

Steps of the doctoral degree in the Enterprise Theory and Practice Doctoral School

1. Workshop discussion

1.1. After finishing the first workshop version of the dissertation the PhD student and his/her supervisor visits the head of the supervisor's Institute, to discuss with the Head of the Doctoral School the methodological review of the dissertation, and the reviewers of the preliminary evaluation. After that the Head of the Doctoral School asks the methodological reviewer and the head of the Institute the reviewers of the preliminary evaluation to make the review of the dissertation.

1.2. After the arrival of the positive methodological and preliminary evaluation the head of the Institute organizes the workshop discussion. In the workshop discussion there is a need for the participation at least one of the preliminary reviewers.

1.3. The administrator of the Institute sends the invitations via e-mail at least 14 days before the discussion to the Dean of the Faculty, the vice-deans of the Faculty, heads of the Institutes, head of the Doctoral School, the core members of the Doctoral School and to the secretary of the Doctoral School. The administrator sends beside the invitation also the thesis summary of the dissertation.

2. Starting doctorate procedure

2.1. The PhD student submits the application for starting doctorate procedure to the Research and International Relations - International Relations Office (IRO), which transfers it after formal examination to the Dean's Office of the Faculty of Economics.

2.2. The Committee of the Doctoral School in its next discussion confirms the starting of the doctorate procedure. After the submission of the dissertation the Committee of the Doctoral School fix the subjects of the comprehensive exam, and the members of the Comprehensive Exam Committee and the Reviewers Committee.

2.3. The Administrator of the Doctoral School sends notification about the decision for the PhD Student, the members of the Comprehensive Exam Committee and the Reviewers Committee. The Administrator of the Doctoral School also sends the dissertation for the reviewers.

2.4. The Degree-seeking process should be finished within one year after submitting the dissertation.

3. Comprehensive Exam

3.1. The PhD Student discuss with the questioners of the Comprehensive Exam Committee about the topic of the exam, and after that with the head and members of the Comprehensive Exam Committee about the date of the exam.

3.2. The head of the Comprehensive Exam Committee makes a protocol after the exam, from which one copy belongs to the PhD Student, and the second to the secretary of the Doctoral School.

4. Public debate/ defend

4.1. The PhD Student actualizes his/her publication list in the MTMT database.

4.2. The PhD Student after the arrival of the reviews discuss about the date of the public debate with the head of the Reviewers Committee and after that also with the members of the Committee. One of the official reviewers should be participate in the public debate.

4.2.1. The dissertation and the thesis summary of the dissertation should be submitted into the Faculty at least one month before the defend, to make it available for inquiry.

4.3. The PhD Student makes the invitation with the help of the Administrator of the Doctoral School, which will signed by the Head of the Doctoral School and the Dean of the Faculty.

4.4. After signing the invitation the Administrator of the Doctoral School sends it via e-mail for the heads of the Institutes, the members of the Reviewers Committee, members of the Doctoral School, heads of the University's Doctoral Schools and to the responsible of the Doctoral School's home page. The Administrator makes 100 paper copies from the invitation, and gives it to the administrator of the supervisor's Institute, to send it according the protocol list of the PhD Student.

4.4.1. The invitations should be sent at least 15 days before the defend.

4.5. The PhD Student sends to the Administrator of the Doctoral School his/her thesis summary of the dissertation (also Hungarian and English version), and the dissertation in pdf format. The Administrator transfers it to the Library to submit it in the database.

4.5.1. There should be a notification about the date of the public defend at least 14 days before in the Doctoral School's home page.

4.6. After the submission into the MIDRA system the Administrator of the Doctoral School will announce the defend in the www.doktori.hu homepage.

4.6.1. The announce in the [doktori.hu](http://www.doktori.hu) should be done at least three weeks and one day before the defend.

5. Degree award

5.1. The result of the defend will be discussed by the Committee of the Doctoral School, and it suggest or don't suggest the degree award. The final decision is made by the University's Doctoral School.

5.2. The Administrator of the Doctoral School will notify the PhD Student about the MIDRA submission of the dissertation which already contains the DOI identifier. Then the author has to upload it with DOI and DOI url to the MTMT. After that the author sends a notification about the upload to the Library (midra@uni-miskolc.hu)

and to the Research and International Relations - International Relations Office (rekkazar@uni-niskolc.hu).

5.3. The Administrator of the Doctoral School sends a notification about the new PhD-s to the Education Agency for the country level administration.