**Structure of the training plan**

The training plan consists of three sheets: title page, the schedule of the subjects, the subjects of the complex examination and the language knowledge.

1. The title page shall contain:

* the name of the institution;
* the name of the Doctoral School;
* the name of the head of the Doctoral School;
* the term “Training Plan”;
* the title of the research topic;
* the name of the research organisation;
* the name of the consultant;
* the date.

(See the sample attached.)

2. The schedule of the subject shall contain:

* the title of the research topic;
* the name of the student and his/her consultant;
* the list of the mandatory and the elective subjects (with the names of the lecturers, according to semesters and the credit value);
* the date.

This sheet shall be signed by the student, his/her consultant and finally the head of the Doctoral School. (See the sample attached.)

3. The student shall list the **planned subjects of the complex examination** in a separate sheet. The complex examination consists of a mandatory and a minor subject. The main subject of the complex examination can be only a mandatory subject, while the minor subject may be selected from the mandatory and the elective subjects.

4. Additionally, the student shall give information about his/her language knowledge (what kind of language exam(s) he/she has and when he/she plans to acquire the missing second language exam).

After the date in the page 3, the training plan shall be signed by the student, his/her consultant and finally by the head of the Doctoral School.

**Cover sheet of the “Training Plan”**

*Sample!*

**UNIVERSITY OF DEBRECEN**

**Faculty of Economics and Business**

**IHRIG Károly Doctoral School of Management and Business**

**Head of the Doctoral School: Prof. Dr. BALOGH Péter professor, DSc**

**TRAINING PLAN**

**Strategies of the conservation of biodiversity in the European Union**

**CSIDER Ibolya**

PhD student

Research organisation:

University of Debrecen

Faculty of Economics and Business

Institute of Economic Theory

Consultant:

**Dr. KUTI István**

associate professor

candidate of economic sciences

Debrecen,

2012

(In A/4 size, without frame)

## Academic requirements[[1]](#footnote-1)

**Section 14**

(1) In the doctoral training, the PhD student shall earn 30±3 credits in a semester and at least 240 credits during the whole training to acquire the final (pre-degree) certificate (1 credit can be earned with a performance of 30 working hours). If the PhD student fails to earn the required number of credits in a semester due to his/her own fault, the Doctoral Council of Social Sciences shall bring a decision on the suspension of the payment of the doctoral scholarship. If the PhD student fails to compensate his/her defaults within a year, the doctoral council of the given discipline may decide on the termination of the student status. If the PhD student performed all of his/her academic obligations and earned at least 240 credits, based on his request, a final (pre-degree) certificate may be issued to him/her even before the closure of the semester 8.

(2) Academic (**training**) **credits** may be earned by studying and by passing an exam. In general, 1 credit may be earned by visiting a lecture of one hour during a semester and by passing the examination. *(The basis of calculation is that every 1 hour of the 12-14 weeks of training during a semester and 18-16 studying hours make up 30 working hours.)*

The number of the academic (training) credits **to be mandatorily earned** during the two semesters of the doctoral training shall be 21. The earning of the credits shall be certified by the lecturer of the subject indicated in the electronic learning system, based on the examination, test, report etc. required for the given subject. Credit may be assigned only to a subject the qualification of which is performed with a mark from 1 to 5.

**Elective credits.** In order to let the PhD students receive a higher level training in their selected research fields than the master training, the Doctoral School shall announce elective training credits. The PhD student shall perform at least two elective subjects, which shall be the precondition of the admission to the complex examination. The earning of the credits shall be certified by the lecturer of the subject indicated in the electronic learning system, based on the examination, test, report etc. required for the given subject. Credit may be assigned only to a subject the qualification of which is performed with a mark from 1 to 5.

(3) During directed teaching, the PhD student develops his/her presentation and communication skills under the control of an appointed lecturer on the basis of the pre-developed and well-documented education material by holding contact classes from the second year. This usually means a load of at most 6 contact classes a week every semester with the support and supervision of the department controlling the programme. One credit shall be 2 hours of teaching activity performed throughout a semester, depending on the nature of the task. The subject and the assigned credit shall be determined by the head of the department of the consultant/tutor - after the reconciliation with the consultant - and the performance of the task shall be certified by the consultant for the administration department of the Doctoral School. Throughout the training, a credit value equivalent with the number of weekly classes held may be given, which may be at most 40 credits in the whole training. The students in the correspondence training are recommended to become involved into teaching, however, teaching in another higher education institution may also be honoured with credits, if it is closely related to the research topic.

(4) The majority of the 240 credits (at most 219 credits) required shall be earned by the PhD student during his/her training as **research credits** (1 credit = 30 working hours). In the first four semesters, the earning of the credits shall be certified by the consultant every semester based on the written report submitted by the PhD student. The semi-annual reports of the PhD student shall be submitted by the consultant to the head of the Doctoral School after the closure of the semesters. After the complex examination, the certification of the research credits shall be performed according to the scientific publication performance and the degree of completion of the doctoral dissertation, which shall be approved by the head of the Doctoral School.

From the third semester of the training, the PhD student may earn 8 credits a semester from the credit value of the research work by taking part in Hungarian or international scientific conferences or the professional or scientific programmes organised by the Doctoral School (especially Hungarian or international guest speaker course, workshop, PhD student conference, Alumni conference etc.) (2 credits/event), which shall be certified after the submission of the supporting documents by the head of the Doctoral School.

**Academic requirements of the IHRIG Károly Doctoral School of Management and Business**

|  |  |
| --- | --- |
| **Description** | **Credit** |
| Education credit | 21 |
| *Mandatory subjects* | *17* |
| *Elective subjects* | *4* |
| Directed teaching | max. 40 |
| Research work  | max. 219 |
| **Total:** | **min. 240** |

**Subjects to be performed in the IHRIG Károly Doctoral School of Management and Business**

|  |  |  |  |
| --- | --- | --- | --- |
| **Mandatory subjects** | **Semester** | **Credits** | **Total** |
| General methodology of research (qualitative and quantitative methodology) (In charge: Dr. BALOGH Péter, Dr. HUZSVAI László, Dr. KUN András) | 1 | 3 | **17** |
| Micro and macroeconomy(In charge: Dr. FARKASNÉ Dr. FEKETE Mária, Dr. MAGDA Róbert) | 1 | 3 |
| Business economics (In charge: Dr. NÁBRÁDI András) | 1 | 3 |
| Literature survey and scientific publication (In charge: PERGÉNÉ SZABÓ Enikő) | 1 | 1 |
| Financial management (In charge: Dr. TARNÓCZI Tibor) | 2 | 3 |
| Management organisation and human resources management (In charge: Dr. BERDE Csaba, Dr. DAJNOKI Krisztina) | 2 | 3 |
| General research knowledge (In charge: Dr. CSERNOCH László) | 2 | 1 |

|  |  |  |
| --- | --- | --- |
| **Elective subjects** | **Semester** | **Credit** |
| Rural and regional policy (In charge: Dr. PETŐ Károly, Dr. SZABÓ Gábor, Dr. HARANGI-RÁKOS Mónika) | 3 | 2 |
| Sectoral economy (In charge: Dr. SZŰCS István) | 3 | 2 |
| Distribution and supply chain management(In charge: Dr. FELFÖLDI János, Dr. PAKURÁR Miklós) | 3 | 2 |
| Decision-making support systems and information management (In charge: Dr. HERDON Miklós, Dr. SZILÁGYI Róbert, Dr. VÁRALLYAI László) | 3 | 2 |
| Development economics (In charge: Dr. ERDEY László) | 3 | 2 |
| Marketing and marketing research (In charge: Dr. SZAKÁLY Zoltán) | 3 | 2 |
| Professional English Skills(In charge: Dr. TAR Ildikó, Dr. Troy Wiwczaroski) | 3 | 2 |
| Sports economy and sports management(In charge: Dr. BÁCSNÉ Dr. BÁBA Éva) | 3 | 2 |
| Assessment methods of tourism management(In charge: Dr. KÖNYVES Erika) | 3 | 2 |
| Corporate performance evaluation, performance measurement systems(In charge: Dr. FENYVES Veronika) | 3 | 2 |
| Management accounting and controlling (In charge: Dr. BÁCS Zoltán) | 3 | 2 |
| Managerial competence development (In charge: Dr. DAJNOKI Krisztina) | 3 | 2 |

(5) The classes determined in the schedule shall be held and visited. In case of the obstruction of the lecturer, the plan on substitution or replacement shall be discussed by the lecturer with the head of the Doctoral School. In case of every subject, the students shall be notified of the topics of the subject and the requirements, including the mandatory and recommended literature and the teaching material.

(6) The material of the subjects shall not be identical with that of the MA/MSc trainings, as the Doctoral School requires a higher level. If the educational background of the students is highly different in case of a subject, that subject may be taken only after the learning of an equalising material without any credits accountable for in the training and the certification of the performance thereof with an exam (at least 60% level).

(7) In case of every subject, the topics and the requirements of the subject shall be elaborated and these shall be got preliminarily assessed by the Council of the Doctoral School and based on such assessment, it shall bring a decision on the acceptance of the subject. In case of every subject of not methodological nature, in addition to the theoretical relations, the specialities affecting the related primary and secondary researches within the given discipline shall also be covered. The Council of the Doctoral School shall bring a decision on the formal and content requirements of the topics of the subject and it shall publish such decision on the website of the Doctoral School.

(8) The training plan shall contain at least 100 credits of research work for the first four semesters (research work and directed teaching) and at least 120 credits of research work (and directed teaching) for the second four semesters in a way that the total credit number shall be 30±3. They mean also specific publication requirements which partly lead the PhD students to meet the publication requirements necessary for the initiation of the graduation procedure.

(11) For the research activity performed in the training period and for the results thereof, the PhD student can earn the following credit values (the credit value shall be divided by the number of the authors):

* Published or accepted publication 35 credits

in an international journal with impact factor

* Published or accepted publication 25 credits

in an international refereed journal or book

* Published or accepted publication 15 credits

in a Hungarian refereed journal or book

* Published or accepted publication 15 credits

in an international other journal or book

* Published or accepted publication 10 credits

in a Hungarian other journal or book

* A presentation held on the basis of an international 10 credits

conference proceedings, paper

* A presentation held on the basis of a Hungarian 5 credits

conference proceedings, paper

* Presentation held in an international conference 5 credits
* Presentation held in a Hungarian conference 3 credits
* Contractual participation in an international research programme (team) 10 credits
* Contractual participation in a Hungarian research programme (team) 5 credits

A *study book* shall be the work published as a book, which has one or more editors, the studies were subject to proofreading, have appropriate bibliographic data (ISBN number, publisher, date and place of issue) and the studies are clearly separated from each other, the authors of the studies are indicated and precisely identifiable.

A *book* can be considered as scientific, if it contains new scientific results and summarises a given field of science in a synthesising way and with a new aspect. The acceptance of the technical books (or a part thereof) as scientific performance shall be decided by the Council of the Doctoral School. Basic preconditions: the book shall be subject to proofreading and shall be officially distributed. The book shall have all bibliographic data: ISBN number, publisher, date and place of issue. The non-scientific books shall be listed in the category of other performance.

(12) The precondition of the continuous student status:

1. every semester: earning 30 credits (±10%);
2. in the first two active semesters: earning at least 55 credits;
3. in the first four active semesters: earning at least 120 credits and the successful performance of the complex examination.

(13) The tasks taken and performed by the student shall be closed with a mark at the end of the semester, except the teaching activity:

1. subject with a mark (qualification: 1-5),
2. research work (qualification: 1-5),
3. teaching activity (signature)

The mark at the end of the semester shall be determined and signed in the electronic learning system:

1. in case of a subject by the person in charge,
2. in case of research work and teaching activity by the consultant and/or the discipline officer of the Scientific Directorate based on the certification of the head of the competent institution.

IHRIG KÁROLY DOCTORAL SCHOOL OF MANAGEMENT AND BUSINESS OF THE FACULTY OF ECONOMY AND BUSINESS OF THE UNIVERSITY OF DEBRECEN

**Training plan - schedule of subjects**

|  |  |
| --- | --- |
| **Title of the research topic:** |  |
| **Name of the PhD student:** |  | **Training form:** (underline) | Full-time |
| **Name(s) of the consultant(s**): |  | Correspondence |

|  |  |  |  |
| --- | --- | --- | --- |
| **Subject** | **Lecturer** | **Semesters** | **Credits** |
| **form** | **name** | **I** | **II** | **III** | **IV** |
| **Number of hours** |
| **Mandatory subjects** | General methodology of research (qualitative and quantitative methodology) | Dr. BALOGH Péter, Dr. HUZSVAI László, Dr. KUN András | 28 |  |  |  | 3 |
| Micro and macroeconomy | Dr. FARKASNÉ Dr. FEKETE Mária, Dr. MAGDA Róbert | 28 |  |  |  | 3 |
| Business economics | Dr. NÁBRÁDI András | 28 |  |  |  | 3 |
| Literature survey and scientific publication | PERGÉNÉ SZABÓ Enikő | 28 |  |  |  | 1 |
| Financial management | Dr. TARNÓCZI Tibor |  | 28 |  |  | 3 |
| Management organisation and human resources management | Dr. BERDE Csaba, Dr. DAJNOKI Krisztina |  | 28 |  |  | 3 |
| General research knowledge | Dr. CSERNOCH László |  | 28 |  |  | 1 |
| **Total** | **112** | **84** |  |  | **17** |
| **Elective subjects** | Elective subjects 1 | In charge |  |  | 28 |  | 2 |
| Elective subjects 2 | In charge |  |  | 28 |  | 2 |
| **Total** |  |  | **56** |  | **4** |
|  | Research work  |  |  |  |  |  | MAX. 219 |
| Directed teaching |  |  |  |  |  | MAX. 40 |
| **Total** | **112** | **84** | **56** |  | **240** |

Debrecen, 201... **……………… ….**

|  |  |  |
| --- | --- | --- |
| PhD student |  | consultant |
|  |  |  |
|  | Approval: | head of the Doctoral School |

Subjects of the planned complex examination

**Main subject:**

**Minor subject:**

**Language exams**

English Intermediate level „C” type state-recognised 2009

***Type and date of the planned language exam:***

English Intermediate level in a professional field „C” type year

German Basic level „C” type year

(to be modified based on the sample)

Debrecen, .…………………….. 20....

|  |  |  |
| --- | --- | --- |
| ………………………….…………..PhD student |  | ……………………………………….consultant |
|  |  |  |
|  | Approval: | ……………………………………....head of the Doctoral School |

**Structure of the training plan**

1. **Title of the research topic**

The attention is called to thoroughly think over the title and to write it clearly and simply. If possible, please avoid foreign words. (The title of the topic is not necessarily identical with the title of the dissertation.)

1. **Objectives**

What scientific issue(s) do you intend to study and what is the aim of the research? Define and delineate the scientific issue to be studied. What questions would you like to answer? What is the research hypothesis based on the current knowledge? Justify the actuality, scientific significance of the selected topic, the research history and the justifications thereof. (at least 1 page)

1. **Scientific concept and methods**

Disclose your plans on the elaboration of the topic, the methodology of the primary and secondary research work (data collection, data processing, analyses etc.). What scientific tools would you like to use during your research work (e.g. mathematical models, econometric methods, questionnaires, comparative analysis etc.)? Justification and objective of the selected method. Introduce the source of the research and test data, delineate precisely the analysed areas in terms of time, space, extent etc. and write the database you expect as a result of the primary researches. (at least 3 pages)

1. **Structure of the processing of the research topic**

It is considered necessary that the working plan shall contain 3-5 thoughts (chapters) forming the frame of the research. Within the certain chapters, there shall be two or more subsections. Justify your opinion on the structural ratio.

(at least 1 page)

1. **Plans on the literature survey**

Introduction of the literature background of the topic. At least 10 Hungarian and 10 international literature references necessary for the elaboration of the topic shall be attached, with precise bibliographic data. The literature references shall be in connection with the topic and the methodology as well. Out of the references, the scientific articles are preferred. Here, it is expedient to introduce the fields you intend to describe based on the processing of the literature and your opinion shall be justified as well in writing.

1. **Time schedule of the research**

The approximate planning of the progress of the research work with a Gantt chart of quarterly steps is recommended. Insert control points (milestones) into the time schedule where you certify the progress of the research work by introducing a research result (publication, conference presentation, degree of completion of the dissertation etc.)Incorporate into the Gantt chart the institutions, the Hungarian and foreign experts, conferences and events to be visited and the planned date thereof (year, semester).

1. **Expected results of the research**
2. **Preconditions and material, tool and resources demand of the research**

**Clause:**

In addition to the PhD student, the consultant shall also sign the dated research plan to prove that he/she accepts it and agrees with it.

Debrecen, .…………………….. 20....

|  |  |  |
| --- | --- | --- |
| PhD student |  | consultant |

**The research plan shall have the same title page as the training plan.**

1. The modified academic requirements in the Rules of Operation of the Doctoral School shall be valid from the autumn semester of the academic year 2020/2021 in a phasing out system (decision of the Council of the IHRIG Károly Doctoral School of Management and Business). [↑](#footnote-ref-1)