



**HUNGARIAN UNIVERSITY OF
AGRICULTURE AND LIFE
SCIENCES**

**RULES OF PROCEDURE OF THE
DOCTORAL SCHOOL OF
ECONOMIC AND REGIONAL
SCIENCES (GRDI)**

Gödöllő

Effective from: 28 August 2026

Pursuant to the authorisation granted under Section 7(1) of the University Doctoral Regulations (hereinafter: EDSZ) of the Hungarian University of Agriculture and Life Sciences (hereinafter: MATE or the University), the Rules of Procedure of the Doctoral School of Economic and Regional Sciences (hereinafter: GRDI) are set out in this document.

I. Concerning Section 3(3)(b) of the EDSZ, further detailed rules concerning the doctoral dissertation in the GRDI's doctoral programmes:

In accordance with Section 3(3)(b) of the EDSZ, it is also possible to submit a so-called '*short thesis*'.

This may be done during the GRDI PhD programme if the candidate has at least three first-author scientific publications with a Q1 or Q2 rating. At least two of these three articles must have been published by different publishers.

In the Business Administration Doctoral Programme (hereinafter: ÜDP), a short thesis may be submitted if the doctoral candidate has at least two publications on their own research topic, one of which is Q1 or Q2 rated, and in which they are the first author.

The short thesis must be at least 40 pages in length. Further requirements regarding the content, structure and format of the short thesis are set out in Appendix 4.

II. In accordance with Section 3(28) of the EDSZ, the detailed rules concerning external supervisors in the GRDI's doctoral programmes are as follows:

The conditions for supervision are the same as the rules applicable to internal supervisors, as set out in Chapter IV.

A supervisor who is not employed by MATE may not supervise a dissertation independently, but only in conjunction with a co-supervisor; the supervisor must sign a voluntary co-supervisor agreement with MATE.

III. In accordance with Section 7(11) of the EDSZ, the detailed rules governing the chair of the programme committee and the operation of the programme committee for the doctoral programmes at GRDI are as follows:

- a) The **head of the programme committee** is the programme director. The head of the programme committee – a university professor who meets the requirements set for core members – is responsible for carrying out tasks relating to educational and academic management and organisation. The TTT submits a proposal to the EDHT for the chair of the programme committee, based on a recommendation from the head of the doctoral school; following the EDHT's approval, the Rector appoints and dismisses the chair of the programme committee for a term of up to five years.
- b) The **Programme Committee** (hereinafter: PT) is the decision-making and advisory body of the doctoral programme, which, in accordance with the guidelines of the TTT and the EDHT and in line with the regulations in force, oversees the disciplinary structure of doctoral training, degree conferral and habilitation, and ensures the quality of academic degrees.
- c) The PT is a body that supports the work of the head of the doctoral programme; the full members of the DI elect its members on the recommendation of the head of the doctoral programme. A representative of the Doctoral Students' Council (hereinafter DÖK) is a non-voting member of the PT.
- d) The EDSZ governs the duties and powers of the DT.
- e) The PT meets as required, or in conjunction with TTT meetings, but at least twice per semester, and decides on matters falling within its remit.

- f) The Head of the Doctoral Programme and members with voting rights are entitled to vote. The PT has a quorum if more than half of its members with voting rights take part in the vote. The PT generally takes its decisions by a simple majority in an open vote. In the event of a tie, the Chair has the casting vote. Where justified, any member may request a secret ballot, or the head of the doctoral programme may initiate one. The Programme Committee makes its decisions by secret ballot on personnel matters (except for the approval of individual committee members).
- g) Upon the recommendation of the head of the doctoral programme, and where justified, the Supervisory Board may also take decisions by secret ballot conducted electronically.
- h) The materials required for agenda items at Programme Committee meetings that require a decision must be made available to members at least three working days before the meeting. These may be published electronically. The date and agenda of the meeting must be communicated to members at least three working days before the meeting. The deadline for submitting materials for the meeting must be made public before the Programme Committee meeting.
- i) Minutes shall be taken of Programme Committee meetings.
- j) Each of the specialist fields covered by the programme must be represented by at least one member on the Programme Committee.
- k) Members of the Programme Committee may only be lecturers or researchers in full-time employment with MATE, or professors emeritus and emerita.

IV. In accordance with Section 7(12) of the EDSZ, the detailed rules applicable to lecturers, supervisors, topic announcers, the academic secretary, the head of the doctoral programme (hereinafter: DP) and the secretary of the DP in the GRDI's doctoral programmes are as follows:

Detailed rules concerning the academic secretary, the international programme secretary, the head of the DP and the secretary of the DP:

a) Duties of the GRDI academic secretary:

- a. monitor the records and student administration falling within the GRDI's remit;
 - b. maintain contact with the Doctoral and Habilitation Centre (hereinafter: DHK), the academic secretaries of MATE's other doctoral schools and the programme secretaries;
 - c. organise meetings of the Disciplinary Council (hereinafter: TTT), draft the TTT's resolutions, collect proposals for motions, and prepare the minutes of meetings;
 - d. prepare documents for submission to the University Doctoral and Habilitation Council (hereinafter: EDHT);
 - e. coordinate the preparation and conduct of the complex examination;
 - f. assist with the GRDI's annual performance review and the preparation of its self-assessment;
 - g. assist with the GRDI's quality assurance activities in accordance with the guidelines of the GRDI Head;
 - h. maintain contact with students, lecturers and supervisors;
 - i. carry out the GRDI's administrative tasks;
 - j. manage GRDI matters in the doktori.hu database;
 - k. and perform any other tasks assigned by the head of the GRDI or as otherwise requested.
- The secretary is a voting member of the TTT.

b) To coordinate the educational and academic activities carried out within the framework of the GRDI, the head of the GRDI may appoint **international** programme coordinators, who shall

operate under the direction of the head of the GRDI. The duties of the GRDI's international programme coordinator are:

- a. in cooperation with the head of the GRDI and the scientific secretary, to assist in promoting the GRDI's training programmes internationally;
- b. manage the international student recruitment programme;
- c. prepare the admissions process: organise admissions interviews, check the formal validity of submitted documents, compile the relevant documentation, and prepare recommendations for decisions;
- d. in the case of the Stipendium Hungaricum programme, liaise with the MATE coordinator, liaise with students, record and dispatch decision notices, and manage the application and registration system;
- e. prepare the necessary data reports on students (Tempus, international representations, etc.);
- f. support the involvement of international lecturers in teaching, coordinating and carrying out the related organisational tasks;
- g. assist in the preparation and organisation of the complex examination in collaboration with the GRDI's academic secretary;
- h. organise annual reports;
- i. maintain contact with supervisors;
- h. maintain contact and coordinate with the DHK and the Directorate of Education;
- i. maintain contact with students;
- j. submit information for the GRDI website and ensure it is kept up to date;
- k. monitor calls for applications relating to study abroad programmes and assist with the preparation of applications.

c) The duties of the **GRDI programme director**:

- represent the interests of the doctoral programme (hereinafter: DP) within the TTT;
- maintain direct contact with the supervisors and lecturers working on the DP;
- make proposals regarding the modules and research topics to be advertised within the DP;
- make recommendations to the admissions committee;
- provide opinions on disputed academic and examination matters concerning doctoral students;
- ensure the comprehensive coordination of the administration of habilitation applications;

d) The duties of the **GRDI programme secretary**:

- a. coordinate doctoral students participating in the DP and ensure the flow of information between the doctoral programme director and the doctoral students;
- b. assist the programme director in their work;
- c. manage the e-learning platform on plagiarism in connection with doctoral seminars;
- d. organise the admissions interview, check the documents submitted, compile the relevant documentation, and prepare the recommendation for a decision;
- e. prepare and organise the complex examination;
- f. check the formal compliance of papers submitted for the seminar;
- d. prepare the PT meetings;
- e. compile the minutes of PT meetings;
- f. organise the peer review of applications relating to the DP (EKÖP, KDÖP, etc.) and associated reports;
- g. maintain contact with the academic secretary of the TTT.

Detailed rules applicable to lecturers, supervisors and topic announcers:

a) At the GRDI, the following may act as PhD programme **lecturers**

a) a lecturer or researcher holding a doctoral degree who, since obtaining that degree, has published at least two articles in Q1–Q4-rated journals indexed in Scopus and/or WOS.

b) a full-time employee holding a doctoral degree at a domestic or foreign research institute, university, company or other institution (external lecturer) who, following the conferment of their doctoral degree, has published at least 2 articles in Q1–Q4-rated journals indexed in Scopus and/or WOS.

b) The **GRDI lecturer is responsible** for reviewing the course topics annually and for integrating the latest research findings into teaching.

c) A **GRDI topic supervisor** may be a lecturer holding an academic degree or a member of staff engaged in research who meets the requirements for supervising a dissertation and who, on this basis, responsibly guides and assists the doctoral student working on the dissertation in their studies, research work and preparation for obtaining an academic degree. When approving a supervision appointment, the TTT considers the effectiveness of the supervisor's prior supervisory work.

d) **The supervisor or co-supervisor of a GRDI project may be**

ca) a full-time member of staff at MATE holding a teaching or research post, or a professional who has signed a voluntary contract and can demonstrate outstanding academic work, or a member of staff holding a teaching or research post at an institution that has concluded a cooperation agreement with MATE for doctoral training, who

cb) has published at least two articles in journals classified as Q1–Q4 or indexed in Scopus and/or WOS following the conferment of their doctoral degree.

e) Notwithstanding sub-point cb) of point c) within the framework of the ÜDP, a supervisor may be appointed if, following the submission of their doctoral thesis, they have had at least four articles published in Q1–Q2-rated journals in a foreign language, in which they were listed as the first, last or corresponding author.

f) In all programmes, the supervisor must demonstrate active research activity over the last five years in the research area they supervise, as recorded in the Hungarian Repository of Scientific Works (hereinafter: MTMT) and substantiated by publications, and – in the case of supervision in a foreign language – possess oral and written communication skills in that foreign language within the relevant field of study, which the GRDI may verify, where justified, by conducting a professional discussion in that foreign language with the supervisor. Supervisors are approved by the TTT.

g) A co-supervisor may be appointed if the doctoral student requires the combined assistance of two experts in the development of their research topic.

h) A doctoral student may have a maximum of two supervisors at any one time, at the doctoral student's request.

i) A supervisor who is not employed by MATE may not supervise a dissertation independently, but only in conjunction with a co-supervisor.

j) If a supervisor's employment with MATE ceases before a doctoral student's complex examination, the doctoral student has the option of seeking a new supervisor. If the doctoral student is unable to find a supervisor independently, the TTT shall decide on the appointment of a new supervisor, and the former supervisor may become a co-supervisor. If the doctoral student's supervisor's employment with MATE ceases after the doctoral student's complex examination, the supervisor must sign a voluntary co-supervisor contract with MATE. In this case, the TTT may appoint a full-time supervisor from MATE.

k) The supervisor's duties:

- a. formulate the research problem and prepare a proposal for the dissertation topic;
- b. contribute to the drafting of the final research plan, the signing of which constitutes its approval;
- c. communicate the GRDI's standards and scientific requirements;
- d. supervise and continuously monitor the research work. If the PhD student falls behind on their assigned tasks, fails to fulfil them regularly (at least monthly), or exhibits changes in behaviour that jeopardise the continuation of the work, the supervisor must notify the Head of the PhD Programme in writing without delay, but no later than 3 months. This information must also be communicated to the doctoral students concerned;
- e. review the doctoral student's progress at least once every semester, and monitor and verify the fulfilment of the commitments set out in the research plan;
- f. make recommendations regarding the composition of the assessment panel for the preliminary and the public defence;
- g. ensure full compliance with the formal requirements when compiling the doctoral thesis;
- h. by signing a statement acknowledging the doctoral student's performance, the supervisor confirms that the dissertation meets both the substantive and formal requirements set out by the GRDI;
- i. prepare the student for the preliminary and public defence;
- j. ensure that their details are kept up to date on the ODT data sheet.

V. In accordance with Section 11(3) of the EDSZ, no detailed rules have been laid down for the GRDI's doctoral programmes regarding additional fees relating to the research programme of doctoral students participating in self-funded study.

VI. In accordance with Section 13(2)(a) of the EDSZ, the following detailed rules have been laid down for the GRDI's doctoral programmes regarding the requirements for applicants' qualifications:

In the case of applicants who do not hold a master's degree in the fields of management and organisational sciences or regional sciences, their prior studies, professional and managerial experience and academic activities, supported by appropriate documentation, the TTT will assess the relevance of these to management and organisational sciences and regional sciences, and may require the undertaking of bridging modules to establish the knowledge base necessary for doctoral study in management and organisational sciences or regional sciences.

Doctoral students may select these bridging modules, with the consent of their supervisor and the approval of the programme director, from among the compulsory and optional modules offered by the doctoral school, as well as from the Master's programmes in Business Development, Management and Organisation, Finance, Marketing, Supply Chain Management, Regional and Environmental Economics, rural development agricultural engineering and tourism management master's programmes, taught on a full-time or part-time basis, from which they may take a total of up to 20 credits; these credits do not count towards the minimum number of credits required to obtain a certificate of completion. Following admission and enrolment, the TTT shall specify the modules required for credit transfer.

VII. In accordance with Section 13(2)(c) of the EDSZ, detailed rules regarding the requirements for applicants' prior academic activity have not been specified for the GRDI's doctoral programmes.

VIII. In accordance with Section 13(4)(a) of the EDSZ, the detailed rules regarding the requirements for demonstrating outstanding academic and research knowledge for exceptionally talented applicants who may be admitted to study in parallel with a Master's programme in the GRDI's doctoral programmes are as follows:

Outstanding scientific knowledge is deemed to be a first-place finish at the OTDK or a scientific journal article published by the applicant in a Q1–Q2-rated journal.

IX. In accordance with Section 13(4)(b) of the EDSZ, detailed rules regarding the requirements for demonstrating outstanding academic and scientific knowledge for exceptionally talented applicants studying in the final two academic years of an undivided Master's programme within the GRDI's doctoral programmes:

Outstanding academic knowledge is deemed to be a first-place finish at the OTDK or a scientific journal article published by the applicant in a Q1–Q2-rated journal.

X. In accordance with Section 13(5)(a)(ag) of the EDSZ, detailed rules regarding the additional admission requirements and supporting documents required for the GRDI's doctoral programmes:

For participation in a research project, a certificate from the research supervisor must be attached, including a brief description of the project and the tasks the applicant performed.

XI. In accordance with Section 13(5)(d) of the EDSZ, no detailed rules have been laid down regarding additional foreign languages acceptable for international applicants on the GRDI's doctoral programmes.

XII. In accordance with Section 14(4) of the EDSZ, the further detailed rules applied during the admission scoring process for the GRDI's doctoral programmes are set out in Appendix 1.

XIII. In accordance with Section 14(4) and (8) of the EDSZ, no further detailed rules have been laid down for the GRDI's doctoral programmes regarding the scoring of applications from international applicants.

XIV. In accordance with Section 16(5) of the EDSZ, other specific requirements relating to doctoral study in the GRDI's doctoral programmes are set out in the provisions concerning the distribution and acquisition of credits as specified in the study plans.

XV. In accordance with Section 17(1)(b) of the EDSZ, the detailed rules concerning the second foreign language required for the conferment of a degree, the certification thereof, and the range of accepted languages in the GRDI's doctoral programmes are as follows:

- a) If a doctoral student does not meet the entry-level language requirement in English, they must present a complex, state-recognised language examination in English at a minimum A2 level before commencing the degree conferment procedure within the PhD programme.
- b) Notwithstanding the provisions of point (a), students obtaining a degree under the ÜDP programme are not required to present a complex, state-recognised language examination in English at a minimum A2 level.

XVI. Concerning Section 18(7) of the EDSZ, the detailed rules concerning additional supervised research and publication credits that may be recognised for the purpose of reducing the duration of the research and dissertation phase in the GRDI's doctoral programmes are as follows:

The detailed rules governing the recognition of supervised research and publication credits are set out in the study plans.

XVII. Subject to Section 21 of the EDSZ, detailed rules applicable to individual candidates in the GRDI's doctoral programmes:

- a) The entry-level publication requirement for the individual preparation track is the fulfilment of 50 per cent of the minimum publication requirements necessary for the conferment of the degree. Compliance with this requirement is verified by the DI's academic secretary.
- b) During the admissions process, the applicant must submit a draft of their dissertation. The submitted draft must be at least 80 per cent complete. Compliance with this requirement is verified by the supervisor.
- c) There is no provision for individual preparation within the framework of the ÜDP.

XVIII. In accordance with Section 23(3)(b) of the EDSZ, the detailed rules regarding the verification and documentation of the independent academic work required for the conferment of a degree in the GRDI's doctoral programmes are as follows:

Output requirements for a doctoral student's research activity

- a) In the case of a PhD programme, at least two scientific articles on the doctoral candidate's own research topic, in which the doctoral candidate is the first author. One of the publications must be a scientific article published in a journal recognised by the Scopus or Web of Science database; in the other case, a publication in a journal listed on the recognised journal list of Divisions IV and IX of the Hungarian Academy of Sciences (MTA) is also sufficient. At least one of the two publications must be in English.
- b) In the case of an ÜDP, at least one scientific article in a foreign language published in a journal recognised by the Scopus or Web of Science database and classified as Q1 or Q2.

Journal articles taken into account for meeting the minimum publication requirements must appear in at least two different journals, unless the journal is classified as Q1/Q2/D1.

If justified by the research topic, an article published in a journal on the list of recognised journals of another MTA department may also be accepted, subject to the PT's decision.

XIX. In accordance with Section 24(1) of the EDSZ, the detailed rules governing applications for the complex examination in the GRDI's doctoral programmes are as follows:

- a) A prerequisite for sitting the complex examination during the PhD programme is that the doctoral candidate must have obtained at least 80 credits during the first four semesters of their programme and, in accordance with the requirements of the study plan,
 - aa) complete a minimum of 48 study credits,
 - ab) have at least 8 publication credits; and
 - ac) participate in at least one international academic conference, with a published paper (long abstract or proceedings).
- b) A further condition for admission to the complex examination is that the doctoral student's supervisor must assess the student's performance in writing and recommend that the degree conferment procedure be initiated.
- c) A prerequisite for sitting the complex examination during the PhD programme is that the doctoral student must have obtained at least 80 credits during the first four semesters of their studies.

XX. In accordance with Section 25(4) of the EDSZ, the detailed rules governing the preliminary disputation in the GRDI's doctoral programmes are as follows:

- a) The candidate's supervisor shall propose the opponents for the preliminary disputation to the Head of the GRDI. Opponents must hold an academic degree. At least one of the opponents must not be employed by the University. If the supervisor and the Head of the GRDI cannot reach a consensus on the choice of opponents, the TTT shall decide who to invite.
- b) The preliminary disputation shall be chaired by a habilitated associate professor, college lecturer, university lecturer or professor emerita/emeritus who is in full-time employment with the University and is an expert in the topic of the doctoral thesis. The chair of the preliminary disputation must also be a member of the public defence committee.
- c) The candidate's supervisor shall send the dissertation and the plagiarism check report prepared for it in electronic form to the head of the Doctoral Programme (DP) and to the academic secretary of the programme. The head and secretary of the DP shall check the dissertation to ensure it meets the requirements for a doctoral dissertation. They shall inform the supervisor within 10 working days of their approval or of any necessary revisions. In the event of a dispute, the head of the GRDI shall make the decision on approval.
- d) The programme secretary checks in the MTMT system whether the doctoral candidate has met the minimum publication requirements. When the dissertation is submitted for preliminary disputation, an official letter of acceptance may be accepted instead of one of the publications.
- e) The supervisor shall send the dissertation, approved by the head of the DP, and the results of the related plagiarism check to the external examiners approved by the head of the GRDI.
- f) Opponents have a maximum of 30 days to prepare their reports.
- g) Upon receipt of the opponents' reports, the supervisor shall agree on the date of the preliminary disputation with the Head of the DP, and shall then appoint the chair and secretary of the committee.
- h) The preliminary disputation must be announced at least one week before the date. The supervisor shall send the invitation to the preliminary disputation to the GRDI secretary, who shall forward it to the University's institutes relevant to the field of study.
- i) The candidate must prepare a written response to the opponents' comments, which, together with the opponents' comments, shall form an annex to the minutes of the preliminary disputation.

- j) At least five experts (excluding the supervisor and co-supervisor) holding an academic degree and with expertise in the relevant field must participate in the preliminary disputation.
- k) The preliminary disputation shall proceed in accordance with the scenario set out in Appendix 2.
- l) During the preliminary disputation, the doctoral candidate must present their doctoral dissertation in a free-form presentation lasting no more than 30 minutes.
- m) The proceedings of the disputation, in particular any opinions and findings relating to amendments to the thesis, shall be recorded in the minutes.
- n) At the preliminary disputation, the committee shall decide whether the dissertation
 - a. is suitable for submission for a public defence in its current form; or
 - b. is suitable for submission, with amendments and further changes, including a change to the title, without the need for a further preliminary disputation; or
 - c. a further preliminary disputation is required before the dissertation is submitted.
- o) Should the dissertation require substantial revision, the preliminary disputation must be repeated.

XXI. In accordance with Section 26(2) of the EDSZ, the detailed rules regarding proof of proficiency in a second foreign language required for registration for the doctoral disputation in the GRDI's doctoral programmes are as follows:

- a) If a doctoral student does not meet the entry-level language requirement in English, they must present a complex, state-recognised language examination in English at a minimum A2 level before commencing the degree conferment procedure within the PhD programme.
- b) Notwithstanding the provisions of point (a), students obtaining a degree under the ÜDP programme are not required to present a complex, state-recognised language examination in English at least at the A2 level.

Further detailed rules governing the operation of the GRDI

The GRDI Research Ethics Committee

- (1) The GRDI may establish a Research Ethics Committee to carry out research ethics tasks. The chair shall be a member of the TTT, while the members may be university lecturers, researchers and professors emeritus holding a degree. The TTT shall appoint the chair and members upon the recommendation of the head of the DI.
- (2) The duties of the GRDI Research Ethics Committee are:
 - a. to provide opinions on research ethics applications and authorisations relating to publications;
 - b. where justified, forward research ethics applications to the Scientific Research Ethics Committee of the Health Sciences Council;
 - c. maintain a register of research authorisations issued and publish them via the GRDI's communication system;
 - d. prepare an annual summary report on research ethics for the TTT.
- (3) The GRDI Research Ethics Committee operates in accordance with its own rules of procedure, which are set out in Appendix 3.

Habilitation procedure

Concerning the provisions concerning the habilitation procedure, the University Habilitation Regulations shall apply, provided that, in the case of the GRDI, the detailed rules of the habilitation procedure are as follows:

To assess the minimum requirements, the Head of the DP may, within their remit, invite external experts. The assessment is submitted to the PT for review.

The minimum requirements for habilitation are set out in Section 5(d) of the University Habilitation Regulations. The detailed rules and method of assessment are set out in the self-assessment table in Appendix 4, which forms part of the application.

Management of GRDI/DPs

The detailed rules concerning the management of GRDI are as follows:

1. Separation of responsibilities and powers

To ensure an appropriate internal control system, a clear separation of professional, financial and management responsibilities is required.

1. The supervisor is primarily responsible for the professional supervision of the doctoral student's research activities and for ensuring that the financial requirements related to the research are professionally justified.
2. The head of the GRDI is responsible for the efficient use of the GRDI's resources.

2. Financial planning and budgetary management

1. The financial planning of the GRDI and the DP units must be carried out in accordance with the university's budgetary and financial planning procedures, based on the guidelines issued by the Chief Financial Officer.
2. Planning is carried out broken down by financial centres (PÜK), taking into account anticipated tasks, research requirements and operating costs.
3. The head of the GRDI provides information on the available annual budgets to the head of the DP, and the head of the DP, in turn, provides this information to the project supervisors at the annual project supervisors' briefing, to ensure that academic decisions are in line with financial constraints.
4. When utilising the budget, the principles of economy, efficiency and effectiveness must be upheld.

3. Authorisation of payments and procurement processes

1. The supervisor is authorised to initiate a procurement request in the form of a professional proposal. The authorised administrator initiates the procurement process in accordance with the University's procurement regulations.
2. The documentation, approval and monitoring of financial and procurement processes may only take place via the university's official electronic administration system (ENYA).
3. Verification of the professional justification for any costs incurred and their professional approval fall within the remit of the Head of the DP.
4. The authority to enter into commitments is exercised by the Chair of the EDHT in accordance with university regulations.

4. Main areas of expenditure

In the interests of transparency and consistent practice in budget management, it is advisable to define the areas in which expenditure is eligible.

I. GRDI central budget

The following may be used to finance central tasks relating to the operation of the GRDI:

a) operating and administrative expenses:

- office supplies, printing and photocopying costs, IT and administrative equipment,

b) personnel-related expenditure:

- payments relating to the performance of additional duties associated with supervision or professional work, expert and translation services.

II. Research frameworks for doctoral programmes

The following may be used to support doctoral students' research activities:

a) research-related material costs:

- materials, chemicals, consumables, specialist literature, database access, membership fees;

b) publication costs:

- journal publication fees, 'open access' fees, proofreading and language services;

The detailed rules for the funding of publications are set out in Appendix 5.

c) conference attendance:

- domestic conferences, international conferences, registration fees, travel and accommodation costs;

The detailed rules governing conference funding are set out in Appendix 6.

d) equipment purchases:

- IT equipment.

5. Record-keeping and data reporting obligations

1. The operational record-keeping duties of the GRDI and DPs shall be carried out by the persons designated by them.

2. The central storage, monitoring and processing of financial and management data for controlling purposes shall be carried out by the University's Controlling Department.

Final provisions

These Rules of Procedure were adopted by the Senate of the Hungarian University of Agriculture and Life Sciences by Resolution No. 140/2026 (VIII.27.) and shall enter into force on the day following their adoption.

Gödöllő, 27 August 2026

Dr Csaba Gyuricza

Rector, Chair of the Senate

Appendices:

Appendix 1: Achievements eligible for assessment and points awardable in the admissions process

Appendix 2: Scenario for the preliminary disputation

Appendix 3: Rules of Procedure of the Research Ethics Committee of the Doctoral School of Economics and Regional Studies

- Appendix 4: Point-based assessment of achievements required upon submission of a habilitation application
- Appendix 5: Procedure for the acceptance of articles to be funded by the Doctoral School of Management and Regional Sciences
- Appendix 6: Procedure for the approval of conference participation funded by the Doctoral School of Management and Regional Sciences