

Quality Assurance Plan of the Doctoral School of Philosophy, ELTE (2025–2030)

Effective from 20.11.2025

Mission and vision of the Doctoral School of Philosophy

The Doctoral School of Philosophy (hereinafter: FDI) has operated continuously since 1993 in the form of distinct doctoral programmes, and as a doctoral school since 2000, currently with twelve doctoral programmes. It aims to maintain research excellence, preserve its leading academic role, and expand as well as modernise its educational portfolio. The mission of the Doctoral School is to train highly qualified academics in the field of philosophy (and the associated disciplines classified under the Doctoral School, such as art history, aesthetics, religious studies, and film and media studies), cultivating the next generation of leading researchers and lecturers and preparing them to meet the demands of a knowledge-based society at a high level.

A key commitment of the Doctoral School is to integrate its students—while taking their needs into account—not only into the Hungarian but also into the international research community, and to equip them with theoretical and methodological competencies enabling them to thrive both in the international research arena and in higher education and research institutions in Hungary and abroad. To this end, the School ensures student-centred training, the succession of internal lecturers and supervisors across its various fields, and continually expands the number of its international students, supervisors, lecturers, and collaborative partnerships. A medium-term objective of the FDI is the further expansion of its foreign-language training portfolio. Its educational and research practices are grounded in widely accepted theories and methodologies in line with international trends.

The Doctoral School also serves as a scholarly workshop: doctoral students do not merely attend lectures or give presentations on assigned topics but engage in independent, though initially guided, academic work (such as writing short papers or book reviews). These works are discussed by members of the programme, with lecturers and students from other programmes invited to participate in such academic discussions. The workshop character is reinforced by the partial permeability of the programmes. The intellectual ethos of the Doctoral School is shaped by the diversity and interdisciplinarity of philosophical inquiry. All programmes require an introduction to the historical background of the respective field, as well as the study of general or theoretical knowledge. These are followed by more specialised courses that allow for a deeper engagement with specific problems of each discipline and prepare students for the elaboration of their research topics.

Institutes involved in the training programmes of the Doctoral School

Institute of Philosophy, Institute for the Theory of Art and Media Studies, Institute of Art History, Institute of Ancient and Classical Studies, Institute of East Asian Studies.

The Quality Assurance Plan of the Doctoral School of Philosophy is aligned with:

- the principles and standards of ESG 2015,
- the strategic objectives and recommendations of the European Higher Education Area,
- the current Doctoral Regulations of ELTE,
- the relevant resolutions and recommendations of the Hungarian Accreditation Committee (MAB),
- and the applicable legal framework.

Objectives concerning the quality of the Doctoral School's operation

- Full compliance with all relevant legal requirements in the course of the FDI's activities.
- Operation in accordance with the internal regulations of ELTE, the Faculty of Humanities, and the Operational Regulations of the Doctoral School, with particular attention to rules pertaining to conflict-of-interest, impartiality, and decision-making based on facts and quality principles.
- The implementation of doctoral training programmes that combine academic freedom, research integrity, open science practices, and individual talent development with the creation of socially relevant knowledge.
- Operation in line with the accreditation requirements and quality evaluation findings.
- The establishment and maintenance of quality awareness and culture among responsible units, bodies and actors within the Doctoral School.
- The regular collection and integration of student feedback into the operational practices of the DI as an important element of quality assurance.
- Adherence to efficiency, cost-effectiveness, and transparency norms in the utilisation of resources available to the Doctoral School.

The above objectives are also accomplished by ensuring publicity throughout the DI's operations.

The internal quality assurance system of the Doctoral School

To achieve these objectives, the FDI operates an internal quality assurance system, whose main elements include:

- Continuous monitoring of legal requirements pertaining to the expectations for the operation of the FDI and their implementation, including changes in the regulatory environment.
- Regular monitoring of the FDI's Operational Regulations and other internal regulations, reviewing the FDI's Operational Regulations and, following broad consultation, updating them as necessary.
- Periodic assessment of and revisioning, if necessary, in compliance with accreditation requirements.
- Systematic collection of feedback from stakeholders, students and lecturers concerned with the operation of the FDI, followed by appropriate measures.
- The FDI defines the roles and responsibilities of its quality assurance system within the system.
- The FDI performs an annual review and, if necessary, modification of quality assurance objectives.

ESG 1.1. Quality assurance policy

Quality assurance provides essential support to doctoral students and lecturers, as well as to the Faculty Office responsible for the organisation and administration of the training, throughout all stages of the training and the doctoral procedure, to enable them to respond effectively to changes in society, higher education, and the academic field.

The quality assurance policy sets the framework for the FDI's quality objectives in line with its strategic goals and quality development programme, which are defined by the Council of the Doctoral School (FDIT).

Quality objectives, connected to each ESG criterium, which also serve as sources of information about the performance of the FDI, are set and evaluated annually.

The modern, high-standard quality assurance system of the FDI's training is characterised by the following attributes:

- systemic approach
- regulated processes
- continuity
- controlled implementation

- uniformity
- consistency

The quality assurance system pays special attention to the following principles:

- a) Professional control – based on Hungarian and international academic norms;
- b) Compliance with research ethics requirements (in line with the ethical guidelines of the Hungarian Academy of Sciences);
- c) Transparency (transparent requirements, decision-making mechanisms and decision criteria);
- d) Feedback (continuous input from all participants in the doctoral training);
- e) Individual responsibility (clearly defined tasks and scopes of responsibility);
- f) Documentation of processes (decisions are properly recorded without excessive administrative burden);
- g) Protection of intellectual property (in accordance with Hungarian and EU directives);
- h) Quality-focused approach (applied to all participants in the doctoral training).

The operational framework of the FDI is defined by the Doctoral Regulations of ELTE (EDSZ2016), approved by the Senate and reviewed by the University Doctoral Council and the Committee for Education and Student Affairs, as well as by the Doctoral Regulations of the Faculty of Humanities (KDSZ2016). Under EDSZ2016 §14 (1), each doctoral school develops its own operational regulations in line with and with the utmost attention to these principles, and under §21(1), prepares a quality assurance plan for the doctoral training and the doctoral procedure.

The individual programmes of the FDI are provided with the opportunity to develop their own professional programmes, strategic objectives and quality development goals. These are outlined by the heads of programme in their applications for the position of head of programme. The FDIT evaluates the applications, and the plans of the supported applicants are incorporated into the shared objectives of the Doctoral School. Since, pursuant to §12 (7) of the KDSZ2016, the position of head of programme shall be applied for every five years, the DI regularly reviews its professional, strategic, and quality development goals, assessing and documenting their outcomes (whether achieved or not).

The representation of doctoral students and, in certain cases, external experts, is ensured in the bodies evaluating professional, strategic and quality development objectives (FDIT, BDT, EDT), allowing their perspectives to be taken into account.

In accordance with §22 and §91 (1) and (3) of EDSZ2016 and following the set of criteria provided by the EDT, the FDI prepares an annual report on its activities. This report is jointly compiled by the Faculty Doctoral Office together with the heads and secretaries of the doctoral schools, involving the doctoral programmes where necessary. The report is evaluated by the EDT and ultimately approved by the Senate.

In accordance with §25 (2) of the Organisational and Operational Regulations of the Faculty of Humanities (KSZMR), the standing committees submit an annual report of their activities to the Faculty Council by 31 March. This report is jointly prepared by the Faculty Doctoral Office and the Chair of the BDT. The report is assessed and approved by the Faculty Council of the Faculty of Humanities.

Plan: continuous revision and updating of the regulations of the Faculty and the DI as well as the quality assurance documentation (including the updating of related online informational materials).

Control point: submission of the new documentation to the EDT

Responsible: Head of the DI, Faculty Office.

ESG 1.2. Design and approval of training programmes

The Doctoral School of Philosophy considers the continuous renewal of training programmes, research topics, courses and the inclusion of new research areas a priority. Primary tasks of training development are the application of methods of other disciplines and the support of interdisciplinary approaches.

During the design and review of the training curriculum (KPR), feedback from internal and external stakeholders (doctoral students, faculty members), and external partners (such as employers, research institutes, partner institutions etc.) is incorporated through the meetings of the DIT and the Faculty Doctoral Council.

When establishing a new programme at the FDI, the prospective head of programme shall provide a detailed analysis of the academic and educational context of the field in higher education and justify the need for the new programme in a brief impact study. The proposal shall also include information on the lecturers and supervisors, their academic background and their connection to the new programme. External members may also be included among the lecturers, and, in the case of interdisciplinary topics, supervision may be shared between an internal and an external supervisor. Programme proposals and modifications to the curricula of existing programmes are discussed by the councils of the doctoral schools, which may involve external members/experts and doctoral students. A representative of the Doctoral Students' Union (DÖK) is also a member of the councils. Proposals supported by the councils of the doctoral schools are submitted to the BDT,

which also includes a DÖK representative ensuring student input. Final approval of new programmes and curriculum changes rests with the EDT and the Senate.

Training curriculum

Plan: continuous monitoring of the curriculum and the lecturers, initiating necessary modifications and corrections.

Control point: changes in the curriculum, analytical data

Responsible: Head of the FDI, heads of programme

Doctoral programmes

Plan: The Head of the Doctoral School may propose the establishment, merger or termination of programmes, should developments within the given academic field, changes in the personnel (especially lecturers and supervisors) of the programme(s), fluctuations in the level of interest in individual programmes, disproportions between programmes, new developments within the academic field or any other relevant factors justify such modifications. Proposed changes are reviewed by the DIT and forwarded with its recommendation to the BDT.

A comprehensive review of the programme structure of the FDI is advisable at least every five years, concurrently with the application cycle for the positions of head of programme.

Control point: establishment, merger, or termination of programmes

Responsible: Head of the FDI, heads of programme

Semester-based Courses

Plan: The Doctoral School's heads of programme review the list of courses to be offered each semester and request lecturers to update the syllabi of their courses. They discuss and approve the syllabi of newly proposed courses and, where necessary, request their revision. The FDI encourages and facilitates the occasional invitation of external lecturers from Hungary and abroad. In assembling the list of courses to be announced, the progress and needs of the students enrolled in each programme are also taken into consideration.

Courses belonging to the academic and teaching modules are automatically offered every semester.

The administrative responsibility for announcing courses in the study system lies with the secretaries of the doctoral schools.

Control point: annual updating of the FDI's list of courses and their content; introduction of new courses as required

Responsible: Head of the FDI; heads of programme, secretaries of the Doctoral School.

ESG 1.3. Student-centred learning, teaching and assessment

The FDI provides professional training following the completion of a Master's degree, preparing students for the doctoral degree. Its aim is that the person obtaining the degree:

- possess research-level knowledge of the scope of philosophy (or other academic fields belonging to the FDI) including its general and specific characteristics, major trends and both established and debated connections,
- creatively understand the context, theoretical frameworks, conceptual systems and terminology of the given discipline,
- possess research methodology skills necessary for the independent research of the given field,
- demonstrate creativity and critical thinking in analysing the academic field, formulating new perspectives, synthesising, constructing and conveying knowledge relevant to individual and collective contexts;
- apply and further develop discipline-specific methods of knowledge acquisition and problem-solving,
- design and implement new projects, conduct innovative research, develop new techniques and approaches,
- identify unexpected professional problems and explore the theoretical and practical background required for their resolution;
- maintain intellectual curiosity and learning capacity to address unforeseen challenges in the research of the given field and offer solutions to them;
- initiate and establish new areas of knowledge and related practical solutions with creative autonomy;
- engage in high-level cooperation in formulating theoretical and practical questions, and participate in scholarly debates as equal partners;
- assume responsibility for raising and addressing new social and ethical issues arising from theoretical and practical questions in the field.

To achieve these goals, the FDI ensures appropriate supervisory guidance and support, promotes mutual respect in student-supervisor relationships, and emphasises student-friendly supervision including regular discussion of mutual expectations between the supervisor and the student. The training curriculum and the syllabi of courses accommodate individual needs, offering personalised opportunities, flexible learning paths, and methodological diversity to support progress and learning outcomes. The FDI encourages international mobility, partial training and research in both phases of the training; in the training and research phase, through mobility windows, while in the research and dissertation phase, it supports research abroad through short-term doctoral mobility (up to 30 days). The FDI aims to increase the number of mobilities.

Academic progress is monitored, on the basis of KPR, via the Electronic Academic System, while research, scholarly and publication activities are tracked through the MTMT database.

The FDI considers it of paramount importance that doctoral students, in consultation with their supervisors, prepare a study plan for the first training cycle that includes a detailed,

semester-by-semester research plan. The research plan for the second training cycle forms part of the research documentation submitted for the complex examination. Within the framework of the complex examination, the candidate presents this documentation in detail, while the examination committee – with the supervisor present – evaluates it and, where necessary, offers recommendations to support the effective scheduling of the research tasks. The documentation shall also include a scholarly text of at least two author's sheets in length, written on the student's research topic (ideally, individual chapters of the dissertation in progress). This enables the committee to assess the candidate's aptitude for academic work as well as the progress of the dissertation research. The assessment of the full documentation includes the evaluation of the research plan, the progress report and the written work; on this basis, the examination committee offers its view on the feasibility of the proposed further research.

The FDI also expects supervisors to clearly articulate the criteria for academic progress to their doctoral students, and to define and monitor these criteria jointly. For the period 2025–2030, the FDI has set the development, implementation, and continuous refinement of a framework as a strategic objective for ensuring, improving, and evaluating the quality of supervisory work (see ESG 1.5. below for further details).

Evaluation of lecturers and supervisors

Plan: organisation of the collection of data on the evaluation of lecturers; utilisation and analysis of the collected data; adoption of measures based on the findings; formulating and implementing a strategy to ensure and improve the performance of supervisors and its evaluation (cf. ESG 1.5)

Control point: satisfaction indicators; strategy for evaluating the quality of supervisory work

Responsible: Head of the FDI, FDIT, heads of programme

ESG 1.4. Student admission, progression, recognition of studies and awarding the doctoral degree

The FDIT defines and annually approves the FDI's admission requirements and detailed criteria, as well as any special conditions for each training programme, in accordance with university and faculty regulations. Relevant information is published on the Faculty's website and announced at admission briefing events organised by the Doctoral Students' Union and the Faculty Office.

Defining the admission requirements

Plan: annual review of entry requirements (qualifications, language proficiency, other criteria)

Control point: updating and publishing the FDI's admission requirements
Responsible: Head of the FDI, FDIT, Faculty Office.

The FDIT reviews and approves the topics to be announced and the eligibility of supervisors (see ESG 1.5). When approving topics, the FDIT prioritises alignment with the FDI's academic profile and feasibility within the legally prescribed timeframe.

The composition of admissions committees is approved by the BDT based on the FDIT's recommendation. The Doctoral Students' Union (DÖK) is represented in all admissions committees.

The work of the admissions committees ensures that only applicants with the prior knowledge necessary for starting the training are admitted. For clarity and comparability, a standard CV template and scoring system is used in the admissions procedure.

The Doctoral School collects and evaluates data on the training curriculum, timetables, and students' progress from the NEPTUN system each semester and consults with DÖK representatives at least once per semester at the meetings of the FDIT and BDT.

In terms of the framework of the doctoral training, its structure and credit system, the FDI complies with §14 of the Faculty Doctoral Regulations (KDSZ2016), which define activities related to training, research, teaching and the organisation of academic events. Completion criteria are specified in the training curriculum and the FDI's regulations. Administrative monitoring is carried out by the Faculty Office (academic registrar, the DI's secretary) via the Electronic Academic System. The completion of courses is confirmed by lecturers, while that of the academic modules are approved by the joint statement of the supervisor and the head of the doctoral programme. The completion of consultations is confirmed by the supervisor.

The activities completed and/or credits obtained outside the framework of the Doctoral School (through partial training in Hungary or abroad) in the Electronic Academic System may be recognised and recorded on the basis of the Doctoral Credit Transfer Committee's opinion (cf. KDSZ2016, §23). The FDI's objective is for doctoral students to participate, in at least one semester, in partial training abroad and to provide opportunities for the completion of short-term research trips abroad (see ESG 1.3).

International opportunities

Plan: increasing the number of partial trainings abroad and international cooperations; supporting and intensifying doctoral students' participation in research trips abroad, active participation in conferences

Control point: identification and promotion of funding opportunities

Responsible: FDIT, DÖK, Faculty Office

Certain milestones of academic progress are also recorded in the ODT database.

In the Doctoral School of Philosophy, in addition to fulfilling the study and research requirements, the issuance of the absolution is conditional upon the doctoral candidate having published at least three printed or electronic publications (academic paper, monograph or book) related to their research topic, in accordance with the provisions set out in the FDI's regulations. Only publications registered in the MTMT database may be taken into consideration. In evaluating publications, the FDI takes journals indexed in the SJR and SCOPUS databases into account, as well as those listed in the Hungarian Academy of Sciences' disciplinary journal lists, and the MTMT list of journals deemed questionable.

Training curriculum

Plan: annual review of the training curriculum (pursuant to EDSZ2016 §18); introduction of new courses and/or activities where necessary as adaptation to changes in the (international) research environment; substantive review and renewal of course content

Control point: annual updating of the FDI's course list and content, with the introduction of new courses as required.

Responsible: Head of the FDI, heads of programme, lecturers

Monitoring of progress

Plan: development of monitoring mechanisms to track doctoral students' academic progress

Control point: introduction of end-of-semester data queries, expansion of their content and extension to multiple databases

Responsible: Faculty Office

Support for doctoral students' academic activities

Plan: organisation of doctoral conferences in order to present and evaluate academic progress and for the development of presentation skills

Control point: student conferences organised on an annual basis

Responsible: heads of programme, DÖK

Complex examination

The complex examination is an evaluative assessment concluding the first phase of doctoral studies and determining the further direction of the doctoral student's research. The general regulations governing the complex examination in the Doctoral School are set out in EDSZ2016 §48–54, and KDSZ2016 §29. The FDI's regulations and training plan further specify the provisions laid down in the university regulations. The Faculty Doctoral Office

continuously publishes on its website up-to-date information concerning application procedures for the complex examination, the structure of the examination and the list of questions and thematic areas. This list of thematic areas is reviewed by the FDIT each semester from a professional and scholarly perspective, and amendments are initiated where necessary.

Within the framework of the comprehensive examination, the FDI places particular emphasis on assessing the doctoral student's acquired knowledge, their academic and research progress to date (as reflected in the evaluation of a more substantial written work), as well as the student's future research programme and its feasibility. The supervisor may also participate in the complex examination. Taking the professional opinion of the complex examination committee into account, the supervisor may suggest the refinement and revision of the work plan for the research and dissertation phase.

Plan: regular review of the syllabi of the topics announced for the comprehensive examination, with modifications introduced where necessary

Control point: semester-based updating of the topics of the complex examination, introduction of new topics where required, updating of the relevant literature

Responsible: heads of programme, FDIT

Home defence

Pursuant to KDSZ2016 §30/A, a research centre disputation (home defence) shall be organised for dissertations in progress for the purpose of preliminary scholarly evaluation. In addition to an internal academic expert, an invited external expert holding a doctoral degree assists in refining the dissertation into its final form during the research centre disputation. The disputations are public, and all academic staff and students of the community are invited to attend. While the general regulatory framework for the organisation and conduct of research centre disputations is established in KDSZ2016 §30/A, the FDI is planning to lay down further detailed rules (e.g. eligibility for the home defence, precise deadlines for submission of the preliminary version, pre-opponents' reports, issues of publicity, revision after the home defence, resubmission and organisational matters).

Plan: development of detailed regulations governing the home defence

Control point: the FDI's procedures/guidelines for the organisation, conduct, and documentation of research centre disputations

Responsible: Head of the FDI, heads of programme, FDIT, supervisors

General provisions

By filling in and signing the relevant standardised form, the supervisor proposes the submission of the completed dissertation for public defence only if the candidate has adequately addressed the comments and recommendations received during the research centre disputation and has appropriately reflected upon them in the final version of the dissertation in line with academic requirements.

The conditions for the obtainment of the doctoral degree and the procedural rules are set out in EDSZ2016 §58–72, and KDSZ2016 §31–37. The FDI considers it important to ensure that successfully defended dissertations are publicly accessible in the ELTE Digital Institutional Repository and in the University Library. Depositing the dissertation in the Repository guarantees that no further modifications may be made during the procedure and ensures public accessibility. Following the award of the PhD degree, the University Library ensures the public availability of the doctoral dissertation, both through the preservation and on-site consultation of the printed copy and through making the text publicly accessible online (in justified cases, such as upcoming publication with a two-year moratorium) and establishing a data link with the MTMT database.

The Doctoral Office of the Faculty of Humanities is responsible for the consistent application and enforcement of regulations. To this end, it publishes up-to-date information on its website and, in cooperation with DÖK and the FDI, regularly organizes orientation events for students (prior to admission, upon enrolment, and before the complex exam or obtaining the absolutorium). The regulations are continuously monitored by the Faculty Office with the involvement of all stakeholders (lecturers, supervisors, core members, heads of programme, the Head of the Doctoral School, secretaries of the Doctoral School and administrative staff), taking everyday experience into account, and amendments are initiated where necessary. The FDI attaches particular importance to student feedback, which is derived from course evaluation surveys (OHV).

The FDI places special emphasis on sharing information with international students and supporting their integration into the new educational environment (see ESG 1.6).

The admission of applicants who have prepared individually for obtaining the doctoral degree may take place only if the doctoral programme responsible for the relevant research field has examined the candidate's scholarly aptitude, and, on the basis of the outcome of this assessment, the FDI recommends admission to the programme to the BDT through entry with the complex examination.

ESG 1.5. Lecturers

The FDI places special emphasis on ensuring that core members, lecturers and supervisors possess appropriate competencies and that the continuous development of these

competencies is supported. To achieve the required academic qualifications, the DI relies on the strategy for academic career progression for lecturers and researchers as well as the opportunities of support for the realisation of academic career path model introduced at the Faculty of Humanities in 2018. This ensures the succession of lecturers, supervisors and core members at the FDI.

Core members of the FDI are nominated from among lecturers who meet the legal requirements and at least 50% of the conditions for obtaining the Doctor of the Hungarian Academy of Sciences title.

Core members

Plan: increasing the number of core members

Control point: submission of new core member nominations (following compliance checks); annual monitoring of core membership ratios and making adjustments

Responsible: Head of the FDI, FDIT

The roles of members of the FDI are regulated by KDSZ2016 and the relevant sections of the DI's regulations. The appointment of the leadership of the DI and the requirements to meet for the appointment are detailed in KDSZ2016 and the DI's regulations.

Heads of programme are appointed through an application process defined in KDSZ2016 §12. Applications shall include a detailed professional programme, which is discussed by the FDIT. At the end of the term of office, the FDIT evaluates the head's performance and takes the results of the evaluation into consideration before recommendation for the renewal of the appointment.

Supervisors and topic announcers shall meet formal criteria aligned with habilitation requirements (KDSZ2016 §11(4)) effective from 2025. Habitus examinations are carried out by the FDIT through a formal review including the verification of whether the lecturer's performance meets scientometric requirements. The Faculty Office supports the work of the heads of programme with regular training sessions, reviewing administrative processes and regulations occurring during the heads' work and providing feedback on the processes to ensure their compliance with quality requirements.

The Faculty Office and the FDIT perform regular checks to verify the FDI's and its lecturers' compliance on the basis of the requirements of the ODT database. When new topics are approved, every topic announcer is checked by the FDIT, and only those supervisors who meet all conditions are allowed to announce topics. The FDIT only approves topics that fit in with the academic-educational profile of the DI and where there is a realistic possibility of the dissertation to be finished within the legally prescribed timeframe.

External supervisors holding the appropriate academic degrees may be involved in professionally justified cases, but the FDI also appoints internal co-supervisors in every case (and adopts such topic announcements). The internal supervisors guarantee that the administrative requirements are met, and internal procedures are properly complied with.

Topics and topic announcers

Plan: increasing the number of topic announcers, the involvement of more international supervisors, the development of a strategy for the evaluation, unification and standardization of the quality and quantity of supervisory work

Control point: discussion of the working material at different fora (FDIT, BDT)

Responsible: Head of the FDI, heads of programme, FDIT

Supervisors shall regularly consult with their students, evaluate their progress and record assessments in the Electronic Academic System each semester.

Monitoring students' progress

Plan: continuous monitoring of the doctoral students' progress with the development of a periodic reporting system

Control point: the development of a report template (and its assessment form) with the possibility of the digitalisation of reporting

Responsible: Head of the FDI, heads of programme, Faculty Office

As an objective for the period 2025–2030, the FDI (jointly with the other doctoral schools of the Faculty of Humanities) sets the development and implementation of a framework aimed at assessing, harmonising and standardising the quality and quantity of supervisory work. As a first step, the FDI plans to formally define the rights and responsibilities of supervisors and doctoral candidates, as well as to formulate uniform, legally binding requirements and guidelines/rules—based on the consensus of the Doctoral School—together with potential positive professional interventions.

In the FDI, the quality of educational activities and supervisory work is monitored through the evaluation of educational performance (OHV); the relevant questionnaire is provided to students at the end of each semester. The doctoral students' evaluation of educational performance covers the following areas:

- the standard and quality of teaching;
- the content of the taught material;
- the academic methods applied in teaching;
- the material and technical conditions of education;
- the relationship between lecturers / supervisors and doctoral students;

- the functioning of academic administration;
- any additional factors influencing the overall quality of education.

The Faculty Office sends the results of the survey to the Doctoral School. The FDIT evaluates the results and identifies the areas of necessary intervention; the assessment of the performance of lecturers/supervisors contributes to finding and eliminating possible faults, shortcomings and the reasons of student dropout, as well as to the continuous improvement of educational performance and its quality. With the information available the FDI is able to initiate intervention at the necessary points (the improvement of pedagogical, methodological etc, skills) to ensure the improvement of the quality assurance of the doctoral training.

Lecturers

Plan: increasing the number of international lecturers

Control point: checking that international lecturers meet the professional requirements, accreditation of lecturers

Responsible: Head of the FDI, heads of programme, FDIT

Evaluation and assessment of the performance of lecturers/supervisors

Plan: increasing satisfaction

Control point: improvement in satisfaction scores

Responsible: Head of the FDI, FDIT, heads of programme

The University and the Faculty of Humanities expand the assortment of educational and methodological skills of lecturers and supervisors as well as the principles of obtaining research ethic approval by organising trainings and workshops for this purpose.

Educational methodological development

Plan:

expanding the assortment of educational and methodological skills of lecturers and supervisors with special emphasis on the field of AI and providing information on the standardised procedure pertaining to research ethics approval;

In the case of international students, is important to draw supervisors' attention to the differences of norms and rules of ethics of different countries and cultures.

the expansion of trainings/knowledge sharing events organised for heads of programme to also include supervisors;

Control point: the annual completion of a training or workshop; the organisation of one knowledge sharing event for supervisors per semester in the FDI

Responsible: Head of the FDI, heads of programme, Faculty Office, Secretary of the FDI

ESG 1.6. Academic support and student services

The FDI strives to provide continuous and state-of-the-art support for doctoral students in both learning and research activities. Areas requiring intervention are identified through the relevant points of semesterly OHV surveys and feedback from DÖK.

For its more efficient operation, the FDI defines the following key areas of development where significant steps have been made or are planned to be made:

- paperless administration where possible
- improvement of student information services (integrated calendars, more briefing events, use of social media, improvement of websites)
- support for international students' integration into the new academic and socio-cultural environment
- creation of opportunities for short-term research trips abroad (in the framework of Erasmus+)
- publication of guidelines on copyright and the use of AI
- extension of the Life-Management and Learning Support Services (HELP programme) to doctoral students

With the inclusion of institutes and departments involved, the FDI ensures technical and IT resources as well as administrative support.

Access to literature is provided for all doctoral students through the ELTE University Library and the library network of the Faculty of Humanities, including subscribed databases. Securing specialised literature is frequently restricted to external funding, though the opportunities are narrowing.

Improvement of the supply of specialised literature

Plan: increasing the acquisition of documents

Control point: increasing funding and the number of acquired document units

Responsible: Head of the FDI, Vice-Dean for Research and Academia

International students of the FDI receive tailored orientation and integration support from the Faculty's international coordinator, who organises academic and social programmes including research methodological, community-building and social integration events and offers assistance in the new learning environment. (The events, open for international and Hungarian students alike, are important scenes of professional progress, networking and integration into the doctoral students' community of ELTE.) The international coordinator also performs academic administration for international students from the admissions procedure to obtaining the absolutorium and later the doctoral degree, with direct access

to overview international students' progress, their occasionally arising problems, therefore having the opportunity for immediate intervention if necessary.

The FDI's website, integrated into the Faculty's PhD portal, provides all essential and relevant information in Hungarian and English. The DI considers it an important aim to publish all materials (regulations, forms, guides etc.) in both languages simultaneously.

A representative of DÖK participates in the work of the FDIT with a right to vote, thus being part of its work concerning the FDI's procedures and decisions. DÖK possesses a right to assess and formulate suggestions in the decision-preparation and decision-making processes of the FDI but since currently its activity is low in the FDIT, the FDI aims at the encouragement of the more active engagement and commitment of their representatives in the period 2025-2030.

Engagement of doctoral students' representatives

Plan: active engagement of DÖK-representatives in the work of the FDIT

Control point: the representative of DÖK is present at the meetings of the FDIT, participates in the development, review and, if necessary, modification of professional, quality assurance and monitoring procedures

Responsible: Head of the FDI, President of DÖK

The financial status of the Faculty of Humanities does not allow to offer monetary support for doctoral students' research and publication activities from its own budget. For the same reason, the FDI has no budget of its own.

The following University- and Faculty-level sources of support are available:

- the Travel Grant of ELTE Talent Support Council (for conference participation)
- grants of ELTE BTK HÖK
- Doctoral Excellence Scholarship Programme

Applications submitted for grants provided by HÖK are evaluated by the Faculty Scholarship Committee, whose chair is the Vice-Dean for Research and Academia (also responsible for the supervision of doctoral training) and whose members include the representative of DÖK and of the Faculty Office.

The FDI informs students about calls for applications for funding by all possible means and has assembled the funding opportunities connected to certain phases of the academic career path. This provides opportunity for several students to join in projects and the work of research groups that often offer financial support for research and dissemination activities during the doctoral training.

Securing funding

Plan: finding Hungarian and international resources and their involving in the operation of the FDI

Control point: increasing the number of sources of funding, supporting students' activities, joining in international research projects

Responsible: Head of the FDI, FDIT, Vice-Dean for Research and Academia

ESG 1.7. Information management

The FDI collects and manages student data (personal and academic) in compliance with GDPR in the NEPTUN system. Data collected and used to define and evaluate the FDI's quality objectives include:

- admissions statistics (based on doktorifelveteli.elte.hu)
- data on academic progress of doctoral students (based on NEPTUN)
- data on the obtainment of doctoral degrees (based on NEPTUN)
- data of supervisors (based on the ODT database)
- publication data (based on MTMT)
- International mobility of doctoral students (based on the records of ELTE Directorate of Education)
- conference participation of doctoral students (based on NEPTUN)
- data on conferences organised by the FDI (in cooperation with the Communication Team of BTK, HÖK and DÖK)
- number of students awarded with ÚNKP / EKÖP scholarship (in cooperation with ELTE Office of Science Policy)
- data on the international relations of the FDI
- OHV survey results

The FDI collaborates with the ELTE Quality Development Office to collect and analyse data on the efficiency of trainings, student satisfaction and alumni career paths.

Satisfaction data

Plan: increasing questionnaire response rates through internal promotion

Control point: higher completion ratios

Responsible: Head of the FDI, heads of programme, ELTE Quality Development Office, Faculty Office

Collection of data

Plan: the expansion of the scope of data for the improvement of quality

Control point: increasing the number of points of analysis

Responsible: Head of the FDI, heads of programme, ELTE Quality Development Office, Faculty Office

OHV results are publicly available to University citizens.

The annual report of the FDI is available online. When preparing the report, the Head of the FDI makes the working material available for discussion among members of the FDIT and incorporates the suggestions received into the final version. The FDI organises an open forum, if necessary, with the participation of external and internal supervisors, lecturers and doctoral students.

ESG 1.8. Management of public information

The FDI's public data are available on the website of the Faculty of Humanities in a separate sub-site in Hungarian and English. The FDI's website is maintained and kept up to date by the Secretary of the FDI with the cooperation of the Faculty Office.

The website of the FDI presents the FDI's activities, programmes, contact information of the heads of programme and the links to each doctoral programme's own website. The website offers a switch between languages, thus ensuring the easy availability of English-language information.

The curricula of doctoral training programmes, the credit curricula are available at the central website of ELTE.

The conditions for obtaining the doctoral degree (based on the doctoral regulations), as well as the relevant milestones (doctoral procedure, submission of the dissertation, etc.), are presented on the website in a thematically structured format.

The regulations and documents/forms may be accessed in the document repository, where they are organised thematically.

The weekly newsletter prepared and distributed by the Communications Team of the Faculty of Humanities features the dates and venues of the public defences scheduled for the following week, thereby ensuring wider visibility for these events.

The annual reports of the FDI, which provide a detailed overview of its principal activities, achievements and plans, are also available on the website.

Information relevant to the FDI and included in the minutes of the BDT can be accessed on the password-protected website of the BDT.

The minutes of the meetings of the BDIT are available in a shared folder with restricted access.

The administration of the FDIT and the Doctoral School attach particular importance to ensuring that the data sheets (pertaining to the FDI, its lecturers, supervisors and students) displayed in the doktori.hu database are accurate and kept up to date.

Website development

Plan: expansion of the range of information available on the website and ensuring accessibility for students with special needs

Control point: the website is up to date, informative, and communicates all necessary information effectively and in the appropriate quantity for all, including international students

Responsible: Secretary of the FDI, designated colleague of the University's Disability Centre

Minutes of FDIT meetings

Plan: developing a unified format for the minutes/records of FDIT meetings and preparing these documents for publication

Control point: a unified format is developed; professional discussion is held regarding publication

Responsible: Head of the FDI, FDIT, Secretary of the FDI

Among the medium-term plans of the FDI is the introduction of an annual consultation hour or student forum led by the Head of the FDI, providing an opportunity for the Head and the administration to engage in direct dialogue with students about emerging questions and issues. DÖK plays a central role in the organisation of the event.

Head of the FDI's consultation hours / student forum

Plan: introduction of the Head of the FDI's consultation hour in order to identify issues affecting doctoral students

Control point: a student forum to be held annually

Responsible: Head of the FDI, DÖK, Faculty Office

ESG 1. 9 Continuous monitoring and review of the training

The FDI's current training curriculum and the training curriculum applicable to students enrolled before 2016 are available on the University's website.

In accordance with EDSZ2016 §18 (2), doctoral schools can review their training plans and initiate modifications to them every year by 30 April.

Following the above regulations, the FDI reviews its training curriculum and suggests modifications as necessary on the basis of feedback from the heads of programme. The modifications may be professional-thematic in nature (e.g. the introduction of new courses, modifications of their syllabi etc.) or structural ones (e.g. creation of new programmes, temporary suspension of the functioning of programmes, termination or merging of programmes). The suggestions are discussed by the BDT, whose external members and student member may also express their opinions regarding the modifications. The modification of training curricula is discussed by the EDT and approved by the Senate.

In the content review of the programmes, a key consideration is the diversification of courses and professional competencies, ensuring that doctoral candidates acquire complex, nuanced, and high-level knowledge within their respective fields. The aim is to enable them to situate their research topics within the complex disciplinary discourse of the given field. To this end, the syllabi of courses are revised—sometimes annually—by the doctoral programmes and adjusted to align with the research topics of students of the given academic year. In developing the programmes, attention is also paid to the experiences gained by the staff of the Faculty Office during international mobility programmes, in which they participate as members of Faculty delegations.

The Doctoral School conducts an annual evaluation of its activities and prepares a report for the EDT covering its educational, research and other academic activities. During the preparation of the report, the FDI defines its quality assurance objectives and indicators and reviews their fulfilment.

Drop-out rates

Plan: a more in-depth examination of drop-out rates, including the identification of its main causes and critical points in the progress of studies

Control point: analysis of data and adoption of appropriate measures.

Responsible: Head of the FDI, FDIT, Secretary of the FDI

Annual management report

Plan: expanding the content of the report and applying quality objectives and indicators

Control point: development of an action plan connected to the conclusions and the number of measures taken on the basis of the report

Responsible: Head of the FDI, FDIT, Secretary of the FDI