applied research methods/data sources,
- determine the literature base,
- moreover, provide the plan for dissertation research.

The proposal will be sent to an independent reviewer who will evaluate its content on a scale of 1-10. 10 is representing one-third of the maximum amount of points that can be obtained. Candidates may reflect that in written form or during the presentation.

The Proposal Defense is an open debate. 15 minutes will be given to each student for the presentation and 5 minutes for the discussion.

Based on the submitted research proposal and the defense, the committee (the supervisor, the reviewer, and the chair) will assess the proposal and the presentation according to three categories:

### Decision:

- A The Proposal is accepted without modification
- B The Proposal is accepted subject to certain modifications
- C The Proposal is rejected

### Supplementary Notes

- A The proposal is a sound basis for the elaboration of the final thesis.
- B The proposal requires further work. The candidate should prepare a new proposal and submit it within a year. The supervisor will decide if the defense has to be repeated
- C A change of topic is recommended. The candidate should prepare a new proposal and defend it within one year.



## **Absolutorium**

### Completion requirements:

**ALL** modules completed and the final requirements of the lecturers are satisfied. These may vary. Usually, a term paper is evaluated. **ALL** grades must appear in NEPTUN. You have to have an accepted research proposal to be eligible for the absolutorium.

## **Doctoral Comprehensive Examination**

You can apply for the examination in possession of the absolutorium. The exam is **viva voce**. You have to apply if you think you have satisfied the requirements, application for the exam is the student's responsibility, and it is **NOT** automatic. Organization of the exam is program management's responsibility. **You have to appear in person for the exam; it is not possible to take it in any other way.** The duration of the exam varies it is about an hour, but the timing depends on the candidate and the committee. The Exam Committee consists of five lecturers: the Chair and four lecturers, among them one outside the Faculty. The Exam is graded according to the Hungarian grading system; each element is evaluated in the five marks scale. The result is the mathematical average of these marks. Should a failure happen, you may repeat the exam again in a predetermined period.

## **Application for the Doctoral procedure**

You find the application form in the Appendix of this Handbook. Fees apply to the procedure; please consult the Program Administrator about the amount to pay and the ways of payment.

**Ph.D. Students may apply to the Doctoral Examination (Comprehensive Exam) and the Dissertation Pre-evaluation, Evaluation and Defense only if they have fulfilled the publication requirements and have collected 30+ points.**

## **THE PROCESS OF OBTAINING THE PH.D.: FOR THOSE STUDENTS WHO ENTERED THE PROGRAM AFTER 2016 SEPTEMBER**

1. Precondition: Absolutorium (210 credits) + publication requirements (30+ points, at least four publications in the field of the dissertation, one of them being published in an international journal)
2. Doctoral Complex Examination: The detailed process is under construction, the final procedure will be published in Appendix 9.
3. Submitted dissertations will be pre-evaluated by two external experts in the field
4. Final evaluation by two external specialists in the field
5. Defense: open debate



## The process in detail:

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At the end of the second year of your studies you have to pass a Doctoral Complex Examination, the procedure is in Appendix 9.

### Proposal defense

Before you can embark on your individual research, you have to defend your research proposal at an open presentation. This process is called the proposal defense. It is organized in conjunction with the Doctoral Complex Examination.

**The student can only enter the 2nd part of the study program upon the successful completion of the Doctoral Complex Examination. In case of failure at the Doctoral Complex Examination accordance with the Hungarian national law on higher education, the student is entitled to apply for the examination again in the same semester of the failed attempt.**

**In case the second attempt results in failure, the study period of the student terminates.**

**You have to be physically present at this occasion.**

Candidates can apply by submitting a one-page abstract and 5-6 pages long Research Proposal via e-mail to the Program Manager, Dr. Zsuzsanna VITAI, [vital@tkk.pte.hu](mailto:vital@tkk.pte.hu)

Deadline: is provided every year by program management

**Students have to have an accepted semester paper in Principles of Business Research to be able to defend their proposals.**

### The proposal has to contain

- the preliminary structure of the dissertation,
- clarify the applied research methods/data sources,
- determine the literature base,
- moreover, provide the plan for dissertation research.

The proposal will be sent to an independent reviewer who will evaluate its content on a scale of 1-10. 10 is representing one-third of the maximum amount of points that can be obtained. Candidates may reflect that in written form or during the presentation.



The Proposal Defense is an open debate. 15 minutes will be given to each student for the presentation and 5 minutes for the discussion.

Based on the submitted research proposal and the defense, the committee (the supervisor, the reviewer, and the chair) will assess the proposal and the presentation according to three categories:

#### **Decision:**

- A The Proposal is accepted without modification
- B The Proposal is accepted subject to certain modifications
- C The Proposal is rejected

#### **Supplementary Notes**

- A The proposal is a sound basis for the elaboration of the final thesis.
- B The proposal requires further work. The candidate should prepare a new proposal and submit it within a year. The supervisor will decide if the defense has to be repeated
- C A change of topic is recommended. The candidate should prepare a new proposal and defend it within one year.

#### **Absolutorium**

##### Completion requirements:

**ALL** modules completed and the final requirements of the lecturers are satisfied. These may vary. Usually, a term paper is evaluated. **ALL** grades must appear in NEPTUN. You have to have an accepted research proposal to be eligible for the absolutorium and you have to pass the Doctoral Complex Examination.

#### **Doctoral Complex Examination**

Please find it in Appendix 9

#### **Application for the Doctoral procedure**

You find the application form in the Appendix of this Handbook. Fees apply to the procedure; please consult the Program Administrator about the amount to pay and the ways of payment.

**Ph.D. Students may apply to the Doctoral Examination (Comprehensive Exam) and the Dissertation Pre-evaluation, Evaluation and Defense only if they have fulfilled the publication requirements and have collected 30+ points.**



## **Certificates**

When you graduate, your final qualification certificate will be issued by the University of Pécs and will have the details of your qualification.

Your University of Pécs degree can be taken over at the Graduation Ceremony; you will be informed about the date of this ceremony in good time. If you cannot participate in this ceremony, you can ask for the certificate to be sent to the address you specify.

## **Extenuating Circumstances**

With extenuating circumstances (payment deferral, credit transfer, sports activity, work placement, absence...etc.) you have to contact the Student Affairs Officer first and ask about your duties.

## **Re-assessment**

In all cases, a student is required to pass ***all elements*** of assessment to pass the overall module. If a student fails a module in a particular semester, s/he will be allowed to **retake** the failed assessment. The awarded grade for the re-assessed element after the retake will be unaffected by the failure.

## **Dissertation**

The overall objective of the Dissertation is to prove that the student can do independent research. The range of problems that may be addressed is extensive. The student's supervisor has to agree with the student on the topic and the used methodology.

### **Dissertation topic and supervisor selection and the process of dissertation submission**

Students' dissertation topic and supervisor selection and the process of dissertation submission consist of the following steps:

1. Students choose their topic – it is a free choice.
2. Students consult their supervisor about their chosen topic. If the supervisor approves their topic, the student can start the research.
3. Students may change their supervisor based only on a serious ground and once in the total duration of their studies. The evaluation of the causes and the decision on another supervisor or a new research topic is exclusively at the Program Director's discretion.



## Dissertation evaluation stages

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The formal requirements of the dissertation are in Appendix 4. Please closely follow the regulations, dissertations that do not follow the formal requirements will be sent back to the student for amendment.

### Stage I.

Students have to provide **one** electronic and **three hard copies** of their dissertation to the Program Administrator. The electronic copy is used to check the paper with Turnitin, two hard copies are sent out to referees, one is for the record. The hard copies should be bound (a soft cover is sufficient)

The Program Director will select two referees to evaluate the first completed version of the dissertation. The evaluation format is free. The assessors hand in the evaluation in writing (hard copy) to Program management. The student has a right to see the evaluation. Also, it is encouraged to read and take the suggestions on board. The assessors have three options concerning the evaluation:

- Option 1. Accept as it is, no changes required
- Option 2. Conditionally accept – revision is needed.
- Option 3. Reject – through revision is mandatory

Depending on the decision the student has to take steps to address issues as required by the assessors.

### Stage II.

After the student did the necessary steps to correct the dissertation according to the requirements of the assessors the Program Director assigns two new, independent assessors to evaluate the dissertation. The decision of these assessors is binding and final.

Students at this stage have to provide again **one** electronic and **three hard copies** of their dissertation to the Program Administrator. The electronic copy is used to check the paper with Turnitin, two hard copies are sent out to referees, one is for the record. The hard copies should be bound, here a black hard cover is required.

The assessors have two options concerning the evaluation:

- Option 1. Accept
- Option 2. Reject – through revision is mandatory

### Dissertation Defense

After the assessors accepted the dissertation, the student has to defend her/his thesis before a committee in an open debate. The debate is open also to the public, the dissertation is put



to view in the Library, and the public can read and put questions to the candidate both in writing and at the debate orally. The legal regulation of the open debate is in Appendix 3.

After successfully defending the dissertation the title: Doctor of Philosophy Ph.D. is issued by the *University of Pécs*.

### Assessment Boards and results

At the end of each academic year, your results will be considered and confirmed by an Assessment Board (members: professors, Program Management and the Program Director) and if you have successfully completed your assessment, you will be able to progress to the next year or graduate.

### Academic Misconduct

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Plagiarism is the presentation by a student, as his or her work, of a body of material (written, visual or oral) which is wholly or partly the work of another. In fact, plagiarism extends to cover one's work previously assessed or published which is also required to be properly referenced.

Taking unfair advantage of other authors, students or oneself in this way is considered by The University of Pécs, Faculty of Business and Economics, to be a serious offense. The University of Pécs, Faculty of Business and Economics, will take serious action against any student who plagiarizes whether through negligence, foolishness or deliberate intent. Make sure written material, ideas, theories, formulae, pictures, figures, anything that is used by you and not your work are acknowledged through the use of quotation marks, references, and bibliographies. Information on the correct way of acknowledging work from other sources is available from <http://libweb.anglia.ac.uk/referencing/harvard.htm>. Academic misconduct also covers cheating in examinations.

**Plagiarism** – in more details - is taking someone else's work or ideas and passing them off as your own. Remember plagiarism is not just restricted to essays or reports it can also happen with visual work as well. It includes:

- Copying – submission of someone else's entire work as your own. The original work could be from the internet, a classmate, or a student in a previous year.
- Failing to indicate a direct quote (quotation marks should be used) in the text.
- Paraphrasing or synthesizing material from a book, journal article or internet site without acknowledging the source in the text.
- Composing a paragraph by joining sentences from some sources and not acknowledging them in the text.
- Using your previous work in another assignment without acknowledging it.

In the case of plagiarism, the student will have to face the Ethical Committee of the University and bear the consequences of her/his deed.



**The University of Pécs has bought the software "Turnitin," and all student work that is written will be checked via the Turnitin website. All consequences of plagiarism including any financial harm that has come to the University of Pécs is entirely at the student's responsibility.**

If you have any questions regarding plagiarism or academic misconduct, then please contact the Program Manager.

## Appeals

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Students can appeal against assessment board decisions and the outcome of academic misconduct cases.

Appeals should be handed in to the Program Manager in writing, specifying the nature of the appeal.

## PROGRAM FEES

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**The fees payable for attendance, the comprehensive exam, and the final defense of the dissertation are announced at the program website.**

<http://english.ktk.pte.hu/programs/international-phd-program-of-business-administration>

Fees have to be paid by the deadlines and in the way and breakdown of installments as it is specified by the regulations of the Faculty of Business and Economics. If you need assistance in payment first you have to inquire at Program management if your request can be considered. The final decision on payments will be announced by the Program Director.

## SUPPORT

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Although you are expected to be independent and to take responsibility for your own academic and personal life, there is still a lot of help available to support you throughout your program.

## Academic support

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### Academic staff

Your tutors will direct your studies and ensure that you know what work you need to cover in any given module. Seek advice from academic staff either during their office hours or by email or telephone.



## Support services at the University of Pécs

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### **Study Department**

The Study Department is where you can go as the first point of call to find out information or to seek advice. It is also the place where you can ask for study counseling.

### **Disability Support Service**

The University of Pécs does not discriminate by disabilities; however, students with disabilities should first consult the Study Department whether the Faculty can handle their particular disability.

### **Financial issues**

With any financial issue please first consult Program management. Financial issues centrally are dealt with at the Central Studies Office which is to be found in the Center of Knowledge (Pécs, Universitas street 2).

### **International Student Support**

International students can ask for support in the Study Department from the Program Administrator and the Program Manager.





## APPENDIX 1

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### GUIDELINES FOR WRITING THE PH.D. THESIS RESEARCH PROPOSAL<sup>1</sup>

According to the expectations by the end of the second year of their studies Ph.D., students get far enough in their research to finalize the research topic of their dissertation. This assumes that they become highly advanced in the academic research field they have chosen. At the end of the second year of their studies Ph.D. students must have not only a narrowed down and clearly specified field of research they want to do their Ph.D. research but they are also obligated to outline their research project within this field. The aim of a Ph.D. dissertation, just like that of any other scientific research is to solve a scientific question.

#### **1. What can be a research topic, what is an unsolved scientific question?**

The Ph.D. candidate has to clearly indicate in the research proposal the unsolved scientific questions he/she is aiming to answer in the dissertation. If there are not questions to be answered, problems to be solved the Ph.D. dissertation can not be regarded as a scientific, academic paper. In the research proposal first of all the topic of the research must be cleared but this should not be only the outline of the wider or narrower research topic, but a clearly defined scientific problem must be indicated which has been not or not fully researched and solved.

#### **2. The importance of the topic: Why did we choose the given research topic?**

Indicating the scientific problem to be solved its relevance has to be emphasized, too. It has to be formulated clearly why is it worth to examine the chosen problem.

#### **3. Hypotheses**

In this period of the research, the candidate must formulate hypothetical answers to his/her questions. However, some of these may become inadequate or less relevant at a later point they provide information about the main orientation of the answers the candidate is looking for not only for the supervisor, but also others who are concerned.

#### **4. The secondary literature and preliminary research on the given topic**

The Ph.D. candidate must indicate (because of the limits of the proposal of course just in a marking way) which authors which ways have contributed to the elaboration of the given problem and also the strongly related questions. However, it can not be expected that a complete literature survey is provided in the research proposal explicit references to the most important results and viewpoints of inevitable authors of the research topic are required.

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<sup>1</sup> Compiled by Károly Barakonyi on the basis of Katalin Szabó's and Ernő Zalai's approaches



Even in this period of the research efforts should be made to explore the most relevant international (and national, if any) researches carried out on the given topic. Having developed a detailed elaboration, this could be followed by a well-structured literature survey.

### **5 Minor questions of the research**

In the research proposal not only the main question of the dissertation should be indicated but minor questions must also be expressed, formulated in a point by point way. It is advisable to structure this section as an outline putting the main problem/topic – sub-problems/topics - further minor problems/topics in a hierarchic, logical structure just like a register.

### **6. The methodology of the research**

The candidate must indicate those methods which he/she would like to apply to prove the hypotheses of the research. It is of high importance that the candidate can explain and give reasons for his/her choice of the method from all the possible methods in the research proposal. Furthermore, it is also important that the candidate implies scientific methods which are suitable for solving the problem, and are not just easy to reach. In case the author uses special courses (e.g.,. databases, interviews or consultations made in an enterprise, institution or with private individuals, etc.) he/she must indicate these as well in his/her proposal.

### **7. The candidate's previous researches carried out in the given field**

If the Ph.D. student has gone already far in his/her researches on the given topic, has already elaborated some parts, or has already published some of his/her results he/she is required to enclose the abstract of the results and a list of the previous publications.

### **8. Problems blocking the research**

Last but not least the proposal must also indicate those problems, barriers, difficulties concerning the research which the candidate can solve and eliminate only receiving support, aid and assistance from the supervisor or the academic staff. This could include concrete financial funds (acquisition of books, periodicals; funding international trips for conferences or research), acquaintance with national and international experts, attendance at national and international conferences, access to literature databases, etc.

### **9. Preparing a research schedule**

Having looked through all of these a research schedule has to be prepared for several years ahead:

- When is it planned to elaborate and work on specific tasks?



- How long will it take, how much will it cost must be planned for each and every period of the research.
- What kind of applications is to be submitted, when?
- When is a paper to be submitted and published?
- Which national and, or international conferences are to be attended.
- Which consultations are to be planned with whom and when.

The first version of the research schedule is inaccurate and sketch like. This schedule will be changed – it becomes more detailed and exact as the proposal gets more and more accurate and the research goes further. It is important always to have a guide in our hands concerning what we should do and when. It can not be forgotten that the main goal is to have an informational, well-structured Ph.D. dissertation containing new scientific results written and defended. It is suggested to have a consultation with the supervisor regularly (every three months) and discuss with him/her the schedule and or amend it if needed.

#### **10. The depth of the elaboration**

It is worth to carefully elaborate the research proposal the length of which should be about 10-15 pages since some of its sections can be used as part of the dissertation's introduction or that of the thesis summary or even as a preface. The external opponents of the research proposal may give comments which can prevent the candidate from taking a wrong way in his/her researches or leading the research into a dead-end. All these are hidden in the research proposal. Therefore, it is of high importance that it is carefully written. The research proposal delivers a structural approach to the problem and a clear formulation of the research's main goal.

#### **11. The research proposal's further advantages**

The research proposal (or any of its variations) can form a basis for scholarships' applications, or applications for a research project. Furthermore, it offers a basis for professional reviews among other Ph.D. candidates or even in a wider professional circle.

**Please, compose and elaborate your research proposal as indicated above. The deadline for submitting the first draft is:**

- The draft should be edited and rewritten as a result of the consultations.
- The title of the Ph.D. dissertation is to be finalized after the research project has been already elaborated.

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Signature of the Supervisor



## APPENDIX 2

### APPLICATION FORM FOR THE DOCTORAL ACT

#### PERSONAL DATA

Surname (Family Name/Last Name):

First Name:

Middle Name:

Citizenship:

Native Language:

Mother's Maiden Surname:

Mother's Forename:

Date of Birth (day/month/yr):

Place of Birth (town and country):

#### MAILING ADDRESS:

Postal Code:

City:

Street:

Country:

Passport Number:

Country of:

Issue:



**CONTACT:**

Daytime Phone:

Mobile/Evening:

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Email:

-----  
Alternative e-mail:

-----  
Fax  
-----

**DEGREE(S) HELD:**

Name of Institution:

-----  
Year of Graduation:

-----  
Degree ID Number:

-----  
Qualification of Degree:  
-----

Name of Institution:

-----  
Year of Graduation:

-----  
Degree ID Number:

-----  
Qualification of Degree:  
-----



**LANGUAGE SKILLS:**

Language:

Level:

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Type:

Number of certificate:

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Language:

Level:

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Type:

Number of certificate:

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**CURRENT EMPLOYER, OCCUPATION/POSITION HELD:**

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**TITLE OF THE DOCTORAL DISSERTATION:**

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Supervisor

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Date

Signature

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**Please also submit:**

1. Publication list
2. Curriculum vitae in English
3. Receipt of the transfer of payment
4. Language certificate (if any)

**IMPORTANT: Even if the application form has been submitted electronically, make sure you send us also the hard copy!**

**Please send your application to the following address:**

INTERNATIONAL Ph.D. PROGRAM IN BUSINESS ADMINISTRATION

Faculty of Business and Economics, University of Pécs

H-7622 Pécs, Rákóczi út 80.

Hungary

**For more information, please call or email:**

Ms. Gabriella KOHLMANN

Phone: +36(72)501-559

Fax: +36(72)501-553

E-mail: [iphd-admin@ktk.pte.hu](mailto:iphd-admin@ktk.pte.hu)



## APPENDIX 3

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### Final defense regulations

#### Review Process and Open Debate legal regulations

Pécs date...

31. §35 The Thesis Dissertation has to be defended in front of the Review Committee in an open debate. The debate has to be announced one week before the date of the Thesis Defense on the billboard and the home page (<http://www.ktk.pte.hu>) of the Faculty as well as on the location of the Defense. The Committee of the Doctoral School can decide about the announcement of the Defense in the media.

32. § (1) The Review Committee is appointed by the Doctoral Committee on the proposal of the Doctoral School. The Review Committee consists of the Chairman, the two opponents, and further two members. The Chairman of the Committee is the member of the University who is a specialist in the field. All the members of the Committee hold a scientific degree. One opponent and at least one member have to be an outsider professional, who has no employment record at the University. The Supervisor of the Candidate cannot be a member of the Committee. Exclusively in the case of conflict of interest or bias, the Candidate can raise objection against

the composition of the Review Committee at the Doctoral Committee in a written form.

(2)36 Upon the bid of the Doctoral Committee, the two opponents prepare their review on the Thesis and declare whether they consider the Thesis worth to be set for an open debate. After the arrival of the reviewer opinions and the answers, the Defense has to be organized within three months. The Thesis can be submitted to an open debate only if both of the reviews are supportive. When one of the reviews is negative, the Doctoral Committee invites the third opponent. In this case, the number of the members of the Review Committee will be increased to six.

In the case of two dismissive reviews or an unsuccessful defense, the Candidate can resubmit the new thesis dissertation or participate in the review process two years after the date the earliest.

Within the same doctoral topic, a new review process can be launched only once.

(3) In the review the opponent has to describe in detail the virtues and shortcomings of the Dissertation, evaluating whether the new, scientific results (detailed in the Dissertation) of the candidate are acceptable. The opponents have to mention if they support the acceptance of the Dissertation and the award of the Doctoral Degree.



(4) Three copies of the opponents' reviews have to be forwarded to the Doctoral Committee and the Committee of the Doctoral School. To the reviews, the Candidate has to answer in written form and forward his/her answer to the Committee of the Doctoral School.

(5) Upon two supportive reviews, the Dissertation has to be debated at an open Defense within three months of the university calendar. The candidates receive the reviews before the Defense in written form and answer the questions, addressed by the opponents to the candidate, in written form at least 15 days before the Thesis Defense. The Dean's Office of the Faculty ensures that the members of the Review Committee can have access to the Dissertation, the Opponents' Reviews and to the Candidate Answers.

33. § (1) The debate is moderated by the Chairman of the Committee.

(2) At the beginning of the open debate, the Chairman assesses the quorum, to which at least four members of the Review Committee, out of which at least one is an outsider professional, are present.

The debate can be conducted only if at least one of the opponents is present and the other opponent stated in written form that he accepts the answers of the Candidate to his/her questions.

(3) Within the framework of the open debate, the Candidate presents the thesis then he/she answers to the written questions of Opponents, of the members of Review Committee and the audience.

(4) After the debate is closed by the Chairman, the Committee decides on the acceptance of the Dissertation in a closed session, with secret voting, giving points from 1 to 5. The Dissertation is accepted if the Candidate receives at least 60 percent from the maximum points from the members of the Committee, present at the Defense. The successfully defended Dissertation has the following qualifications: summa cum laude (above 85 percent), cum laude (between 71 and 85 percent), rite (between 60 to 70 percent). If the evaluation of the Dissertation is below 60 percent the defense of the Dissertation is unsuccessful. The Chairman publicly announces the result of the open debate after the voting and reasons it.

(5) The Debate has to be minuted.

(6) In the case of unsuccessful defense, the Candidate can resubmit and participate in the review process two years after the date of the previous defense at the earliest. Within the same doctoral topic, a new review process can be launched only once.



## APPENDIX 4

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### Formal requirements of the Dissertation- Final stage

The length of the **doctoral dissertation** is 150 to 200 pages.

Font style: Times New Roman. Font size: 12. Line spacing 1,5. Margins should be set to 2,5 on the top, bottom and on the right and 3,0 on the left.

The cover must be black the following data must be indicated on the cover with golden letters: Doctoral Dissertation, the name of the author, year of submission.

In the inner title page, the following data must be indicated: the name of the author, the name of the faculty and the doctoral school, the name of the supervisor, the date, and place.

The table of contents, list of figures and a list of references, and publications must be enclosed in the dissertation. The candidate is required to submit the thesis summary alongside with the dissertation (also in pdf format).

Formal requirements of the **thesis summary**:

The thesis summary must contain the following:

- The aim and hypotheses of the doctoral dissertation
- The methodology of the research
- The results of the research proving the hypotheses
- The list of papers published and/or read on conferences in the given research topic (the candidate is asked to provide a list of publications in a chronological order and a further list on a separate page containing the titles and topics and dates of the conference papers)

The thesis summary has an A/5 format, is paperback bound.

For pre-evaluation, the candidate must submit two hard and one electronic copy of the dissertation. A soft cover is sufficient for the hard copies.

For final evaluation of the dissertation, the candidate should submit 6 copies of the bound dissertation and 20 copies of thesis summaries. The electronic version of the documents is also required (in pdf format).



## APPENDIX 5

### International Ph.D. Program of Business Administration Student Report

Name: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Semester: \_\_\_\_\_

MODULE	SUBMITTED*	ACCEPTED**	GRADE***
Corporate Finance I.			
Management I.			
Marketing I.			
Operations management			
Principles of Business Research			
Research Proposal I.			
Corporate Finance II.			
Management II.			
Marketing II.			
Applied Statistics			
Quantitative Methods			
Research Proposal II.			
Public Policy			



Econometric Analysis

Entrepreneurship

Corporate Finance III.\*\*\*\*

Management III.\*\*\*\*

Marketing III.\*\*\*\*

Proposal Defense

Managerial Economics

Organizational Behavior

Information Technology  
Management

Innovations in Marketing  
Research

- \* YES/NO
- \*\* YES/NO/DON'T KNOW
- \*\*\* Modules: 1-5, Proposal Defense: A, B or C
- \*\*\*\* Electives, only one has to be completed

**Date:** \_\_\_\_\_

**Student's signature:** \_\_\_\_\_

**Supervisor's signature:** \_\_\_\_\_



## International Ph.D. Program of Business Administration

### Student report - research activities so far

Name: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Semester: \_\_\_\_\_

#### Conference presentations

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#### Articles submitted

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#### Articles published

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**Work in progress**

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Please give all details of your publications (authors, title, the name of conference/journal, etc.), and provide some certification (conference program, the article itself, DOI, etc.). If you have no or only a few publications submitted yet, please describe in at least half page length what you have been working on.

Date: \_\_\_\_\_

Student's signature: \_\_\_\_\_

Supervisor's signature: \_\_\_\_\_



## **APPENDIX 6.**

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### **Operational Regulations of the Stipendium Hungaricum Program**



## **APPENDIX 7.**

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### **Changes in the Stipendium Hungaricum Program based on the Hungarian Higher Education Law**



## **APPENDIX 8.**

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### **List of accepted journals**



## **APPENDIX 9.**

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### **Complex Exam regulations**



UNIVERSITY OF PÉCS  
Faculty of Business and Economics