



International Ph.D. Program in Business Administration of the Faculty of Business and Economics, University of Pécs, Hungary

Student Program Handbook

2025-2026

**Accredited by the Accreditation Committee of the Hungarian
Academy of Sciences No. 100.**

Head of the Doctoral School: *Gábor Rappai*
Program Director: *Zsuzsanna Kispál-Vitai*
Student Affairs Officer: *Edina Jakabfi*

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Information in alternative formats

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, don't hesitate to get in touch with 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, or marital status.

The information provided in this handbook was accurate at the time of writing. Every year, efforts will be taken to update facts.

Legal changes may affect content!

Your timetable for the semester will be provided on time before the beginning of each semester via email and on the webpage of the program.

Quality Assurance

The Accreditation Committee of the Hungarian Academy of Sciences accredited the program. (Magyar Felsőoktatási Akkreditációs Bizottság). The number of the decree: 100. The Committee regularly quality controls the operations and administration of this program.

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

University of Pécs Doctoral Regulations:
https://pte.hu/sites/pte.hu/files/doktori/UP_DoctoralStudies_Code_2025.pdf

Operational Regulations of the Doctoral School of Business Administration:
https://ktk.pte.hu/sites/ktk.pte.hu/files/uploads/GAZD_phD/gazddi_szabalyzat_an_20241028_eng.pdf

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.

The University of Pécs Regulations

The program abides by The University of Pécs regulations those are at

- University of Pécs Doctoral Regulations:
https://pte.hu/sites/pte.hu/files/doktori/UP_DoctoralStudies_Code_2025.pdf
- Codes and Guides in English:
<https://international.pte.hu/current-students/information-related-your-studies/codes-and-guidelines>
- Programme information: <https://ktk.pte.hu/en/students/studies/phd-programs/iphd-program-business-administration>
- Student Handbook: <https://ktk.pte.hu/en/students/studies/phd-programs/iphd-program-business-administration/student-handbook>

This handbook is intended as a practical guide to help you navigate your studies. In all cases, the official regulations of the Doctoral School remain authoritative, and any matters not covered here are detailed in those regulations.



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Academic Calendar

ACADEMIC CALENDAR PH.D. PROGRAM		
2025/2026 FALL SEMESTER		
Date	Place	Event
18 August – 21 September	*NEPTUN	Enrollment starts (students shall set their status as active)
06 October		First day of intensive period
17 October		Last day of intensive period
2025/2026 SPRING SEMESTER		
Date	Place	Event
19 January – 1 February 2022	*NEPTUN	Enrollment starts (students shall set their status as active)
2 March		First day of intensive period
14 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.

Stipendium Hungaricum residency requirement

Stipendium Hungaricum (SH) scholarship holders must arrive in Hungary before the first semester begins and remain resident in Hungary for the full academic year. Short absences are only possible within the limits set by the official SH regulations and require prior approval where applicable.

If you anticipate travel, please check the SH regulations first and contact the Doctoral Office before making arrangements.



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Introduction to the University of Pécs

During the era that saw the founding of the first universities in Central Europe, King Louis established Hungary's first university in Pécs in 1367. Its continuous operation, however, is uncertain. Historical research suggests that by the end of the 15th century, the university had been replaced by separate Colleges of Law and Theology in Pécs. In 1785, Emperor Joseph II moved the Royal Academy from Győr to Pécs; it was relocated again in 1802.

In 1833, Bishop Ignác Szepessy, in cooperation with the town council, established the Academy of Pécs, with Faculties of Law and Arts. On 15 June 1921, the Hungarian Parliament passed a bill transferring the Elisabeth University, previously operating in Pozsony, to Pécs. From 1923, the institution included Law, Medicine, Humanities, and Theology. The Faculty of Humanities was relocated to Kolozsvár in 1941. In 1951, the Faculty of Medicine became independent, leaving the University of Pécs with a single Faculty of Law.

In 1975, the Faculty of Economics was established; since 1970, it had operated in Pécs as a transferred branch of the Karl Marx University of Economics. The Teacher Training College of Pécs was integrated as a university faculty in 1982. A significant step toward the modern university with six faculties came in 1991, when, following substantial structural changes, the Faculty of Teacher Training was divided 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 offered international programs in English for non-Hungarian students since 1987. A professional team delivers these programs of academics and offers a broad scope of Central and Eastern European Studies.

For matters related to the university's international relations, please get in touch with Prof. Dr. István Tarrósy, Head of the International Relations Office (tarrosy.istvan@pte.hu), or visit the website: <https://international.pte.hu/>.



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Welcome from the Dean of the Faculty of Business and Economics of the University of Pécs

It is my pleasure to welcome you to the University of Pécs and, in particular, to the Faculty of Business and Economics.

Our Faculty has been active in Hungarian business education since 1970, when it was established as a teaching unit of the Budapest University of Economics. We became a separate faculty of the University of Pécs in 1975. Since then, our work has continued with steady growth and development, with a strong record of educating many students and collaborating closely with our institutional partners.

Our programs aim to develop professionals who can meet a constantly evolving and challenging business environment—well-grounded in theory, and able to apply cutting-edge academic knowledge in practice. We continuously develop ourselves as a faculty to offer the best of our knowledge, skills, and abilities. We strive to instill in every student a respect for genuine professionalism, academically grounded knowledge, high ethical standards, and a strong sense of responsibility to the community.

The International PhD Program is distinctive at our Faculty. It is a privilege to work with international students who choose to study with us. Many come because they believe we can offer something they cannot find elsewhere. Our first-hand experience with economic transition—and the scholarship that has emerged from it—allows us to provide a perspective that is rare. Our researchers and teachers are internationally recognized; among us are colleagues with Harvard affiliations, members of world-class research groups, and educators with far-reaching international standing. We are delighted to share this with you.

This handbook provides practical information as a guide for your studies. Please treat it as your first source of information and a reliable reference throughout your program.

You have chosen a demanding path. There will be setbacks and discouraging moments. Please keep in mind that our primary aim is to help you become an excellent researcher, a recognized name in business scholarship, and a successful PhD graduate.

I wish you perseverance, tenacity, and the joy of discovery on your journey toward the PhD.

András Takács

Full Professor

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



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Program Director's welcome



Welcome to the International PhD Program in Business Administration at the Faculty of Business and Economics, University of Pécs. This introduction is a quick guide to your first steps in the Faculty and the Program.

- **About this Handbook**

This official Student Handbook contains key information on the Program, including your rights and responsibilities.

- **Where to find it:** the Faculty intranet (Neptun) in electronic form, and a printed copy at the Study Department.
- **Who the Program is For**

The Program was established for professionals in business or public administration with several years of experience who wish to advance their research competencies and contribute to the field.

- **What to Expect**

The Program is designed to help you explore business research and to acquire the knowledge needed to write a successful dissertation in your area of interest. Our lecturers guide you through the process of independent research and help you understand the standards of quality expected of researchers worldwide. Through close collaboration between students and lecturers, diligent students build the knowledge and skills essential for meaningful academic achievement.

- **Your Program Director**

I will be your Program Director, and I look forward to meeting you. My primary role is to support and advise you on your academic progress throughout your studies. My colleagues and I are committed to working with you and helping you achieve your learning and career goals.

I wish you every success on this intellectually challenging journey!

Zsuzsanna Kispál-Vitai

Full Professor, Program Director

International PhD Program of Business Administration



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Program staff list and contact details

**The University of Pécs, Faculty of
Business and Economics
Head of Doctoral School
Gábor Rappai**

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**Program Director
Zsuzsanna Kispál-Vitai**

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**The University of Pécs, Faculty of
Business and Economics Dean
András Takács**

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**Student Affairs Officer
Edina Jakabfi**

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Teaching staff

Lecturer	Course title	Email
Dr. Tamás SEBESTYÉN	Advanced Economics	sebestyent@ktk.pte.hu
Dr. Krisztián SZŰCS	Marketing Theory	szucsk@ktk.pte.hu
Dr. Gábor BALOGH	Research Support 1	baloghg@ktk.pte.hu
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Dr. Richárd FARKAS	Industrial Organization	farkasr@ktk.pte.hu
Dr. Tamás SEBESTYÉN Dr. Richárd FARKAS	Regional Economics	sebestyent@ktk.pte.hu , farkasr@ktk.pte.hu
Dr. Ferenc KRUSZLICZ	Information Technology Management	kruzslicz@ktk.pte.hu
Dr. Csaba MAKÓ	Innovations Management	Mako.Csaba@tk.mta.hu

Technicians

Field of responsibility	Name	Extension	Location	E-mail
Head of Technical Support	Tibor FEHÉR	23154	Study Departme nt	feher.tibor@pte.hu
Web master	Balázs PAP	23344	Study Departme nt	papb@pte.hu
Technical personnel	Gábor LOVAS Zoltán JAKAB	23364	Study Departme nt	lovas.gabor@pte.hu jakab.zoltan@pte.hu
NEPTUN Support	Tamás GÁSPÁR	23334	Study Departme nt	gaspar.tamas@pte.hu

Faculty website

For news of events, scholarships, and Faculty activities, students should visit
<https://ktk.pte.hu/en>

Communication and Online Systems



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E-mail

Official communication is sent via **university email** and **Neptun**. Please make sure you have a working email address and provide it at registration.

- You may request an **official university email address** from the Studies Office.
- This address remains active during your studies and **expires after completion**.

Your contact and personal details

Please keep your **contact and personal information** up to date so you don't miss important messages.

To update any details, contact the **Student Affairs Officer**.

NEPTUN Electronic Administration System

Neptun is the system for course and exam administration. Each semester, students are responsible for:

- **Setting status to Active** at the start of the semester,
- **Registering for courses** during the course-registration period,
- **Registering for each exam date** during the exam period.
Without registration, you will not be able to sit for the exam.
- Neptun user guide to Course registration: <https://neptun.pte.hu/en/neptun/user-guides/subject-and-course-registration>

Access Neptun via the Faculty website: <https://neptun.pte.hu/en/neptun>.

New students receive **orientation/training** on the intranet/Neptun functions. Log in with your **student ID** and the **password** provided at the start of your studies. If you experience any difficulties, please get in touch with the Student Affairs Officer.

Moodle Learning Management System

Course materials, announcements, and—at the lecturer's discretion—quizzes/exams are hosted in **Moodle**: <https://moodle.pte.hu/>

- You receive **login credentials at registration**.
- Please check Moodle regularly for **study materials** and **lecturer announcements**.



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Microsoft TEAMS

The University uses **Microsoft Teams** for collaboration and occasional online teaching (e.g., seminars, consultations, or if classes must move online).

- Please ensure you can **sign in and join meetings**.
- In case of campus disruptions, teaching and supervision may **temporarily move to Teams**.

Your Timetable

You will be allocated to lectures, labs, seminars, and workshops according to your module registrations. Your schedule is available on the Neptun message board and at the following website: <https://ktk.pte.hu/en/education/students/timetables>

If your timetable appears incomplete or if you have any questions, please contact the Student Affairs Officer.

Any changes to your calendar will be communicated to you by the Student Affairs Officer via email.

Students are expected to attend all face-to-face courses. The only exception the Faculty can grant is in the case of an officially recognized pandemic situation. If you are unable to attend due to illness, closed borders, visa issues, or other severe circumstances, please inform Program Management immediately. We will do everything possible within University regulations to support you.

Please note that it is the responsibility of each student to regularly check timetables, the Neptun system, and official email messages. Program Management cannot take responsibility for missed deadlines, classes, or opportunities that were properly announced but overlooked by the student.

Learning, Teaching, and Assessment

The learning, teaching, and assessment approaches used throughout your program are designed to involve you in your studies actively and to foster collaboration with your fellow students. We aim to provide you with prompt feedback and opportunities to reflect upon it, so you can build on your strengths and learn from your challenges.

Learning and Teaching Methods

As part of your program, you will take part in a variety of learning, teaching, and assessment methods. These approaches place you at the center of the learning process, ensuring that you are engaged in all aspects of your studies. You will be expected to participate actively in class activities and to work both independently and in collaboration with others, including in small groups. Learning will take place both inside and outside the classroom.



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Digital tools will also support your learning. Tutors will increasingly use established and emerging learning technologies to enrich your experience. A variety of media and online resources (such as podcasts, wikis, and simulations) will be available to you, together with quizzes and collaborative platforms. These tools provide flexible access to materials and opportunities to learn with and from your peers. You may also take part in online discussions and activities, with your tutors providing support as needed.

Due to the nature of the program, a substantial portion of your learning will occur through independent study. Classroom sessions are designed to guide you through requirements and expectations and to support you on your way toward your PhD dissertation. However, these classes are only a fraction of the work involved. The majority of research and publication activities will depend on your own initiative, planning, and time management. The program will provide you with the necessary information, supervision, and guidance to meet the requirements of the PhD.

Your Assessment

The deadlines for both summative and formative assessments, as well as the type and timing of feedback, are determined by the individual lecturers. At the beginning of each module, your lecturers will provide complete information about the requirements, how to meet them, and the options for retakes if needed.

Important: Assessment deadlines may occasionally change. While every effort is made to provide accurate information in advance, it is your responsibility to check with module leaders to stay updated about any changes.

Assessment Methods:

Assessment is an integral part of your learning. It can take two main forms:

- **Formative assessment** is developmental and designed to give you feedback on your performance and how you can improve. Formative assessments do not carry a grade, but they are an essential part of the learning process and have been shown to enhance both achievement and academic standards.
- **Summative assessment** measures the extent to which you have achieved the intended learning outcomes of a module and determines the grade you receive. Summative assessments are designed to evaluate achievement fairly, accurately, and in line with the expected learning outcomes.

Submission, Receipt, Marking, and Return of Assessment

Submission of Coursework

Coursework must be submitted in the format specified by the module leader: this may be print,



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electronic, or in some cases both. If electronic submission is required, students must comply with this instruction. Please note that providing an electronic receipt is at the discretion of the module instructor and may not always be available.

Meeting deadlines is a fundamental requirement. Coursework not submitted by the deadline will automatically receive a fail grade for that assessment element. It is the student's responsibility to follow deadlines and the lecturer's instructions. Program Management will make every effort to publish deadlines and requirements in multiple forums, but it remains the student's duty to track and meet them.

Exams

Final examinations (written or oral) will be announced in a timely manner by the Program Manager and Program Administrator.

The following rules apply:

- Students may register for a module only once. Multiple registrations are not permitted.
- Modules must be registered in the semester they are offered. Cross-registration between fall and spring semesters is not possible.
- Registered modules must be completed (with a grade entered in Neptun) by the following deadlines:
 - Fall semester: 31 January
 - Spring semester: 31 August
- Exams may be repeated once. Semester papers may be resubmitted only once after rejection. Resubmissions must be received by:
 - Fall semester: 15 January
 - Spring semester: 1 June
- Students who fail to complete core modules (identified in the timetable) will be dismissed from the Program.

These rules are in place to ensure fairness and equal treatment of all students. They apply equally to everyone, without exception.

Assessment Feedback

Feedback on your assessments (both formative and summative) is intended to help you reflect on your work and use the comments as a basis for learning and improvement.

Feedback may take many forms. It can be informal, such as comments and discussion during classroom sessions, either with the whole group or individually. It can also be formal, for example, written or oral comments provided by peers or academic staff. Understanding your feedback is very important. To make the most of it, you are encouraged to discuss feedback with both your peers and your lecturers.

Receiving feedback is a crucial part of your learning process. For this reason, all modules include regular opportunities for formative assessment. Formative assessments do not carry marks; instead,



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they provide detailed feedback on your performance to help you track your progress and prepare effectively for summative assessments (which do count toward your final grade — the *absolutorium*).

Use of Artificial Intelligence (AI) Tools

AI tools (e.g., ChatGPT, Claude, Copilot, Grammarly, DeepL, code assistants) can support learning and research. However, you remain the author of your work and are fully responsible for its accuracy, originality, and academic integrity. Unless your module leader specifies otherwise, the rules below apply.

1) Disclosure Requirement

If you use any AI tool at any stage (idea generation, outlining, language editing, coding help, translation, etc.), you must include an AI Use Statement at the end of your submission. If you used no AI, write: “*No AI assistance was used.*”

AI Use Statement (template):

- Tool(s) and version(s): ...
- Purpose(s): e.g., brainstorming structure; grammar/clarity edits; Python debugging; translating draft from HU → EN.
- Sections affected: ...
- My verification: I checked facts/citations, rewrote for accuracy and voice, and accept responsibility for all content.

2) Permitted Uses (with disclosure)

- Brainstorming, outlining, and planning your approach.
- Language support (grammar, clarity, tone), including translation/paraphrasing for clarity.
- Coding assistance (ideas, debugging tips, small code snippets) with your own review and testing.
- Study support (practice questions, concept explanations).
- Summarising sources to assist your reading (you must still read/verify originals).

3) Uses Requiring Explicit Permission from the Module Leader

- Drafting substantial portions of assessed text.
- Generating figures, images, tables, or simulations for assessment.



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- Using AI for statistical analysis or data transformation beyond simple code suggestions. (If permission is granted, disclose precisely what AI produced and how you verified it.)

4) Prohibited Uses

- Submitting AI-generated text, code, or results as if they were entirely your own.
- Using AI to fabricate, alter, or “hallucinate” citations, data, or quotations.
- Paraphrasing solely to evade plagiarism checks.
- Uploading confidential, personal, or identifiable research data to external tools without prior ethical approval and consent.
- Using AI during closed-book, invigilated, or otherwise restricted assessments (unless explicitly allowed).

5) Responsibility and Verification

You must fact-check, verify citations, test code, and ensure the work reflects your own understanding. You are accountable for errors introduced by AI and for meeting all academic standards.

6) Research Ethics, Data Protection, and GDPR

- Do not upload personal data (yours or others’) or sensitive/confidential material to third-party tools without approval.
- Anonymize data where possible; prefer University-approved platforms.
- For studies involving human participants, follow Faculty/University ethics procedures and legal requirements before using AI for transcription, coding, or analysis.

7) Exams, Viva Voce, and In-Class Assessments

AI use is not permitted unless explicitly authorized. The program may request a short viva, process logs, drafts, or version history to confirm authorship where necessary.

8) AI-Detection Tools

AI-detection scores are not used as sole evidence. Where authorship is in doubt, the Program may ask for a viva, drafts, or additional work to establish originality. Failure to demonstrate authorship may lead to academic misconduct procedures.

9) Module-Level Rules

Module leaders may set stricter or looser rules. Module instructions always prevail and will be communicated at the start of the module.

Rationale:

These rules protect fairness, integrity, and the value of your degree; they apply equally to everyone, without exception.



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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

The minimum **pass mark** for all assignments is grade 2 (pass). A passing grade can be achieved if a student obtains at least 51% of the marks possible 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 that have a higher weight than 20% out of the 100% to pass the whole module.

Progression in the Program

Progression through the program is governed by the official regulations of the Doctoral School. Detailed information can be found in paragraphs 22-30 of the Doctoral School Regulations.

Please note: the official English translation of the Doctoral School Regulations is currently being updated. The most recent Hungarian version always takes precedence.

Professional Identifiers: ORCID and MTMT

By the end of their first active semester, doctoral students are required to create an author profile through personal registration at <http://orcid.org/> (Open Research and Contributor Identifier, ORCID), as well as in the Hungarian Scientific Publications Database (*Magyar Tudományos Művek Tára*, MTMT). In MTMT, students must list the Doctoral School of Business Administration, University of Pécs, as their institutional affiliation.



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For the purpose of awarding research credits in the doctoral program, only those publications can be taken into account that are recorded in MTMT and include the student's ORCID identifier. (For publications appearing before the student's admission to the doctoral program or before the entry into force of this regulation, the absence of an ORCID identifier may be accepted.)

When evaluating publication performance, the rules applied by MTMT are authoritative.

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.

Program Fees

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

Tuition fee: 20,000 Euro

1. semester: 4 000 EUR

2-4. semester: 3 000 EUR/semester

5-8. semester: 1 500 EUR/semester

Complex examination: 1000 EUR

If you need assistance with payment, first, you have to inquire with Program Management if your request can be considered. The Program Director will announce the final decision on payments.

Fees to be paid by Stipendium Hungaricum scholarship holders

Doctoral students shall pay the following procedural fees **if they do not have student status**:

- **Application fee: 1000 Euro**
to be paid upon submitting the Dissertation for **pre-evaluation**.
- **Defense fee: 1500 Euro**
to be paid upon receipt of the **final evaluations of the Dissertation**.

The students have 15 days to pay the application and defense fees. The Program Office does not send out the dissertation to the referees until the application fee is collected.

Also, for the final defense, the fees have to arrive 15 days after the Program Office gets the final referee reports. The Program Office will not begin organizing the defense without payment of the



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fees.

Support

While you are expected to take responsibility for your own academic progress and personal development, a wide range of support services and guidance is available to help you throughout your program.

Your Learning Resources

Library

Since 2010, the Faculty of Business and Economics Library has been integrated into the South-Transdanubian Regional Library and Knowledge Centre, together with the University's Central Library. The Knowledge Centre provides excellent facilities, including 380 computers for readers, spaces for both group work and individual research, and full Wi-Fi coverage throughout the building. Its weekly opening hours have expanded from 60 to 84 hours.

The Faculty of Business and Economics Library is located on the third floor of the Knowledge Centre and holds around 100,000 documents. Its collection includes English-language books, textbooks, academic journals, and periodicals covering all fields of business and economics. In recent years, the library's holdings have grown by about 5,000 items annually. English-language assistance is available for students. As part of the integrated library system of the Knowledge Centre, readers also have access to nearly one million items in total.

Students and researchers can access a wide range of subscribed databases through the university network, including business and economics e-journals and e-books from providers such as Business Source Premier (EBSCOhost), JSTOR, Regional Business News (EBSCOhost), ScienceDirect, Scopus, and Springer Link. The University Library is also engaged in digitizing its print collection to make documents more accessible and searchable.

Since 1996, the Library has been a Depository Library of the World Bank, offering excellent data and document sources for students and researchers.

Joining the Library

Students must complete an enrollment form to join the Library. A Library Card entitles students to use all available library services.

Reservations and Interlibrary Loans

Books on loan may be reserved by another borrower and recalled. Materials not held locally may be borrowed through interlibrary loan services.

European Union Collection

A special collection of European Union documents, established initially with the support of the



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PHARE program, is housed in the Knowledge Centre under the supervision of the Faculty of Law. This primarily English-language collection comprises journals, periodicals, statistics, and annual reports issued by the EU. It provides up-to-date information for researchers and is supported by electronic resources and online search systems.

IT facilities

The Faculty has three computer rooms with 146 computers for teaching purposes. Students who require a laptop may request one on loan from IT Services for a maximum period of one year.

Study Facilities for International PhD Students

The Faculty has set aside a dedicated room for international PhD students. This space is designed to support their academic work and is equipped with 10 computers and two high-capacity printers.

How You Can Provide Feedback or Raise a Complaint

If you have a suggestion or concern about any aspect of the program, please raise it first with the person directly involved. If the matter is not resolved to your satisfaction, you may progress it step by step through the management structure of the Faculty of Business and Economics, University of Pécs:

1. Student Affairs Officer
2. Program Director
3. Program Head
4. Dean

All complaints and grievances must follow the official procedures of the Faculty of Business and Economics. Information about these procedures is available at the Faculty Study Office.

Appeals

Please note that the University of Pécs uses its regulations for handling student appeals. Information about the appeal process is available from the Code of Studies and Examinations (TVSZ).

<https://net.jogtar.hu/pte-jogszabaly?docid=A06S0901.PTE&dbnum=584&getdoc=1&searchUrl=/pte?keyword%3Dtanulm%25C3%25A1nyi%2520%25C3%25A9s%2520vizsga>
in English: <https://net.jogtar.hu/pte-jogszabaly?docid=A24S9001.PTE&dbnum=584&getdoc=1&searchUrl=/pte>



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Academic Staff

Your tutors are here to guide your studies and to clarify the work you need to complete in each module. You are encouraged to seek advice from academic staff during their office hours, or by email or telephone.

Support Services at the University of Pécs

- **Study Department**

The Study Department is your first point of contact for information or advice. You can also approach them for study counselling and general guidance.

- **Disability Support Service**

The University of Pécs is committed to providing equal opportunities. Students with disabilities should first contact the Study Department to discuss their individual needs and to determine what support can be offered by the Faculty.

Financial issues

With any financial issue, please first consult Program Management. Financial issues are centrally dealt with at the Central Registrar's Office

Contact:

infokti@pte.hu

7622 Pécs, Dohány u. 1-3.
