

Operational Regulations
of the
Doctoral School of Business Administration
at the
University of Pécs



Effective from: September 1, 2024



The Doctoral School of Business Administration at the University of Pécs conducts accredited doctoral training in the field of management and organization sciences based on the Hungarian Accreditation Committee's resolution No. MAB 2019/6/IX/31/2/1322. The framework for this training is defined by Act CCIV of 2011 on National Higher Education, Government Decree 387/2012 (XII. 19.) on doctoral schools, doctoral procedures, and habilitation, the Doctoral Regulations of the University of Pécs (Appendix 13 of the Statutes of the University of Pécs), the Regulations of the Doctoral Council of the Faculty of Business and Economics at the University of Pécs, and the Code of Studies and Examinations of the University of Pécs (Appendix 5 of the Statutes of the University of Pécs). For any issues not detailed in these Regulations, the above-mentioned documents serve as guidelines.

Preamble

The Doctoral School of Business Administration at the University of Pécs (PTE), registered under number 100 by the Hungarian Accreditation Committee, began preparing candidates for the doctoral (PhD) degree in management and organization sciences in 1994 under the leadership of Prof. Dr. Iván Bélyácz. The professional and scientific foundation of the Doctoral School is provided by the faculty and researchers of the Faculty of Business and Economics at the University of Pécs and invited external lecturers. These contributors consistently uphold high standards to ensure that our doctoral students achieve outstanding academic performance and produce high-quality publications to earn their doctoral degree. Graduates of the Doctoral School contribute both to the academic and research staff of the Faculty of Business and Economics at the University of Pécs and to the national research base in management and organization sciences.

I. Scope of the Regulations

The personal scope of the Operational Regulations of the Doctoral School of Business Administration at the University of Pécs (hereinafter referred to as the "Doctoral Regulations") includes faculty and researchers participating in doctoral training and the doctoral degree acquisition process within the Doctoral School (hereinafter referred to as the "Doctoral School"), as well as students enrolled in doctoral training who have a student status at the University (hereinafter referred to as "doctoral students"), individual candidates, doctoral aspirants, doctoral candidates, and administrative personnel involved in the doctoral training and degree acquisition process. The material scope of the Doctoral Regulations extends to the operation of the Doctoral School, the admission process for doctoral training, the doctoral training itself, and the doctoral degree acquisition process. These Doctoral Regulations remain in effect until revoked.

II. Terms used in the Regulation

absolutorium (final certificate): a final certificate verifying that all training, educational, and research obligations of the doctoral program have been fulfilled; however, it does not entitle the holder to use the doctoral (PhD) title

state-funded program: a program supported by a state scholarship or Hungarian state scholarship for partial studies, available to doctoral students who, alongside their studies in organized training, do not engage in full-time employment

review (evaluation): an opinion issued by a designated reviewer during the review process, addressing the results and potential errors of the doctoral dissertation, raising questions about scientific statements (theses), and indicating whether the dissertation may proceed to public defense

review procedure: initiated upon the doctoral student's request following the submission of the dissertation draft and attainment of the absolutorium, this process evaluates whether the candidate is eligible to be awarded the doctoral degree

review committee: a body responsible for recommending the granting or denial of the doctoral degree. Its members include the chair, secretary, and members of the committee, as well as two (or in some cases, three) opponents

dissertation draft (draft thesis): the first version of the doctoral dissertation, meeting the formal requirements of the final thesis, and allowing the doctoral candidate (doctoral aspirant) one opportunity for revisions based on preliminary reviews

doctoral student: a student enrolled in a doctoral program and holding student status at the University of Pécs.

doctoral dissertation (thesis, doctoral work): a unified, monographic piece of writing (not a collection of articles) produced by the doctoral student to demonstrate the ability to independently address scientific tasks in line with the requirements for the doctoral degree

doctoral candidate: a doctoral student who began studies before the 2016/17 academic year, holds an absolutorium, and has an approved application for degree attainment

doctoral program: the highest level of postgraduate education, aiming to broaden scientific knowledge and prepare students for obtaining the first academic (doctoral) degree

doctoral research topic: a subfield developed by the doctoral student –under the guidance of the supervisor(s) –, applying scientific methods to achieve new scientific results, which are then published as scientific articles, presentations, and the doctoral dissertation

doctoral theses: the primary results of the doctoral dissertation, verified with an appropriate methodology and published in scientific forums

doctoral aspirant: a former doctoral student who began their studies in the 2016/17 academic year or later, has obtained the absolutorium, and no longer holds student status, following the initiation of the evaluation process

preliminary review: an evaluation prepared by a designated reviewer of the doctoral dissertation draft, whose primary task is to identify errors, logical contradictions, and structural issues in the draft

degree acquisition process: a process that begins with the application of doctoral students who started their studies before the 2016/17 academic year and have obtained the absolutorium, or, for doctoral students who began their studies in the 2016/17 academic year or later, with the comprehensive examination, that includes the research and dissertation phase as well as the evaluation process, during which the members of the evaluation committee determine whether the doctoral aspirant is capable of formulating and defending new scientific results.

training and research phase: the first four semesters of the doctoral program, during which doctoral students primarily deepen their theoretical knowledge of economics alongside conducting research and teaching activities

comprehensive examination: the examination concluding the training and research phase, held at the end of the 4th active semester, consisting of a theoretical part and a progress report on research activities

self-financed program: a form of training in which the doctoral student finances part of the costs by paying tuition fees each semester. This form of training also allows for full-time employment

research and dissertation phase: the second phase of the doctoral program (semesters 5–8), which begins after the successful completion of the comprehensive examination. Its primary objective is the publication of the doctoral student's research results and the preparation of the dissertation draft

Hungarian Science Bibliography (MTMT): a bibliographic database that records the scientific publications and citations of Hungarian researchers, managed as a public task by the Hungarian Academy of Sciences (MTA)

public defense: the defense of the doctoral aspirant's original scientific results, as presented in the dissertation, before an evaluation committee and other attendees

(National) Conference of Student Research Societies ((O)TDK): a scientific event aimed at presenting and evaluating the research results of undergraduate students. (the OTDK is held biennially, while faculty-level TDK sessions are organized according to faculty regulations)

publication: a research result made public in written, printed, or electronic form, or presented in the form of a conference lecture, meeting the criteria of scientific rigor and professional standards

higher educational system (Neptun): an online system used by Hungarian higher education institutions to manage academic and financial administration as well as to register educational and organizational tasks

supervisor: a university lecturer or researcher with a scientific degree, who conducts continuous publication activity and supervises the doctoral student's research

supervision: the guidance and support provided by the supervisor in the doctoral student's studies, research work, and preparation for the doctoral degree, focused on a specific scientific topic announced by the supervisor

core member: an lecturer or researcher with a doctoral degree and habilitation, significant national and international visibility, and continuous research and publication activity, who contributes to the establishment and ongoing operation of the doctoral school

III. Doctoral School

Section 1

- (1) The official name of the doctoral school is: **Doctoral School of Business Administration at the University of Pécs.**
- (2) The headquarters of the doctoral school is located at: 7622 Pécs, Rákóczi Road 80.
- (3) The language of instruction and degree attainment in the doctoral program is Hungarian or English.
- (4) The academic degree that can be obtained at the doctoral school is titled: Doctor (dr. PhD) in Hungarian and Doctor of Philosophy (PhD) in English.

Section 2

- (1) The operation of the doctoral school is based on the activities of its core members and invited members, who are responsible for teaching and supervising research topics.
- (2) A minimum of seven **(7) core members** is required to initiate and sustain the ongoing operation of the doctoral school. More than half of the core members must hold the title of university full professor. Core members who have reached the age of seventy may continue their work in the doctoral school as emeritus core members. For the purposes of accreditation, only one emeritus core member may be considered, who, regardless of their employment status, does not qualify as a university full professor.
- (3) If the number of core members falls below seven due to resignation or departure, the remaining core members, upon the recommendation of the head of the doctoral school, will select a new core member by consensus. Additional core members may be appointed under the same procedure.
- (4) Core members must commit to both supervisory and teaching activities in one of the doctoral school's programs.
- (5) The lecturers of the doctoral school are university teachers and researchers who hold a doctoral (PhD) degree, and whom the doctoral school council, upon recommendation of the head of the doctoral school, deems suitable for teaching or supervisory roles within the doctoral school.

Section 3

The professional activities of the doctoral school are directed by the **head of the doctoral school** and the **Doctoral School Council** (hereinafter DIT).

Section 4

The head of the doctoral school is selected by the **University Doctoral Council of the University of Pécs** (hereinafter EDT) from among the university full professors who are core members of the doctoral school and hold the title "Doctor of the Hungarian Academy of Sciences" (MTA). This selection is made based on the recommendation of the majority of the core members. The rector of the University of Pécs appoints the head of the doctoral school for a term of up to five years. Upon the completion of this term, the head may be re-elected.

Section 5

The appointment of the head of the doctoral school terminates under the following conditions:

- a) upon the expiration of the term,
- b) upon reaching the age of seventy,
- c) by revocation,
- d) upon resignation,
- e) upon the termination of employment at the University of Pécs,
- f) if the head is unable to perform duties due to health reasons.

Section 6

The rector may revoke the appointment of the head of the doctoral school after consulting the EDT if the head fails to fulfill duties appropriately or is hindered from managing the school for at least six months. Recommendations for revocation may also be made by the DIT, the relevant disciplinary doctoral council (**Economic Sciences Doctoral Council**, hereinafter GDT), or the EDT.

Section 7

The head of the doctoral school:

- a) convenes and presides over DIT meetings, proposes the agenda, and is responsible for implementing DIT decisions,
- b) independently submits proposals to the GDT on issues related to degree attainment,
- c) coordinates the professional activities conducted by the doctoral school,
- d) represents the doctoral school,
- e) reports annually to the GDT on the status of the doctoral program.

Section 8

The head of the doctoral school chairs the three-member council of the doctoral school. The council includes the oldest core member holding the “Doctor of the Hungarian Academy of Sciences” title and the head of the doctoral school’s English-language program. A secretary appointed by the chair, as well as a delegate of the active doctoral students (when relevant to the agenda), may participate in DIT meetings with consultation rights.

Section 9

The DIT meets as needed but at least once per semester and makes decisions by consensus.

Section 10

- (1) The DIT makes proposals to the GDT on:
 - a) changes to the doctoral school's personnel (core members, supervisors, lecturers),
 - b) the structure of the organized training,
 - c) topics for the comprehensive examination,
 - d) expected achievements and their evaluation (crediting) in the research and dissertation phases,
 - e) a komplex vizsga-, a szigorlati és a bírálóbizottságok összetételére. the composition of the comprehensive, examination, and review committees.
- (2) Within the competence delegated by the GDT, the DIT determines:
 - a) admission requirements for the doctoral school,
 - b) research achievements expected from doctoral students during training and degree attainment,
 - c) language requirements for degree attainment, the list of languages accepted to fulfill these requirements, and the method of verifying language proficiency,
 - d) formatting requirements for the dissertation and theses.
- (3) The DIT reviews requests for the recognition of degrees obtained abroad, and the head of the doctoral school submits its opinion to the EDT.

IV. Supervisor

Section 11

A doctoral research supervisor is a university lecturer or researcher holding an academic degree whose topic proposal has been approved by the DIT and who is capable of responsibly guiding and supporting the doctoral student's studies, research work, and preparation for obtaining the doctoral degree.

Section 12

Supervision is a documented activity throughout the entire training process and part of the degree attainment process. The duties of the supervisor include:

- a) defining a researchable topic under their supervision and, upon DIT approval, announcing it,
- b) providing ongoing support to the doctoral student during research, including initiating joint publications and conference presentations,
- c) regularly assessing the doctoral student's research progress and research outcomes,
- d) assisting in the writing, submission, and response preparation for the doctoral dissertation and the feedback from reviewers,
- e) proposing individuals for participation in the review process.

Section 13

A doctoral student may have two supervisors simultaneously if the academic considerations of the research topic (e.g., its multidisciplinary nature or research methodology) justify it. One of the supervisors must be appointed as the **primary supervisor**, while the other acts as a **co-supervisor**. The name(s) of the supervisor(s) (indicating the nature of their involvement in cases of co-supervision) must be clearly stated on the title page of the doctoral dissertation. The primary supervisor must be a university lecturer or researcher who has held a doctoral degree for at least five (5) years at the commencement of their supervisory duties and who has engaged in continuous, documented, high-level research activity since obtaining the degree. Co-supervisory roles may only be undertaken by lecturers or researchers who hold a doctoral degree and have had their degree for at least three (3) years.

Section 14

A supervisor, regardless of the nature of their involvement (whether as a primary supervisor or a co-supervisor), may oversee the research of a maximum of six (6) students at any given time. This includes doctoral candidates and doctoral aspirants. The calculation of the number of students is based on the data provided on the website www.doktori.hu. In the case of co-supervision, students are counted as 0.5 in the total.

Section 15

A change of supervisor may be justified for both objective reasons (e.g., departure) and subjective reasons (e.g., changes in research interests or other personal factors). The request for a change of supervisor may be initiated in writing by either the supervisor or the doctoral student. This request requires the consent of the new supervisor, provided in a formal statement, as well as the approval of the DIT. A change of supervisor for subjective reasons may only be initiated once during the course of doctoral studies and the degree acquisition process.

Section 16

Students of the Doctoral School of Business Administration at the University of Pécs are enrolled as students of the University of Pécs, regardless of whether their supervisor(s) are employed by the university.

V. Admission to the Doctoral School

Section 17

- (1) Preparation for obtaining a doctoral degree can take place either through organized training or individual preparation. Prospective applicants can find information about admission opportunities in the guide available on the university or faculty website. (<https://ktk.pte.hu/hu/kepzesek/doktori-kepzesek/gazdalkodastani-doktori-iskola>)

- (2) The admission requirements for the Doctoral School are as follows:
- a) adequate intellectual capacity,
 - b) a master's degree in the field of economics or an equivalent university degree from the previous system,
 - c) a B2-level (intermediate) state-accredited complex language examination in English or equivalent certified proficiency in English.
- (3) Applications for both forms of training require the submission of the following documents:
- a) a scientific-professional CV,
 - b) a copy of the university transcript of records or a certificate based on the university's study system database (credit certificate),
 - c) a copy of the diploma, which must be presented no later than the time of enrollment,
 - d) a language examination certificate or a document certifying language proficiency,
 - e) a research topic proposal,
 - f) a recommendation from the chosen supervisor,
 - g) an acceptance statement from the head of the receiving institute.

Section 18

Applicants for the organized training program are required to attend an oral entrance examination before an Admission Committee consisting of at least two members. The chair of the Admission Committee is the head of the doctoral school or a core faculty member delegated by them. The other members are selected from the core faculty or lecturers of the doctoral school. The administration of the doctoral school is responsible for organizing the examination, recording the results, and notifying the applicants. During the admission process, the members of the Admission Committee assess the applicant's professional knowledge and hypotheses related to their chosen research topic through guided questions. Based on the exam results, the Admission Committee ranks the applicants. Admission is granted to those who achieve a performance of at least 67%, within the limits of the available quota. The admission ranking also determines the allocation of state-funded positions. Applicants who are employed full-time may only be admitted to self-financed training programs. The full ranking list is published by the doctoral school following the examination. The final decision on admissions is made by the GDT. Appeals against decisions are not permitted, but in cases of legal violations, complaints may be submitted to the EDT.

Section 19

The purpose of individual preparation is to provide an opportunity for professionals with a master's degree and qualification in the field of economics obtained from a domestic or international university (or an equivalent university-level degree and qualification), significant teaching and/or research experience, and documented scientific or artistic achievements to obtain a doctoral degree. This training format is open to applicants who, at the time of application, have met 50% of the publication

requirements necessary for obtaining the pre-degree certificate (absolutorium) (see Section 26 of the Doctoral Regulations). Individual candidates directly enter the research and dissertation phase, with admission granted upon successful completion of the theoretical component of the comprehensive exam. Earning a doctoral degree through individual preparation is only available on a self-financed basis.

Section 20

Exceptionally talented applicants may be admitted to doctoral training concurrently with their master's studies if they hold a degree and qualification in economics from a bachelor's program and meet the following criteria:

- a) achieved first place in a faculty-level Scientific Students' Association (TDK) section, or
- b) achieved first to third place or received a special award in a section of the National Scientific Students' Associations Conference (OTDK) relevant to the research field,
- c) or can demonstrate outstanding publication activity (at minimum, being the author of one domestic A-B category article or one international article in the field of economics listed in the SJR database, with at least 50% authorship contribution).

Additionally, the applicant must meet the prescribed language requirements. The applicant is required to pass a successful entrance examination and can only be admitted to organized doctoral training. Such applicants are evaluated equally alongside other candidates in the admission ranking specified in Section 18. However, students admitted to the doctoral school without a master's degree and qualification in economics cannot take the comprehensive examination until they have obtained the master's degree.

Section 21

For applicants to organized doctoral training, the entrance examination is held during the spring semester (in June). Admitted students may begin their studies in the academic year starting the following September. Enrollment can be deferred by up to one academic year. For individual candidates, the entrance examination (the theoretical part of the comprehensive exam) can be organized during both the spring and fall semesters (in June and January). This allows these doctoral candidates to join the program mid-year as well.

VI. Doctoral training

Section 22

The organized doctoral training program is completed over eight (8) active semesters. The program is divided into two phases: the **training and research phase** (semesters 1–4) and the **research and dissertation phase** (semesters 5–8). During the eight semesters of organized doctoral training, a minimum of 240 credits must be earned. Doctoral students can earn credits through completing coursework offered during the training and research phase (**training credits**), engaging in teaching and teaching-support activities (**teaching credits**), and publishing their research results (**research credits**). The minimum required credits for each category and their distribution across semesters are detailed in **Appendix 1** of the Regulations.

Section 23

If a doctoral student declares that they do not wish to fulfill their academic obligations in the following semester, or if they fail to register for the next study period, their student status is suspended (passive status). The duration of any continuous suspension of student status cannot exceed two semesters. A student may suspend their student status multiple times in accordance with the provisions of the Code of Studies and Examinations. However, the total duration of suspended student status during the doctoral program cannot exceed eight semesters. During the research and dissertation phase, the suspension of student status is limited to a maximum of two semesters. Suspension of student status can only be applied for a full semester. No state scholarship may be disbursed while the student status is suspended.

Section 24

In the doctoral school, courses offered during the training and research phase are conducted in person. All courses aimed at deepening knowledge in the field of economics consist of 20 contact hours per semester, are worth 6 credits, and conclude with an end-of-semester assessment (either a colloquium or a submitted paper). Mandatory courses can be taken twice (but not during a mid-year semester), while elective courses can be taken once. Exams may be retaken once during the same exam period. The curriculum for the first two semesters of the doctoral program includes four mandatory courses per semester, some of which are shared with the Doctoral School of Regional Policy and Economics. During the 3rd and 4th semesters, students must complete a minimum of 8 elective courses from the available offerings. Each semester, students may complete a minimum of 3 and a maximum of 5 courses. The list of available elective courses is published by the doctoral school before the start of each semester. The Research Support I-IV courses are mandatory requirements (criterion courses) that do not yield credits and are assessed on a pass/fail basis. The acquisition of **training credits** and fulfillment of criterion courses is certified by the lecturer, or, in exceptional cases, by the doctoral school administration upon the lecturer's written request, with results recorded in the higher educational system. Students enrolled in organized training must complete at least 96 training credits during the first four active semesters of the program.

Section 25

Doctoral students are required to participate in the educational activities of the Faculty of Business and Economics at the University of Pécs during their training. Students on state-funded programs must complete a minimum of 24 teaching credits, while self-funded students are required to complete a minimum of 12 **teaching credits** through teaching, teaching-support activities, or activities supporting the institute hosting the doctoral student. The conversion of various activities into student workload (credits) is detailed in **Appendix 2** of the Regulations. The director of the hosting institute certifies the completion of teaching credits each semester using a designated form (accessible online). The doctoral school administration records the earned credits in the higher educational system.

Section 26

- (1) During the doctoral program, students are required to engage in continuous **research activity** and present their research results at **national and international forums** (e.g., conferences or through scientific publications). An international conference is defined as a scientific meeting conducted in a language other than Hungarian, with at least half of the organizing committee members being non-Hungarian researchers. An international publication is defined as a work published in a forum (journal, edited volume, or scholarly book) that is not based in Hungary, is in a language other than Hungarian, and has an editorial board with at least half of its members being non-Hungarian.
- (2) Doctoral students are required to create their own author profile on ORCID (Open Research and Contributor Identifier) by registering at <http://orcid.org> by the end of their first active semester. They must also register in the **Hungarian Science Bibliography** (Magyar Tudományos Művek Tára, MTMT) and indicate the Doctoral School of Business Administration at the University of Pécs (PTE) as their institutional affiliation. For the purposes of earning research credits in the doctoral program, only publications that are recorded in MTMT and include the student's ORCID identifier are considered. (In the case of publications published before the effective date of this regulation or before the student's admission to the doctoral program, the requirement for an ORCID identifier may be waived.) The evaluation of publication performance is based on the rules applied by MTMT, as follows:
 - a) a publication is classified as a scientific journal article only if it is categorized as such by MTMT, meaning it was published in a journal included in one of the following databases: ERIH, DOAJ, Scimago, or the disciplinary lists of the Hungarian Academy of Sciences (MTA).
 - b) publications in journals classified by MTMT as having questionable practices (a continuously updated list available at https://www.mtmt.hu/kifogasolhato_folyoiratok) are not considered as part of the publication activity.
- (3) The evaluation of publication performance is based on the doctoral school's own point system (see **Appendix 3** of the Regulations). The point value of co-authored publications is determined by dividing the point value listed in the point system by the number of authors. Publication points can only be awarded once for the same

publication performance, particularly for substantially identical publications (at least 80% overlap in content, regardless of the language of publication). In such cases, the highest allowable point value for the relevant publication will be considered.

- (4) According to the publication point system of the doctoral school, one full publication point is equivalent to three (3) research credits and is recorded in the higher educational system as the completion of a publication curriculum unit (*Publication #* course). The completion of research credits is certified by the doctoral student's supervisor each semester using a designated form (accessible online). The fulfillment is then verified by the head of the doctoral school or a person appointed by them. The doctoral school administration is responsible for recording the earned credits in the higher educational system.
- (5) The preparation of the doctoral dissertation draft is the most important objective of the doctoral program and is considered a specialized research achievement. The completed dissertation draft is evaluated by the doctoral student's supervisor, who certifies its readiness for submission on a designated form. With the supervisor's approval of the dissertation draft and its submission for preliminary review, the doctoral student fulfills the 30-credit *Dissertation Draft* curriculum unit. The doctoral school administration is responsible for recording the earned credits in the higher educational system. The dissertation draft must be submitted in two (2) printed copies and electronically. It must be accompanied by a declaration from the doctoral student affirming that the dissertation draft is their own independent work.
- (6) Doctoral students, regardless of their funding status, must earn at least 120 research credits by the end of the doctoral program. Of these, 30 credits are awarded for the mandatory submission of the doctoral dissertation draft.

Section 27

- (1) The training and research phase of the doctoral program concludes with the **comprehensive examination**. The comprehensive examination must be taken at the end of the fourth active semester. For students in organized doctoral training, the doctoral school schedules the comprehensive examination during the spring semester (after May 15). Since passing the comprehensive examination is a prerequisite for admission to the doctoral school for students opting for individual preparation, the doctoral school organizes the comprehensive examination in the fall semester as well, but exclusively for these candidates.
- (2) Eligibility for the comprehensive examination requires the doctoral student to complete all mandatory courses and criterion requirements (*Research support I-IV*) of the training and research phase. Additionally, the student must have earned at least 96 training credits, 3 teaching credits, and 9 research credits.

- (3) The comprehensive examination must be conducted publicly before a committee. The committee consists of at least three members. The chair of the committee must be a full professor, and the members must be lecturers of the doctoral school. The doctoral student's supervisor cannot be a member of the committee.
- (4) The comprehensive examination consists of two parts:
 - a) theoretical part: during this section, the doctoral student demonstrates their knowledge of the relevant literature in the field, as well as their current theoretical and methodological understanding, and
 - b) progress report: in this section, the doctoral student provides an account of their scientific progress.
- (5) During the theoretical part of the comprehensive examination, the examinee must demonstrate knowledge of a randomly selected general topic, as well as a specific topic closely related to their research area, which is assigned to them by the DIT at least two weeks prior to the examination. The list of general topics and the key literature associated with them must be determined and announced to students during the first month of the semester in which the comprehensive examination is held.
- (6) Minutes must be taken of the comprehensive examination. The result of the examination must be announced on the day of the final part of the examination. The comprehensive examination is graded on a two-level scale: passed or failed.
- (7) A doctoral student may retake a failed comprehensive examination once, within the same semester.

Section 28

Due to the specifics of the higher educational system, the credits that doctoral students may earn or are required to earn must be recorded in a **model curriculum** (curriculum framework). The fulfillment of credits can only be recorded after the curriculum units are assigned to active semesters within the model curriculum.

Section 29

A doctoral student may request the issuance of a **final certificate (absolutorium)** from the doctoral administration if they have officially fulfilled all the requirements of both the training and research phase and the research and dissertation phase. The issuance of the absolutorium is subject to the following conditions:

- a) successful completion of the **comprehensive examination**,
- b) earning at least **240 credits**, including a minimum of 96 training credits, 12 teaching credits, and 120 research credits,
- c) submission of a **doctoral dissertation draft** accepted by the supervisor(s).

Section 30

- (1) A doctoral student's **student status terminates** on the last day of the semester in which they obtain the final certificate (absolutorium) or at the end of their eighth active semester. The last day of the eighth active semester in the doctoral program is January 31 of the following year for the autumn semester or the last day of the month specified by the relevant regulations for the spring semester. If the doctoral student does not complete the comprehensive examination by the end of the fourth active semester, their student status terminates on the day the obligation is missed.
- (2) The doctoral student's student status terminates by decision of the GDT in the following cases:
 - a) if the doctoral student fails to register for the next academic semester for a third consecutive time, except as provided in Section 21(7) of the Doctoral Regulations of the University of Pécs,
 - b) if the doctoral student does not resume their studies following a suspension of student status.

VII. Evaluation process

Section 31

The evaluation process begins upon the doctoral student's request, following the acquisition of the absolutorium, which includes the submission of the dissertation draft. Once the application for the evaluation process is approved, the doctoral student is classified as a doctoral candidate.

Section 32

- (1) Following the application, at the next meeting of the GDT, the head of the doctoral school submits a proposal regarding the participants in the evaluation process. The participants in the process are as follows:
 - a) two preliminary reviewers (pre-opponents) for the dissertation draft, at least one of whom must not be employed by the Faculty of Business and Economics at the University of Pécs
 - b) two reviewers (opponents) for the final doctoral dissertation, at least one of whom must not be employed by the Faculty of Business and Economics at the University of Pécs
 - c) the chair of the evaluation committee, and
 - d) two additional members of the evaluation committee, one of whom also serves as the committee secretary.
- (2) All individuals listed in Section 31 (1) points a)-d) participating in the evaluation process must hold a scientific degree. Due to conflicts of interest, the doctoral

candidate's supervisor, co-author, direct colleague, or subordinate may not participate in the process.

- (3) If deemed necessary, the head of the doctoral school may propose the designation of alternate members for the evaluation process. Alternate members are involved if any of the originally designated preliminary reviewers, reviewers, chair, or committee members decline the task or can only accept the assignment within a timeframe that would unnecessarily delay the evaluation process.

Section 33

After the GDT has decided on the participants in the evaluation process, the head of the doctoral school sends the dissertation draft to the two preliminary reviewers, accompanied by an invitation letter. The preliminary reviewers have 60 days to form their opinion. In their written evaluations, they must clearly state whether the dissertation draft – either as is or after revision – can be submitted as a doctoral dissertation. (The months of July and August are not included in the evaluation period.) If the two preliminary reviewers provide conflicting opinions, the GDT appoints a third preliminary reviewer. Along with the dissertation draft, the third reviewer also receives the two prior evaluations. The third preliminary reviewer must submit their written evaluation within 60 days of receiving the assignment. If a third reviewer is appointed, the evaluation committee is expanded to six members. If, during this process, at least two preliminary reviewers do not support the submission of the dissertation draft as a doctoral dissertation, the evaluation process is concluded unsuccessfully.

Section 34

- (1) In the case of two supportive preliminary evaluations, the doctoral candidate must submit the **doctoral dissertation** – following any necessary revisions – in three (3) printed copies and electronically. The dissertation must be accompanied by twenty (20) printed copies and an electronic version of the thesis summary, which outlines the most significant results of the doctoral dissertation, as well as a declaration from the candidate stating that the completed doctoral work is their own independent effort. The formal requirements for the doctoral dissertation and the thesis summary are specified in **Appendix 4** of the Doctoral Regulations.
- (2) The **submission of the doctoral dissertation is conditional upon** the doctoral candidate having at least four (4) scientific journal articles (recorded in the MTMT). A list of these articles must be attached at the time of submitting the doctoral dissertation and the thesis summary. Among the scientific journal articles considered in the evaluation:
 - a) at least one must be an international publication, and
 - b) at least one must be a domestic publication classified as A-C on the domestic ranking list.

The considered scientific journal articles may include co-authored publications and those already taken into account for earning research credits.

- (3) At the time of submitting the doctoral dissertation, the doctoral aspirant must provide proof of meeting the **language proficiency requirements** specified by the doctoral school (see **Appendix 5**).
- (4) The doctoral dissertation **must be** submitted within three years following the successful completion of the comprehensive examination. In cases of exceptional circumstances (e.g., childbirth, accident, illness, or other unforeseen reasons), this deadline may be extended by up to one year upon the doctoral candidate's written request submitted to the DIT.

Section 35

The submitted doctoral dissertation is sent by the head of the doctoral school – accompanied by a formal invitation letter – to two reviewers. The reviewers have 60 days to form their opinion. The review must detail the substantive and formal strengths and weaknesses of the dissertation, with particular emphasis on whether the new, original scientific results presented in the thesis, achieved by the doctoral candidate, are acceptable. The review must clearly state whether the dissertation, in its current form, is suitable for public defense. (The months of July and August are not included in the review period.) If the two reviewers provide conflicting opinions, the GDT appoints a third reviewer. Along with the dissertation, the third reviewer also receives the two previously completed reviews. The third reviewer must submit their written opinion within 60 days of receiving the assignment. If, during this process, at least two reviewers do not support the submission of the dissertation for public defense, the evaluation process is concluded unsuccessfully.

Section 36

- (1) The dissertation must be submitted for **public defense** within 60 days of receiving the two supportive reviews, during the period between September 1 and June 30. The doctoral candidate receives the reviews in advance in writing and must respond to the questions raised in the reviews in writing at least 10 days before the public defense. The doctoral administration ensures that the members of the evaluation committee have access to the dissertation, the reviews, and the candidate's responses.
- (2) The public defense is chaired by the chair of the evaluation committee. At the beginning of the defense, the chair verifies the quorum, which requires the presence of at least four (4) members of the evaluation committee, including at least one member not employed by the Faculty of Economics at the University of Pécs (PTE KTK). The defense may proceed if at least one reviewer is present and the other reviewer has provided a written statement accepting the doctoral candidate's responses to the questions raised in their review.
- (3) During the public defense, the doctoral candidate presents the theses of their dissertation in a free-form presentation lasting a maximum of 20 minutes. Following

this, after the presentation of the reviews, the candidate responds to the questions submitted in writing by the reviewers, as well as to questions raised during the defense by members of the committee, the reviewers, and attendees.

- (4) After the chair closes the defense, the evaluation committee deliberates in a closed session and votes by secret ballot, scoring the dissertation on a scale from 1 to 5. Acceptance of the dissertation requires at least 60% of the maximum possible score from the committee members present. The grading of a successfully defended dissertation is as follows: summa cum laude (above 85%), cum laude (70.1–85%), rite (60–70%). If the dissertation receives a score below 60%, the evaluation process is deemed unsuccessful. The chair announces and explains the result of the defense publicly after the voting.

Section 37

In the case of an unsuccessful evaluation process, a new doctoral dissertation on the same research topic may be submitted no earlier than two years later and only once. The evaluation process may be halted at any time upon the written request of the doctoral candidate (withdrawal of the doctoral dissertation), in which case the process is deemed unsuccessful.

VIII. Quality assurance

Section 38

The Doctoral School of Business Administration at the University of Pécs is committed to providing doctoral training and degree acquisition that meet high-quality standards. The quality assurance principles and methods of the doctoral school are outlined in **Appendix 6** of these Regulations. The DIT incorporates the feedback of doctoral students and recent graduates into the development and continuous monitoring of the quality assurance system for doctoral training and degree acquisition. External experts may also be consulted if necessary.

Section 39

The doctoral school strives to ensure that no violations of research ethics occur during doctoral training or the degree acquisition process. In cases of suspected breaches of scientific integrity, the DIT appoints an ad hoc committee to investigate the alleged ethical misconduct. If the most severe forms of violations of scientific ethics (fabrication, falsification, plagiarism, or undue influence) are proven, the ongoing doctoral process must be terminated and deemed unsuccessful, and any previously awarded doctoral title must be revoked.

Section 40

Artificial intelligence (AI) is an extremely valuable tool in scientific research, capable of performing certain research tasks quickly and efficiently through the analysis of data and previously published results. However, alongside these advantages, significant risks also arise with the use of AI, such as reliance on unchecked sources, incorrect answers to poorly formulated questions, and a lack of critical thinking. Therefore, while the doctoral school does not prohibit the use of artificial intelligence (AI), it is expected that doctoral students explicitly acknowledge its use during their oral and written presentations. They must clearly inform their audience or readers of the purpose and manner of AI application in their research.

Section 41

An important component of the quality assurance system for doctoral training is the student evaluation of teaching (OMHV), which takes place each semester. The implementation of OMHV, the recording of its results, and the method of providing necessary feedback are regulated in Appendix 11 of the Statutes of the University of Pécs (titled Regulations on the Student Evaluation of Teaching).

Section 42

Doctoral students, doctoral candidates, or doctoral aspirants may appeal against a decision or action of the doctoral school, or the lack thereof, within fifteen (15) days of its communication or, in the absence of such communication, from the time they become aware of it. The appeal process follows the provisions outlined in Section 12 of the Code of Studies and Examinations (Appendix 5 of the Statutes of the University of Pécs).

IX. Entry into force and transitional provisions

Section 43

The Doctoral Regulations were adopted by the core members of the Doctoral School of Business Administration at the University of Pécs on May 16, 2024, and by the **Economic Sciences Doctoral Council of the Faculty of Business and Economics** on May 24, 2024.

The Regulations of the Doctoral School of Business Administration at the University of Pécs will come into effect on September 1, 2024, at which time the previous doctoral regulations will be repealed.

Section 44

Doctoral students who began their studies before the 2016/17 academic year and have obtained the absolutorium may apply for the doctoral degree within ten (10) years of acquiring the absolutorium. In cases of exceptional circumstances, the Doctoral Council of the Discipline (DIT) may extend this deadline on an individual basis. Upon applying for the doctoral degree, the applicant is classified as a doctoral candidate. The degree acquisition process for doctoral candidates follows the provisions of Section VI of the Doctoral Regulations, with the exception that if two reviewers support the submission of the doctoral dissertation for public defense, doctoral candidates are required to take a doctoral comprehensive examination. This examination consists of four subjects: marketing, management, corporate finance, and quantitative management. The examination is graded on a percentage scale from 0 to 100. Passing the comprehensive examination is a prerequisite for proceeding to the public defense. The classification of the doctoral degree for these students is determined based on the weighted average of their results from the comprehensive examination (1/3 weight) and the public defense (2/3 weight), as specified in the intervals outlined in Section 36 (4).

Section 45

Doctoral students who completed their comprehensive examination between February 1, 2018, and August 31, 2021, must submit their doctoral dissertation, having undergone preliminary review, within four (4) academic years of passing the comprehensive examination. In cases of exceptional circumstances (e.g., childbirth, accident, illness, or other unforeseen reasons), this deadline may be extended by up to one year. Extending the submission deadline as described above does not alter the conditions or deadlines for obtaining the absolutorium.

Section 46

Additional regulations regarding doctoral training, the evaluation of the dissertation, the public defense, and the awarding of the doctoral degree are outlined in the Doctoral Regulations of the University of Pécs.

Section 47

The resources necessary for the operation of the doctoral school, the remuneration of contributors, and the determination of fees payable by doctoral students are included in the regular budget of the Faculty of Business and Economics at the University of Pécs.

APPENDICES

Appendix 1.:	Credit requirements for organized training
Appendix 2.:	Teaching credits
Appendix 3.:	Evaluation of publication performance
Appendix 4.:	Formal requirements for the doctoral dissertation and thesis summaries
Appendix 5.:	Language proficiency requirements
Appendix 6.:	Principles and methods of quality assurance

Appendix 1.

Credit requirements for organized training

Period	Training	Teaching	Research	Total
	credits to be earned/earnable per semester			
Training and research (1st – 4th semester)	18 – 30	0 –	0 –	18 –
Research and dissertation (5th – 8th semester)	0	3 –	12 –	15 –
Minimum credits to be earned during the 1st – 8th semester	96	24 (12)*	120	240

* in the case of self-financed students, the minimum number of *teaching* credits required is 12 (any missing credits must be compensated with *training* or *research* credits).

Appendix 2.

Teaching credits

Activity		Unit	Credit value/unit
Teaching			
	leading practice/seminar	curriculum credit	1
	observing practice/seminar	curriculum credit	0,5
	bachelor's thesis consultation (BSc)	per instance	0,5
	thesis consultation (MSc)	per instance	0,75
	supervising TDK paper	per instance	1
	external organized teaching (e.g., high school)	10 hours (10×45 minutes)	0,25
	other (<i>certified by the institute director</i>)		case specific
Teaching support			
	supervising midterm or written exam	per instance	0,1
	final exam supervision/minutes preparation	per instance	0,2
	second review of bachelor's thesis (BSc)	per instance	0,1
	second review of master's thesis (MSc)	per instance	0,2
	other (<i>certified by the institute director</i>)		case specific
Support for Institute activities			
	organizing a scientific conference	per instance	1,5
	organizing a student competition	per instance	1
	Institute secretary tasks	per semester	1
	other (<i>certified by the institute director</i>)		case specific

Appendix 3.

Evaluation of publication performance

Considered publications	Classification	Points
1. Scientific journal articles (per item)		
Published in a <i>listed domestic journal</i> *	A	15
	B	10
	C	8
Published in a <i>listed international journal</i> **	Q1	30
	Q2	20
	Q3	15
	Q4	10
Published in <i>other</i> (non-predatory) journals		5
2. Books, textbooks, lecture notes (per sheet, 1 sheet = 40,000 characters)		
<i>Scholarly book, book chapter</i> (domestic)		8
<i>Scholarly book, book chapter</i> (international)		12
<i>Textbook</i>		5
<i>University lecture note</i>		3
3. Other (per item)		
<i>Conference presentation (with publication in abstract volume only)</i> ***		
domestic conference		1
international conference		2
<i>Conference presentation (with publication in scientific proceedings)</i> ***		
domestic conference		3
international conference		5
<i>Book or article review</i>		
published in a domestic journal		1
published in an international journal		2

* For the classification of domestic journals, the journal rankings of the MTA IX. Section Doctoral Committee for Economics provide the guideline (see <https://mta.hu/doktori-tanacs/a-ix-osztaly-doktori-kovetelmenyrendszer-105380>).

** For international journals, the field-specific classification of the Scimago Journal Ranking serves as the basis (see <https://www.scimagojr.com/journalrank.php>)

*** Participation in the same conference may only be counted in one of the two categories.

Appendix 4.

Formal requirements for the doctoral dissertation and thesis summaries

1. The doctoral dissertation may be submitted in Hungarian or English.
2. The main content of the dissertation (excluding the table of contents, list of figures and tables, appendices, and references) must be between 100 and 150 pages.
3. In addition to the dissertation, the doctoral theses must also be submitted. The doctoral aspirant must upload the title of the dissertation, 3-5 keywords reflecting the topic (keywords), and a 10-15 line summary (abstract) to a designated platform. For dissertations written in Hungarian, these details must also be provided in English.
4. The doctoral theses represent a concise version of the dissertation, where the doctoral candidate presents the justification for their scientific work, their methodological preparedness, and their most significant results. The theses must be between 8 and 16 pages in length.
5. Special attention must be paid to proper citation during the writing of the dissertation. The Harvard citation system (author, year) is the accepted referencing format. Any detected plagiarism will result in the rejection of the doctoral dissertation.
6. The doctoral dissertation draft, the doctoral dissertation, and the theses must be prepared in MS Word, LaTeX, or PDF format, following the templates provided on the Doctoral School's website (<https://ktk.pte.hu/hu/az-ertekezes-tartalmi-es-formai-kovetelmenyei>).

Appendix 5.

Language proficiency requirements

1. Admission to the Doctoral School of Business Administration at the University of Pécs (PTE) requires a **state-accredited B2-level (intermediate) complex language examination in English** or advanced English language proficiency necessary for the creative practice of economic sciences. For applicants to the English-language program, admission requires an English language certificate or equivalent proof of English proficiency (equivalent language exam, higher education degree, or secondary school diploma obtained in English).
2. Obtaining the doctoral degree requires the language examination described in Point 1, which may, in justified cases, be substituted with an equivalent examination in German, French, or Spanish at the same level.
3. To obtain the doctoral degree, doctoral students must also demonstrate the ability to conduct scientific activities in at least one additional foreign language. This language proficiency can be verified by:
 - a) state-accredited B1-level (basic) language certificate, or
 - b) secondary school-leaving exam in the relevant foreign language, or
 - c) higher education degree obtained in the relevant foreign language, or
 - d) scientific conference presentation delivered in the relevant foreign language.

Appendix 6.

Principles and methods of quality assurance

Students admitted to the Doctoral School of Business Administration at the University of Pécs earn their doctoral (PhD) degree through organized training or individual preparation, as a result of independent scientific research. The teaching and research-support activities conducted at the Doctoral School are an integral part of the educational activities of the Faculty of Business and Economics, ensuring that its quality control system aligns closely with the faculty's quality management principles and practices, both in its fundamental principles and regulatory details. In developing the quality management system for the Doctoral School, the requirements of the Higher Education Act and the Hungarian Accreditation Committee were thoroughly considered. Our primary goal is to **maintain consistently high-quality doctoral training and to ensure the continued excellence and national recognition of the doctoral degrees awarded.**

To achieve the quality objectives as fully as possible, the following principles are considered guiding:

1. In the training and preparation provided by the Doctoral School, we consider advanced domestic and international practices as benchmarks for our work. By continuously examining these examples, we create opportunities for comparison and integrate the lessons learned into our activities.
2. We place great emphasis on ensuring that all sessions of organized training are conducted without omission, fostering exemplary cooperation between lecturers and students.
3. We regularly gather feedback from our doctoral students on the quality of teaching, supervision, and research-support administration. The insights gained are used to improve the quality of our work.
4. We consider it an important objective to continuously examine the effectiveness of the preparation process and the reasons for student attrition, with the aim of improving outcomes.
5. We have consistently adhered to the principle of full transparency and external oversight in the evaluation process and intend to maintain this practice in the future. To ensure the objective and impartial assessment of dissertation quality, we primarily involve external experts in both the review and defense processes, selecting them exclusively from among recognized authorities in the respective fields.
6. In every phase of the training and degree acquisition process, we adhere strictly to the enforcement of ethical norms. The most serious violations of scientific ethics are fabrication, falsification, plagiarism, and undue personal influence. These ethical breaches are defined as follows:
 - a) **fabrication:** the publication of "results" that have no factual basis;
 - b) **falsification:** the manipulation, alteration, or deliberate suppression of data or results;

- c) **plagiarism:** the adoption of others' ideas, scientific results, words, or texts and presenting them as one's own. It is the right and duty of the doctoral school to conduct plagiarism checks, supported by digital tools, for submitted doctoral dissertations, drafts, and theses;
 - d) **undue personal influence:** broad attempts to influence others in a manner that violates human dignity, aimed at forcing favorable decisions for the influencer or causing disadvantageous outcomes for third parties. This includes the intimidation of individuals in subordinate relationships with the researcher, unjustified restrictions on research freedom, and any form of discriminatory treatment.
7. Continuing our established practice, we make every effort to ensure that doctoral students engaged in research can participate in study visits abroad, supported by funding from the doctoral school or other grant sources. Such opportunities are an important prerequisite for producing high-quality doctoral dissertations.
 8. In the international programs conducted within the doctoral school with foreign students, adherence to high-quality standards also aims to align with international excellence.
 9. We require that the requirements for assessments, publications, and reports apply equally to all students and research topics. Both our faculty and students are expected and required to maintain a commitment to quality work, professional rigor, and integrity at all times.
 10. We ensure the accessibility, retrievability, and verifiability of all documents related to doctoral training, degree acquisition, and procedures, thereby meeting the requirement of full transparency.