

Organizational and Operational Regulations

**Doctoral School of
Regional- and Business Administration Sciences**

Approved by the University Doctoral Council with its decision Nr.
SZE/EDT-82/2024 (IV.29.)

Valid: April 29, 2024

Table of contents

Introduction	2
Data of the Doctoral School	2
Core members of the Doctoral School	2
Head of the Doctoral School	2
Doctoral School Council (DSC).....	2
Program coordinators of the Doctoral School.....	3
The order of the admission process.....	3
The operating proceedings of the DSC	4
Duties of the Doctoral School during the habilitation proceedings	5
Election and appointment of the core members of the Doctoral School.....	6
Supervisors of the Doctoral School.....	6

Introduction

The fundamental rules relating the operation of the Doctoral School are contained in the University Doctoral Regulations and the Doctoral Study and Examination Regulations.

The Doctoral School of Regional and Business Administration Sciences is entitled to issue a doctoral degree in the below disciplines:

- regional sciences
- business administration sciences

Data of the Doctoral school

Denomination: Doctoral School of Regional and Business Administration Sciences

Postal address: 9026 Győr, Egyetem tér 1.

Phone number: 96/613-660

E-mail: titkarsag.rgdi@sze.hu

Website: rgdi.sze.hu

Core members of the Doctoral School

The list of all current core members is contained in the doktori.hu database.

Head of the Doctoral School

Name: Prof. Dr. Dusek Tamás

Position: university professor

Contact: dusekt@sze.hu

Publication list is available in MTMT database.

Doctoral School Council (DSC)

The list of all current members of DSC is contained in the doktori.hu database.

1.§

Program coordinators of the Doctoral School

Administrative and organizational tasks related to the operation of the Doctoral School are carried out by the program coordinators of the two disciplines in accordance with the provisions of the University Doctoral Regulations.

The program coordinators perform their duties taking into account the instructions of the Centre for Doctoral Studies and Habilitation.

2.§

The order of the admission process

Admission to the Doctoral School takes place through an annually announced admission process.

Application to the admission process is carried out through the website of the Doctoral School during the announced period.

In accordance with the relevant legislation, the applicant must have the diploma obtained abroad recognized and naturalized before applying. University students facing the final exam attach a copy of the transcripts of records to the application form. The admission decision is conditional for these students.

The application is made according to the conditions announced on the website of the Doctoral School. Supplementary admissions can also be announced if necessary. Information about it is available on the website of the Doctoral School.

The admission process is carried out annually in the middle of June (in case of supplementary admission, at the end of August, or possibly at the beginning of September) at a date and place defined preliminary by the Doctoral School. The program coordinators notify the applicants about the date of the admission exam in electronic letter.

During the admission process, the admissions committee, in the framework of the admission interview, forms an opinion on the applicant's professional intelligence and plans regarding his doctoral studies.

The admission committee evaluates the applicants according to the below general principles:

Professional competence, communicational skills: maximum 40 points

Qualification of the university diploma: maximum 20 points

Language skills: maximum 15 points

Preliminary scientific activities: maximum 25 points

Total: maximum 100 points

Minimum admission point limit: 60 points

The DSC makes a decision on the admission of applicants based on the results and ranking determined by the admissions committee. The decision may be:

- a) admission to full-time state scholarship doctoral program (full-time, state scholarship),
- b) admission to full-time self-funded doctoral program (full-time, self-funded),
- c) rejection of the admission.

The head of the Doctoral School informs the applicants in writing about the decision made regarding their admission. The admitted applicant must be informed to which bodies and for what purpose their personal data will be processed in the admission notification,

The admission procedure for students applying under the Stipendium Hungaricum or other similar international programs may differ from the previous ones according to the rules of the given program, but the greatest possible similarity of the requirements should be ensured.

Applicants may also apply for an individual preparation program, the admission rules of which are defined in paragraph 11.§ (1) - (3) points of the University Doctoral Regulations

3.§

The operating proceedings of the DSC

Convening the Doctoral School Council

The Doctoral School Council (DSC) is convened by the chair (head of the Doctoral School) in electronic format (e-mail).

The invitation to the DSC must be sent out on the 5th working day before the meeting as latest, indicating the agenda. Reasoned proposals for agendas must be sent no later than the 2nd working day before the meeting.

The meeting of the DSC

The DSC has a quorum if at least 6 of the members with voting rights are present. At the DSC meeting, an authorised member keeps the attendance sheet and the minutes. After the meeting, the minutes are

authenticated with the signatures of the head of the meeting and the recorder of the minutes. The opportunity to participate in the meeting must also be provided by electronic means. Those members with the right to vote who participate in the meeting via electronic means shall be counted as present for the purpose of determining the quorum.

The meetings of the DSC are headed by the chair. In the absence of the chair, the oldest member with voting rights present in person at the meeting chairs the meeting. At the beginning of the meeting of the DSC, the head of the meeting makes sure that a quorum exists.

Decision making

Decisions can only be made on items in the agenda sent out with the invitation. The DSC usually makes its decisions by open voting (showing of hands), by simple majority. The proposal put to the vote is considered as accepted if more than half of the members present with the right to vote voted "yes". A secret ballot must be held on personal matters. In this case, votes can be "yes" or "no" on the ballots. Voting can also be done electronically, ensuring the confidentiality of the vote. In the latter case, the chair of the DSC can decide on the holding of online meeting.

Termination of mandate of DSC members

The mandate of DSC member is terminated:

- a) with the termination of the Doctoral School,
- b) upon the death of the member,
- c) at the end of the term of mandate,
- d) by revocation of the mandate by the University Doctoral Council,
- e) upon termination of the position of core membership,
- f) by the external member with voting rights becoming a university employee,
- g) upon resignation by the member.

4.§

Duties of the Doctoral School during the habilitation proceedings

The Doctoral School of Regional and Business Administration Sciences carries out its tasks related to the habilitation proceedings in accordance with the current regulations of Széchenyi István University's Organizational and Operational Regulations, The Habilitation Regulations, as well as the Academic

Habilitation Procedures, under the direction and supervision of the Chair of the Academic Habilitation Committee. The operating procedure of the Academic Habilitation Committee is the same as described in § 3.

5.§

Election and appointment of the core members of the Doctoral School

The legal regulations concerning core members are defined in 387/2012. (XII. 19.) Gov. decree on the order of doctoral proceedings and habilitation, and the current version of the University Doctoral Regulations together with the below additions.

The core member of the Doctoral School should have a scientific degree relevant to the given discipline(s), and his scientific work and activities are relevant to the training/research area of the Doctoral School. His research activity is active and continuous, the results of which are published in scientific publications. The list of his publications and the scientometric data are available, imported from MTMT and synchronized on doktori.hu.

An additional requirement for compliance as a core member is the undertaking of supervisor task, having at least one supervised PhD student with degree, or at least two co-supervised PhD students with degrees.

6.§

Supervisors of the Doctoral School

Doctoral supervisors cannot have more than six supervised PhD students at the same time.

The supervisor is obliged to continuously update his personal, publication and reference data in the MTMT and doktori.hu databases.

Supervisors and their research topics are approved by the Doctoral School Council.