

UNIVERSITY OF DEBRECEN
FACULTY OF BUSINESS AND MANAGEMENT
Károly Ihrig Doctoral School of Management and Business



Debrecen

2018

KÁROLY IHRIG DOCTORAL SCHOOL OF MANAGEMENT AND BUSINESS

In 1993, within the framework of the freshly launched system of doctoral training, the Agricultural University of Debrecen was accredited to train PhD students and to confer PhD degree in two branches of science – Agricultural Science and Economics. After 2000, the Doctoral School was operating in a multidisciplinary manner. The Doctoral School for Multidisciplinary Social and Agricultural Sciences adopted the name of Károly Ihrig in 2008. In 2010, the Doctoral School was awarded accreditation in management and business administration. The doctoral school was established at the recommendation of the Doctoral and Habilitation Council of the University of Debrecen and the proposal of the rector of the university by reorganising the its legal predecessor, the accredited type A doctoral program entitled “The economics of agricultural enterprises and rural development”. The Hungarian Accreditation Committee (HAC) accredited the Doctoral School with its resolution no. 2002/2/III. According to this resolution, “*The University of Debrecen is entitled to perform doctoral training, award doctoral degrees and carry out habilitation procedures in the field of social sciences, and, more specifically, multidisciplinary social sciences (business and management sciences, crop production and horticultural sciences, animal husbandry sciences)*”.

The Programme Committee decided to launch the English language version of the PhD programme starting in September 2015. The University of Debrecen has been running a PhD programme in Management and Business in Hungarian language since 1993 (between 1993-2000 in Agricultural Science and Economics and between 2000-2010 in Multidisciplinary Social and Agricultural Sciences). In the last few years we have seen a growing interest to have doctoral studies in English at our University. Young managers with ties to Hungary and recent university graduates abroad have expressed interest in our PhD programme.

The research field of the Doctoral School is built on the traditions of its legal predecessor (macro- and microeconomic, as well as rural development aspects of agribusiness, management and organization, tourism and sports management, Informatics and Logistic). In a wider sense, the Doctoral School is active in the field of business/management/business administration. Over this period more than one hundred students have received their PhD degree.

Main details of the Doctoral School:

- a) name: Károly Ihrig Doctoral School of Management and Business
- b) place of operation: H-4032 Debrecen, Böszörményi út 138.
- c) code number: D54
- d) phone/fax: +36 52 508-482 88044/88044
- e) e-mail: rako.monika@econ.unideb.hu

Head of the DS:

- name: Prof. Dr. József Popp, university professor, DSc
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- phone/fax: +36 52 508-482
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Secretary of the DS:

- name: Dr. habil. Krisztina Dajnoki, associate professor, PhD
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Administrator of the DS:

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Aims and requirements of the PhD programme

The PhD programme in Management and Business aims to prepare students to carry out high quality research in management and business related areas. In order to achieve this goal PhD students take courses in research methodology and subject area topics. During the seminars interactive discussions are held with active participation of students. Each course ends with an exam. After completing the course work, PhD candidates go through a comprehensive final examination as part of the requirements for the doctoral degree.

PhD candidates need to demonstrate their ability to conduct high level research work. Dissertation has to include original empirical research. Dissertations are submitted to the Doctoral School and defended in front of a Dissertation Committee during a public doctoral defense. The main product of the program is the doctoral dissertation. All doctoral dissertations submitted to the Doctoral School must make a significant and original contribution to the knowledge and understanding of their subjects.

Operation of the doctoral school

There are two forms of organised doctoral training: full-time and part-time.

- *Legal status of full-time students in the organised doctoral training*

Students taking part in doctoral training may undertake tasks. Doctoral candidates undertaking training tasks are entitled to teacher rights in accordance with Section 1 of paragraph 35 of the Act on National Higher Education. The content, nature and duration of training activity have to be laid down in a contract (doctoral candidate contract) between the doctoral candidate and the head of the organisational unit responsible for the given training activity, countersigned by the supervisor. The fulfilment of the given task is verified by the head of the organisational unit responsible for the given training activity. Doctoral candidates who have income from full-time employment cannot be entitled to state scholarship.

Doctoral candidates receiving state scholarship are entitled to accommodation in the dormitory in all 12 months of the year, based on the same conditions as students taking part in basic training. All other rules of accommodation in the dormitory are listed in the “Rules of procedure of the dormitories and student homes of the University of Debrecen” and the “Student payment and benefit regulation of the University of Debrecen”.

- *Part-time organised training*

The employees of the university – or people in a situation which can be considered equal – may request and be admitted to the part-time organised doctoral training while keeping their employment status. The admission procedure and evaluation are the same as in the case of those applying for full-time training. Applicants may request their admission to full- or part-time organised training. Those participating in part-time training are obliged to fulfil the requirements of the same number of semesters and conform to the same conditions as full-time students.

Part-time doctoral candidates are not entitled to scholarship and doctoral trainings are not entitled to budget support in relation part-time students. Part-time doctoral candidates pay tuition fee, the amount of which is determined by the council of the doctoral school and publishes it along with the admission requirements. The amount of money which the doctoral school is paid in the form of tuition fee shall be spent on the training of doctoral candidates paying the tuition fee. The specific use of this fee is decided by the council of the doctoral school.

The process (from courses to final thesis)

The Károly Ihrig Management and Business PhD School in accordance with the credit system regulation for PhD schools defines the educational requirements and duties as follows. The PhD education consists of eight semesters while the PhD student has to perform 240 credits. The PhD students are required to reach minimum 240 credits to have a finished semester. PhD students are attached to a research supervisor from the very beginning of the programme. It is the task of the supervisor to advise the PhD candidate during the course work and the research period.

Doctoral candidates need to obtain 30 ± 3 credits each semester to be able to take the final exam. Consequently, doctoral candidates have to obtain at least 240 credits during the whole training (one credit can be obtained with 30 working hours of performance). If a doctoral candidate fails to obtain the prescribed number of credits during the given semester for reasons attributable to the doctoral candidate, the doctoral council of social science decides about the suspension of transferring the doctoral scholarship. If the doctoral candidate does not make up for his/her negligence within a year, the doctoral council of the scientific field may decide to terminate the student legal status.

Doctoral candidates can obtain study (**training**) **credits** by studying and taking exams. Usually, one credit can be obtained in a semester by attending one hour of lecture per week and taking the respective exam. (*The basis of this measure is that one hour in 12-14 weeks of training and 18-16 hours of preparation equal 30 working hours.*) The number of study (training) credits doctoral candidates are **obliged to obtain** is 20. The obtaining of credits is verified by the lecturer in the registration book based on taking the respective exam, writing a test, submitting a report, etc. Credits can be assigned only to subjects with a 5-grade rating system.

In the course of **guided training**, doctoral candidates develop their lecturer and communication abilities by holding contact courses under the supervision of an appointed teacher based on a previously developed and properly documented curriculum from the second year. This activity usually consists of six contact classes per week in a semester, with the support and supervision of the department responsible for the given programme. Depending on the nature of the programme, one credit is awarded in exchange of two hours of teaching activity per week, performed for a whole semester. The subject and the assigned credit is determined by the supervisor/head of the consultant's department in cooperation with the supervisor and its fulfilment is acknowledged by the supervisor to the administration of the doctoral school. During the doctoral training, the number of credits to be awarded equals to the number of classes held per week which shall not exceed 40 credits. Even part-time doctoral candidates may be involved in training, however, teaching activity performed in other higher education institutes can also be acknowledged if it is closely related to the research topic.

Doctoral candidates obtain the overwhelming majority of the mandatory 240 credits as **research credits** (1 credit = 30 working hours). In the first four semesters, the fulfilment of credits is acknowledged by the supervisor every semester based on the written report submitted by the doctoral candidate. The supervisor forwards the semester reports of the doctoral candidate to the head of the DS after the end of each semester. Following the complex exam, the acknowledgement of research credits is done based on the scientific publication activity and the readiness level of the doctoral dissertation which. The obtained research credits are approved by the head of the doctoral school.

- *The system of the new doctoral trainings/program*

stage 1:

- to collect min. 90 credits of research + 20 credits from the courses in 4 semesters (2 years):
- doctoral candidates have to collect totally min. 120 credits in 4 semesters.
- doctoral candidates have to complete all the courses in 4 semesters (in practice: they complete all the courses in the first and in the second semesters).

Study requirements

Description	Number of credits
Study credit	20
Guided training	max. 40
Research work	max. 220
Total:	min. 240

Courses to finish

Courses	Semester	Number of credits	Total
General research methodology (qualitative and quantitative methodology skills)	1.	4	20
Micro- and macroeconomics	1.	4	
Enterprise economics	1.	4	
Financial management	2.	4	
Management organisation and human resource management	2.	4	

- to pass the *comprehensive examination* (theoretical exam of two subjects + progress in research and research schedule for the next 2 years)
 - the two subjects have been chosen by the doctoral candidate.
 - the progress in research can be proved by publications and by the part of dissertation.

During the doctoral training, at the end of the fourth semester, doctoral candidates take a complex exam to conclude the training and research stage of PhD training, as well as to start the research and dissertation stage. The complex exam is meant to measure and evaluate the study and research progress.

The prerequisite of taking the complex exam is to obtain at least 90 credits and all “training credits” prescribed in the training plan of the doctoral school during the “training and research stage” (first four semesters) of doctoral training (except in the case of individually preparing students). Doctoral candidates shall apply for the complex exam in writing. Since the student enters the PhD degree process after passing the complex exam, the application for the complex exam is also the application for the PhD degree process.

Doctoral candidates shall take the complex exam publicly, in front of the committee appointed by the doctoral council of the scientific field. The examination committee consists of at least three members and at least one third of the members are not employed by the institution operating the doctoral school. The president of the examination committee is a teacher and researcher with either a university professor, Professor Emeritus or DSc title. All members of the examination committee have PhD degrees. The supervisor of the doctoral candidate taking the exam shall not be the member of the examination committee.

Before the complex exam, the supervisor evaluates the performance of the doctoral candidate in writing and declares whether he/she recommends to launch the PhD degree process.

The complex exam consists of two parts: the “theoretical part” focuses on theoretical preparedness of the candidate, while the “dissertation part” is meant to show the scientific advancement of the student.

In theoretical part of the complex exam, the doctoral candidate takes an exam of at least two subjects/topics which are included in the training plan of the doctoral school. Theoretical exam may also have a written part.

In the second part of the complex exam, the doctoral candidate holds a presentation, focusing on his/her technical literature knowledge, research findings, the research plan of the second stage of doctoral training, as well as the scheduling of preparing the dissertation and publishing research findings. The supervisor shall provide an opportunity to evaluate the doctoral candidate during an exam.

The examination committee evaluates theoretical and dissertation part of the exam separately. Also, a minutes is put together about the complex exam, also containing an textual evaluation. The result of the exam shall be announced on the day of the oral exam. The complex exam is successful if the majority of the committee’s members considers both exam parts to be successful. If theoretical part of the exam is unsuccessful, the doctoral candidate has one more chance to repeat the exam in the given examination period, focusing on the subject(s) he/she failed to pass. In the case of unsuccessful dissertation exam, it cannot be repeated in the given examination period.

stage 2:

- After a successful complex examination candidates have right to apply for the 5-th semester
- to write and defend the final doctoral thesis within 3 years after a successful comprehensive examination.

stage 3:

- *PhD degree process*

The PhD degree process is the second stage of doctoral training, focusing on the performed research and the dissertation to be prepared.

Doctoral candidates shall apply for the PhD degree process at the same time of applying for the complex exam. The application has to be submitted to the doctoral council of the scientific field. The PhD degree process starts with registering for the semester following the successful complex exam.

Doctoral candidates have to submit the final form of their doctoral dissertation (with amendments after the preliminary discussion) within three years following the successful complex exam. This deadline can be extended by a year based on a specific request and the decision of the doctoral council of the scientific field if the doctoral candidate is unable to fulfill the obligations through no fault of his/her own due to giving birth, accident, illness or other unexpected reasons.

Requirements of obtaining the PhD degree:

- documented independent scientific activity;
- verification of fulfilling language requirements;
- submitting the dissertation and defending it during the open dissertation defense.

At the time of submitting the doctoral dissertation, the doctoral candidate provides a written declaration that

- this dissertation was not submitted in any other institution and it was not rejected;
- there is no ongoing process against the doctoral candidate to withdraw the PhD degree and no previously awarded PhD degree was withdrawn from the doctoral candidate during the last five years;
- this dissertation is the independent work of the doctoral candidate and the references are clear and complete.

Conditions of obtaining the PhD degree:

- documented independent scientific work;
- proof of fulfilling the requirements of language skills;
- submitting the dissertation and defending it during the open dissertation defense.

Language Requirements

- Applicants must demonstrate proficiency in English by submitting standardized English language test scores, e.g., the Test of English as a Foreign Language (TOEFL) or other substitute tests.
- Applicants whose first language is English are normally exempt from this requirement.
- Applicants who have earned a Bachelor's or a Master's degree taught exclusively in English may also be exempted.

Publication requirements of the DS regarding doctoral candidates

It is the responsibility of the CDS to have high standard dissertations produced in all branches of science in an accredited higher education institution. The external management of the publication activity of doctoral candidates is primarily the task of supervisors.

The prescriptions of the Doctoral Code of the DCSS are competent in proving the independent scientific work.

Considering the peculiarities of the specific scientific field and branch of science, the following points are the minimum publication requirements of obtaining a PhD degree:

- Doctoral candidates have at least two published or accepted papers in international journals (independent single author or equivalent – to be divided by the number of authors in a percentage proportion).
- Doctoral candidates have at least one published or accepted paper in an international journal and at least two more published or accepted journals in Hungarian journals (independent single author or equivalent – to be divided by the number of authors in a percentage proportion).
- Doctoral candidates have at least four published or accepted papers, at least one of which was published in foreign language in a Hungarian journal and at least three are related to the topic of the doctoral dissertation (at least three papers should independent single author or equivalent papers – to be divided by the number of authors in a percentage proportion).
- In the case of papers with co-authors, the co-authors have to declare the proportion of the collaboration with the doctoral candidate and that the given publication was not used for obtaining other PhD degree. The minimum publication expectation can also be fulfilled by cumulating the co-authorship proportions.
- Hungarian papers have to be published in the most significant and acknowledged journals which are on the academic list. It is also a requirement for at least two of the Hungarian papers to not be published in periodicals related to the University of Debrecen.

Only at least 0.5 author's sheet-long papers (at least 8 pages or 20 000 characters with spaces) can be accepted as scientific publications, except in the case of journals of category "A" or "B".

- Only two papers can be accepted of communications published in the same journal, with the exception of periodicals which are classified as category "A" and "B" by the specialised committees of the Hungarian Academy of Sciences, as well as impact factor journals.
- A maximum of two different specialised textbook sections can also be accepted as scientific publications if the paper is peer-reviewed, has references and ISBN number and it is at least 0.5 author's sheet long (at least 8 pages or 20 000 characters with spaces).

The condition of fulfilling the formal and content requirements of publications is to upload the paper to the Hungarian Scientific Bibliography database (MTMT) and accepting it as a scientific paper. Papers can be checked using the scientific metric table of MTMT. In addition, each PhD student is obliged to upload their publications into the profile database of the researchers of the University of Debrecen in the iDEa Scientist Space. It is the prerequisite of appointing the review committee to meet the formal and content requirements of publications.

General content and format requirements of the application to be submitted during the admission procedure.

I. General requirements:

- a) Preparing an application based on the aspects provided in advance is a prerequisite of oral entrance examination/discussion. The purpose of this application is to show the suitability of the applicant, the proper knowledge of the selected topic, as well as the commitment of the candidate to work out the topic and to fulfill the doctoral requirements.
- b) The topics of future doctoral candidates are selected by the DS after consulting the competent institutes/departments in order to verify that these topics are in accordance with the training purpose and they meet the requirements of the scientific field, while the candidates also have the chance to perform the necessary analyses and to collect and process the necessary data.
- c) After the research topic is selected, the doctoral candidate prepares a preliminary research plan in cooperation with the future supervisor. In this research plan, it is necessary to show the aims and preliminaries of research, while the examined problem also needs to be addressed in addition to describing the planned research methods and expected results.
- d) The application shall be submitted in two copies to the DS administrator until the deadline specified by the DS. Not meeting this deadline results in exclusion from the admission procedure. Deficiencies can be remedied until the date of the admission discussion.
- e) Applications are reviewed by the AC based on the provided aspects. During the admission discussion, the applicant presents the problem to be examined, as well as the preliminary research plan and outlines his/her knowledge in terms of the relevant technical literature.

II. Content requirements:

- a) The application shall contain the specified sections and documents in the provided order.
- b) The order and or preparing the application:
 - Table of contents (The table of contents has to be inserted on the page following the internal title page in decimal number system.).
 - Filled out application form.
 - Proof of payment of the admission procedure fee.
 - Preliminary research plan (Brief outline of the envisaged research plan, maximum length: 5 pages, including overall topic description, research preliminaries, objective, research concept and method, expected results.).
 - Professional CV (with photo).
 - Motivation letter (including the personal reason for choosing the given topic).
 - List of publications.
 - Professional recommendation from the planned supervisor.
 - Copy of the doctoral candidate's university degree attested by notary public (attestation is not necessary if the degree was issued by the University of Debrecen or its legal predecessor). Copy of the registration book in the case of graduating students.
 - Copies of documents justifying language skills attested by notary public.
 - Criminal record (not necessary for the employees of UD).
 - Declaration of consent of the workplace (Only necessary in the case of fee-paying part-time students or individual preparation. The declaration includes the following: consent to pursuing studies; declaration about providing the conditions of research, method of paying the tuition fee).

Admission: eligibility requirements for doctoral programs

Degree

Applicants must have a Master's degree (or equivalent) in a related field from a recognized university or institution of higher education, or provide documentation indicating that they will earn such a degree before enrolment in a UD doctoral course of study.

Students enrolled in a doctoral program at UD must not be simultaneously enrolled in other institutions of higher education, and are required, at the beginning of their studies at UD, to sign a declaration to this effect.

Language Requirements

Applicants must demonstrate proficiency in English by submitting standardized English language test scores, e.g., the Test of English as a Foreign Language (TOEFL) or other substitute tests. Applicants whose first language is English are normally exempt from this requirement. Applicants who have earned a Bachelor's or a Master's degree taught exclusively in English may also be exempted. To be exempted from the English language proficiency requirement, applicants must make a request on the application form. Decisions regarding exemptions are at the discretion of the Karoly Ihrig Doctoral School admissions committee and will be communicated to applicants after the first stage of the selection process online.

Application package

Please, visit <http://englishstudies.sci.unideb.hu> then click on *Application Procedures* in Menu.

All documents originally written in languages other than English or Hungarian must be accompanied by an official translation in English.

Interview

Applicants are invited for an interview as part of the selection process, including the English language proficiency. Individual interviews commence shortly after the first review of the application files, and continue until the relevant notification date. Each department will contact its applicants to make the necessary arrangements. In the case of Skype or telephone interviews, arrangements may be made to invite candidates to a location where their identity can be verified.

Conditional acceptance

The decision on admission is based on examination of the application documents and on the results of the interview. Decision on admission is made by end of August. Applicants will be informed on the decision via e-mail. Candidates will be sent a tentative acceptance if the university wishes them to start/continue their studies there. This acceptance becomes formal upon receipt of yearly fees. Payment of yearly fees must be submitted before starting the studies.

Agreement to conditions

By accepting placement into the university and registering for classes, each student thereby accepts the conditions and rules set down by the university. Violation of these rules and/or conditions may cause disciplinary action leading to suspension and/or expulsion from the university.

General Admissions FAQ

If my application is turned down, can I contact you to learn the reasons?

Sorry, as a matter of policy, we cannot provide an explanation as to why an application has been rejected.

How are your programs organized? What is the duration of my program of study?

UD doctoral programs, typically for students with a Master's degree in a related field, normally take between three and five years to complete. First two years: students must complete the taught course credits specified by the Doctoral School. Dependent upon the successful completion of a comprehensive examination and a dissertation proposal (or an extensive research paper), students are approved for full doctoral candidacy. Years three (or four) to five: the period of doctoral candidacy, in which the student pursues research toward the dissertation.

Are there admission quotas for certain countries or regions?

No. UD admits students based on a combination of academic merit, professional experience, and demonstrated preparation for their intended degree programmes.

Is there a waiting list?

Yes. Waitlisted applicants who need a visa to study in Hungary will be notified about their status by June 30th at the latest. Waitlisted candidates needing no visa may be offered admission as late as a few days prior to the beginning of the academic year.

I would like to earn a PhD at UD while completing one at my home university at the same time. Is this possible?

No. Students enrolled in doctoral programmes at UD may not be enrolled at other universities.

Have more questions?

If you cannot find the answer anywhere on this website including this page, email the Admissions Office at ibolya@edu.unideb.hu

Can recommendations be sent by postal mail?

Yes, they can if your recommenders cannot submit them online. Please note, however, that mailed recommendations may take much longer to receive. Recommendations delayed or lost in transit may cause an application to be rejected.

I have very limited financial resources. Can I get an application fee waiver in consideration of my circumstances?

Sorry, the application fee cannot be waived under any circumstances.

ATTACHMENT

**PhD School:
School Leader:
Supervisor:**

RESEARCH PROGRAM

Name and Family:

Title:

1. Scientific preliminaries

1.1. Actuality and importance of the research

1.2. Literature background of the research

1.3.

2. Aims

2.1.

2.2.

2.3.

3. Methods

3.1.

3.2

3.3.

4. Expected results and findings

4.1.

4.2.

4.3.

Date

Signature