

## **STRUCTURE OF THE RESEARCH PLAN**

The training plan consists of three pages: title page, scheduling of subjects, final exam subjects and language skills.

### 1. Contents of the **title page**:

- name of the institute;
- name of the doctoral school;
- name of the head of the doctoral school;
- indication of “Training plan”;
- research topic;
- location where the research is being carried out;
- name of the supervisor;
- date.

*(See attached example.)*

**Cover page of the “Training plan”**

*Sample!*

**UNIVERSITY OF DEBRECEN**

**Faculty of Economics**

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

**Head of the doctoral school: Prof. Dr. Péter Balogh, university professor, DSc**

**RESEARCH PLAN**

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

**Ibolya Csíder**

PhD student

Research institute:  
University of Debrecen  
Faculty of Economics  
Institute of Economic Theory

Supervisor:  
**Dr. István Kuti**  
associate professor  
a holder of candidate degree in economics

Debrecen  
2012

*(size: A/4 without a frame)*

## **STRUCTURE OF THE RESEARCH PLAN**

### **1. Research topic**

It is very important to choose the topic carefully and formulate it in a clear and simpler way. If possible, try to avoid foreign words. (the topic is not necessarily the same as the dissertation topic.)

### **2. Objectives**

What scientific problem(s) do you intend to analyse with the research? Please define and circumscribe the scientific problems to be examined. What questions would you like to get an answer to? What is the research hypothesis based on your knowledge so far? Please explain the timeliness and scientific significance of the selected topic, as well as the research preliminaries and reasons. (min. one page)

### **3. Scientific concept and methods**

Please describe your concept related to working out the topic, the methodology of primary and secondary research work (data collection, data processing, analyses, etc.). Which scientific set of tools do you plan to use during your research work (e.g. mathematical models, econometric methods, questionnaire surveys, comparative analyses, etc.). Justification and aim of the selected methods. Please describe the source of research and analysis methods and accurately define the examined areas temporally, spatially and in terms of size, etc. What kind of database do you expect as a result of the performed primary research? (min. 3 pages)

### **4. Structure of processing the research topic**

It is necessary that the work plan contains 3-5 concept points (sections) which constitute the structure of the research. Please indicate two or more subsections within each section. Please outline your concept with regard to structural proportions. (min. 1 page)

### **5. Concept of processing the bibliographical sources**

Description of the bibliographical background of the topic. At least 10 professionally related Hungarian and 10 international technical literature sources have to be attached with accurate bibliographical data. The technical literature sources should be related both to the topic and the used methodology. Scientific papers are of high priority among the used bibliographical sources. Please describe the areas which you would develop on the basis of bibliographical sources and provide a textual explanation of your ideas.

### **6. Temporal scheduling of research**

It is recommended to make an approximate plan of the research work using a quarterly Gantt chart. It is important to plan milestones serving the purpose of demonstrating the advancement of research work with certain research findings (publications, conference presentation, readiness level of the dissertation, etc.). Build in the institutions to be visited, as well as the Hungarian and international key opinion leaders, conferences, programs and their planned date (year, semester).

### **7. Expected research findings**

### **8. Conditions, material, tool and resource need of the planned research**

**9. Clause**

Both doctoral candidates and supervisors sign the research plan with a date on it, thereby stating their acceptance and agreement with the plan.

..... (PLACE), .....(DATE).

.....  
signature of the PhD student

.....  
signature of the Supervisor

Approval: .....  
signature of the Head of the Doctoral  
School

## Academic requirements<sup>1</sup>

### Section 14

(1) In the doctoral programme, earning the pre-degree certificate (absolutorium) requires the completion of  $30\pm 3$  credits per semester, i.e. a total of 240 credits during the entire programme (1 credit may be earned by completing 30 hours of work). If a doctoral student fails to earn the required number of credits in a given semester for a reason imputable to the student, the Doctoral Council of Social Sciences shall make a decision on the suspension of the payment of the stipend to the student. If the doctoral student fails to make up for the deficiencies within one year, the doctoral council of the disciplinary area shall make a decision on the termination of his/her student status. If the doctoral student completed all academic requirements and earned at least 240 credits, the pre-degree certificate may be issued to the student also before the closing of the 8th semester.

(2) Academic (course) credits may be earned by the doctoral student by following a course and passing an examination to gain should be accountable. Generally, 1 credit may be earned by a one-hour course a semester and passing the relevant examination. (The basis of the above calculation is that 1 hour of course load for 12-14 weeks, plus 18-16 hours of preparation equal to 30 working hours.)

The number of academic (course) credits required to be earned during the first two semesters of the doctoral programme is 21. The completion of the credits shall be certified in the electronic academic records system by the instructor in charge of the course, on the basis of the examination, paper, report, etc. prescribed as a requirement for the given course. Credits may only be assigned to courses that are evaluated by a grade on a scale of five.

Required optional credits: In order to ensure that doctoral students receive education in their chosen field of research beyond the level of their master's courses, the Doctoral School may also offer required optional credits to be earned. Each doctoral student shall complete at least two required optional courses, the successful completion of which is a condition of being admitted to take the complex examination. The completion of the credits shall be certified in the electronic academic records system by the instructor in charge of the course, on the basis of the examination, paper, report, etc. prescribed as a requirement for the given course. Credits may only be assigned to courses that are evaluated by a grade on a scale of five.

(3) In the course of supervised teaching, the doctoral student develops his/her presentation and communication skills under the guidance of an appointed instructor, on the basis of a previously developed and well-documented course material, from the second year by teaching a certain number of contact hours. This generally means a maximum workload of 6 contact hours/week, with the support and the supervision of the department in charge of the programme. 1 credit is given for teaching for one semester, which equals, depending on the nature of the task, to 2 hours of teaching activity per week. The course to be taught and the associated number of credits are determined – in consultation with the student's supervisor – by the supervisor's/consultant's head of department, who shall also certify the completion of the work to the administration of the Doctoral School. The credits that may awarded shall be identical with the number of credits equalling to the number of lessons taught weekly, with the cumulative number not exceeding 40 credit points. It is recommended that correspondence students also be involved in the teaching activities; however, teaching performed at another

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<sup>1</sup> In the Rules of Operation of the Doctoral School, the modified academic requirements shall be phased in starting from the autumn semester of the 2020/2021 academic year (decision of the Council of the Doctoral School).

institute of higher education may also be recognized, provided that is closely linked to the research topic.

(4) The doctoral student shall earn the majority of the 240 credits (max. 219 credits) required to be earned as research credits (1 credit = 30 working hours). In the first four semesters, the completion of the credits shall be certified by the student's supervisor on the basis of the written reports submitted by the doctoral students in each semester. After the closing of the semesters, these reports of the doctoral student shall be sent by the supervisor to the head of the Doctoral School. After the complex examination, the certification of the research credits shall take place on the basis of the student's performance in terms of academic publications, as well as the level of completion of the doctoral dissertation, to be approved by the head of the Doctoral School.

From the third semester of the programme, the doctoral student may earn 8 research credits per semester by way of participating in a Hungarian or international scientific conference, as well as in professional and/or academic events organized by the Doctoral School (including, in particular, in Hungarian or international guest lecturer's courses, workshops, doctoral student conferences, alumni conferences, etc.), the completion of which may be certified by the head of the Doctoral School, after the submission of the supporting documents.

### **The academic requirements of the Doctoral School**

Designation	Credits
Course credits	21
Required courses	17
Required optional courses	4
Supervised teaching	max. 40
Research project	max. 219
Total:	min. 240

### **The courses to be completed at the Doctoral School**

Required courses	Semester	Credits	Total
General research methodology (qualitative and quantitative methodology) (Course coordinator: Dr. Péter Balogh, Dr. László Huzsvai, Dr. András Kun)	1.	3	17
Micro- and Macroeconomics (Course coordinator: Dr. Mária Farkasné Fekete, Dr. Róbert Magda)	1.	3	
Business economics (Course coordinator: Dr. András Nábrádi)	1.	3	
Literature research and academic publication (Course coordinator: Enikő Pergéné Szabó)	1.	1	
Financial management (Course coordinator: Dr. Tibor Tarnóczi)	2.	3	
Management organization and human resource management (Course coordinator: Dr. Csaba Berde, Dr. Krisztina Dajnoki)	2.	3	
General research methodology (Course coordinator: Dr. László Csernoch)	2.	1	

Required optional courses	Semester	Credits
Rural and regional policy (Course coordinator: Dr. Károly Pető, Dr. Gábor Szabó, Dr. Mónika Harangi-Rákos)	3.	2
Sectoral economics (Course coordinator: Dr. István Szűcs)	3.	2
Distribution and supply chain management (Course coordinator: Dr. János Felföldi, Dr. Miklós Pakurár)	3.	2
Decision support systems and information management (Course coordinator: Dr. Miklós Herdon, Dr. Róbert Szilágyi, Dr. László Várallyai)	3.	2
Development economics (Course coordinator: Dr. László Erdey)	3.	2
Marketing and marketing research (Course coordinator: Dr. Zoltán Szakály)	3.	2
Professional English Skills (Course coordinator: Dr. Ildikó Tar, Dr. Troy Wiwczarowski)	3.	2
Sports economics and sports management (Course coordinator: Dr. Éva Bácsné Bába)	3.	2
Methods of inquiry in tourism management (Course coordinator: Dr. Erika Könyves)	3.	2
Corporate performance evaluation, systems of performance measurement (Course coordinator: Dr. Veronika Fenyves)	3.	2
Management accounting and controlling (Course coordinator: Dr. Zoltán Bács)	3.	2
Leadership competence development (Course coordinator: Dr. Krisztina Dajnoki)	3.	2

(5) The keeping and attendance of scheduled classes is mandatory. In the event that the instructor is unable to teach a class, he/she shall discuss the possibilities of substitution or making up for the missed class with the head of the Doctoral School. The syllabus of each course, including the course requirements, the required and the recommended literature, and the textbooks shall be communicated to the students.

(6) The material of the courses may not be identical with those in the MA/MSc programmes, since the Doctoral School requires a more advance academic level. If in the case of a course, the students' prior level of knowledge is very heterogeneous, the course may only be taken after the acquisition of the necessary prior knowledge – without recognizable credit value – and giving proof of the same by way of an examination (at least 60% of performance).

(7) For each course, a syllabus and a system of requirements shall be the drawn up in advance, to be reviewed by the Council of the Doctoral School in advance, which shall then decide on the approval of the course on the basis of the opinions offered. In case of each non-methodological course, in addition to the theoretical aspects, due emphasis shall also be given to the special features within the discipline concerning the primary and the secondary research. A decision on the requirements applicable to syllabi in terms of form and content shall be made by the Council of the Doctoral School, and shall be published on the website of the Doctoral School.

(8) The educational plan includes at least 100 credits for the first four semesters (research work and supervised teaching), followed by at least 120 credits of research work (and supervised teaching) in the next four semesters, in such a way that the total number of credits per semester shall be  $30 \pm 3$ . These also mean such specific publication requirements that partly lead the

doctoral student toward the fulfilment of the publication requirements necessary for starting the degree-awarding procedure.

(11) The doctoral student may earn the following credits for the research activities conducted during the coursework stage and for the results of such research (the credit value is to be divided by the number of authors):

- in international journal with impact factor published or accepted publication 35 credits
- in refereed international journal or book published or accepted publication 25 credits
- in refereed Hungarian journal or book published or accepted publication 15 credits
- in other international journal or book published or accepted publication 15 credits
- in other Hungarian journal or book published or accepted publication 10 credits
- in international conference proceedings presentation given on the basis of a paper 10 credits
- Hungarian-language conference proceedings presentation given on the basis of a paper 5 credits
- presentation given at international conference 5 credits
- presentation given at Hungarian-language 3 credits
- contract-base participation in international research program (in team) 10 credits
- contract-base participation in Hungarian research program (in team) 5 credits

An edited volume is a work published in the form of a book that has one or more editors, the papers included in it have been reviewed, it has the appropriate bibliographical attributes indicated (ISBN number, publisher, place and year of publication), and the individual studies included in it are clearly separated, with their separate authors indicated in an identifiable way.

A book can be considered as an academic publication if it includes new academic results, summarizing a specialized area in a synthesising manner, with a new approach. In case of a book on a specific topic (or an excerpt in such a book), the Council of the Doctoral School shall decide whether it is acceptable as an academic accomplishment. The basic condition is that the book shall be reviewed, and is distributed officially. The book shall also have all bibliographic attributes: ISBN number, name of publisher, place and year of publication. Non-academic books belong in the category of other accomplishments.

(12) The condition of continuous student status:

- a) each semester: earning 30 credits ( $\pm 10\%$ );
- b) in the first two active semesters: earning at least 55 credits;
- c) in the first four active semesters: earning at least 120 credits and the successful completion of the complex exam.



(13) Tasks undertaken and completed by the student shall be evaluated by way of an end-of-semester grade, with the exception of the teaching activity:

- a) course with examination grade (on a scale of 1 to 5),
- b) research work (on a scale of 1 to 5),
- c) teaching activity (signature certifying completion of task)

The end-of-semester grades are to be determined and signed in the electronic academic records system:

- a) in case of courses, by the course coordinator;
- b) in case of research work and teaching activities, by the student's supervisor and/or on the basis of the certificate issued by the director of the institute, by the referent of the Scientific Directorate responsible for the disciplinary area.

(14) Students in their first year of study shall submit an educational plan by 15 October (Appendix 6). The Council of the Doctoral School shall establish its position concerning the expediency and the acceptance of the plan by 30 November and shall notify the students of any changes.

(15) After the successful completion of eight semesters and earning a minimum of 240 credits, the doctoral student receives a pre-degree certificate (absolutorium). The pre-degree certificate documents the fact that the doctoral student has completed the coursework and research requirements prescribed in the doctoral programme. On the basis of the completion of the coursework and research requirements (for which the submission of the Closing report and the supervisor's Declaration are necessary), the Doctoral School shall issue to the doctoral students the pre-degree certificate upon their request. The detailed rules applicable to the issuance of the pre-degree certificate shall be determined by the Doctoral Council of Social Sciences. No pre-degree certificate is issued to individual preparation students.

(16) An interruption of the coursework stage may be permitted by the president of the Doctoral Council of Social Sciences a maximum of 3 times, but for not more than a total of three years, based on due reasons and with the recommendation of the supervisor. The first request for an interruption shall be accepted. Student status may only be suspended for an entire semester, but any continuous suspension may not exceed two semesters. No stipend from state scholarship is paid during the suspension of the student status. Status as a doctoral student shall end upon the elapse of 72 months from the date of admission, by way of deletion from the register of students, written notice of which fact shall be given by the president of the doctoral council of the disciplinary area to the student concerned in writing.

(17) The doctoral council of the disciplinary area may, at the request of the student, permit the suspension of student status also for a longer, consecutive period than defined in paragraph (16) above, provided that the student is unable to fulfil the obligations arising from his/her student status due to childbirth, accident, illness or some other, unexpected reason beyond the student's control. Student status may only be suspended for an entire semester, No stipend from state scholarship is paid during the suspension of the student status.

(18) Student status shall terminate:

- at the end of the fourth semester of the doctoral programme, if the student failed to complete the complex examination;
- upon the student receiving the pre-degree certificate;
- at the end of the 14th semester after the date of being admitted to the programme;
- at the end of the eight semester the coursework for which the student registered for courses.

The president of the doctoral council of the disciplinary area shall notify the student of the termination of his/her student status in writing.

(17) Doctoral students may participate in study-abroad programmes. Doctoral students may participate in study-abroad programmes on the basis of such a work programme approved by the supervisor that ensures the validity of the given academic period in the coursework at the university. The duration of the study abroad programme shall count toward the length of the coursework; student status shall not be suspended during this period, and the stipend from the state scholarship shall be paid to the student.

**UD KÁROLY IHRIG DOCTORAL SCHOOL OF MANAGEMENT AND BUSINESS**

**Training plan**

Title of the research: .....

Name of the PhD Student .....

Name of the Supervisor: .....

**Training form**  
(to be underlined)

full-time

part-time

Courses		Courses coordinator	Semester				Credit
	Name of the courses		I.	II.	III.	IV.	
<b>Required courses</b>	General research methodology (qualitative and quantitative methodology)	Dr. Balogh Péter, Dr. Huzsvai László, Dr. Kun András	28				3
	Micro- and Macroeconomics	Dr. Farkasné Dr. Fekete Mária, Dr. Magda Róbert	28				3
	Business economics	Dr. Nábrádi András	28				3
	Literature research and academic publication	Pergéné Szabó Enikő	28				1
	Financial management	Dr. Tarnóczy Tibor		28			3
	Management organization and human resource manag	Dr. Berde Csaba, Dr. Dajnoki Krisztina		28			3
	General research methodology	Dr. Csernoch László		28			1
<b>Total</b>			<b>112</b>	<b>84</b>			<b>17</b>
<b>Required optional courses</b>	Required optional courses 1.	Tárgyfelelős neve			28		2
	Required optional courses 2	Tárgyfelelős neve			28		2
<b>Total</b>					<b>56</b>		<b>4</b>
	Research work						MAX. 219
	Supervised teaching						MAX. 40
<b>Total</b>			<b>112</b>	<b>84</b>	<b>56</b>		<b>240</b>

Debrecen, 201... ..

.....  
PhD Student

.....  
Supervisor

Approval:

.....  
Head of the doctoral school

**Planned courses of the complex exam**

*main courses 1:* .....

*main courses 2:* .....

**Language exam**

English ----- level ..... type .....year

(can be modified according to the sample)

Debrecen, 20.... ..

.....  
PhD Student

.....  
Supervisor

Approval: .....  
Head of the doctoral school