



Quality Assurance Plan of the Doctoral Schools operating at the Faculty of Humanities of Eötvös Loránd University

The rules of the admission for doctoral studies, of the doctoral education and the procedures for obtaining a degree are stated in the University Doctoral Regulations (UDR/*Egyetemi Doktori Szabályzat – EDSZ*) as approved by the Senate of the University, and in its appendix, the Doctoral Regulations of the Faculty of Humanities. The rules stipulated by the individual doctoral schools at their own discretion have been stated in the Regulations of individual doctoral schools.

The quality assurance regulations of the UDR:

(21.§) (1) The University Doctoral Council shall set the principles and methods of the quality assurance of the doctoral programme and obtainment of the doctoral degree –taking into account the opinions of the Disciplinary Doctoral Councils – within the framework of its regulation of the quality assurance of the University.

(2)The University Doctoral Council – with the assistance of the discipline doctoral schools – shall continuously monitor the functioning of the doctoral schools and doctoral programmes. As part of this task, the Council shall take into account the opinions of Doctoral Students and those having obtained doctoral degrees at the doctoral school within five years. The Council may employ the assistance of external experts if necessary.

22.§ (1) Based on the quality assurance regulations, the University Doctoral Council shall prepare an evaluation of the quality of the functioning of the doctoral schools as part of its annual report.

The quality assurance regulations of the Faculty of Humanities:

13.§ (1)The doctoral schools shall compile brief written reports on their operation, indicating any changes that have taken place. The report shall be submitted to the Doctoral Council of Humanities by March 31 of each year. The annexes of the report shall include statistics pertaining to the size of the Student body, the obtainment of doctoral degrees based on the data in the Electronic Registration System and the database of the National Doctoral Council along with information regarding the finances of the doctoral schools.

(2)The BDT may discuss the reports in a special session held in September each year.

The criteria of the evaluation by the Doctoral Council of the Faculty of Humanities (DCFH):

1. Analysing the attendance figures (number of students admitted, number of students obtaining a pre-degree certificate, number of successful defences, proportion of scholarship recipients among them).
2. The success rate of the activity of supervisors.
3. The international relations of the Doctoral School (dissertations written in co-tutelle, partial training abroad, number of participants from abroad in education and the procedures).



4. The connections of the MA majors and the PhD education.

In facilitation of the assessment of the above, the Doctoral School supplies the following data to the DCFH:

Data on supervisors:

- the number of doctoral students assigned to supervisors
- the number of students with a state scholarship among them
- the forms and the regularity of consultations
- the regularity and methods of controlling the execution of tasks by the students
- scientific research conducted together with the student.

International relations:

- the number of dissertations supervised in co-tutelle
- the number of students participating in partial training abroad
- the participation of academic professionals from abroad (in education and the procedures)
- joint research projects.

Data referring to the scientific work of the students:

- domestic/international/workshop or conference participation
- participation in competitions for research grants
- scientific publications of students in Hungarian/in a foreign language.

The success rate of the MA majors related to the education programmes of the Doctoral School.

Administration of the doctoral education and the procedure of obtaining the degree is administered by the Department of Doctoral and Academic Affairs (Office). The Office conducts its activities according to the UDR and the Regulations of the doctoral schools. Materials necessary for the meetings of the DCFH are prepared by the Office, the head of the Office takes the minutes at the meetings of the DCFH, and notifies those concerned about the resolutions. The professional supervision of the Office is supervised by the Vice-Dean for Research and Academic Affairs.

Announcing doctoral topics

Doctoral topics may be announced by instructors of the doctoral school who have successfully passed the formal check of supervisors in the doctoral database. Topics are endorsed by the Council of the Doctoral School.

Admission to the Doctoral education

The conditions of admission to the doctoral schools of the Faculty of Humanities are:

- a) an MA degree rated at least 'good'
- b) requirements for a degree obtained abroad are specified in par. 26. § (3) of the UDR
- c) an application can be handed in only three years after obtaining a degree ranked 'average'.

Specific requirements of admission to the Doctoral School are listed in the Regulations of the doc-



toral schools.

One supervisor should not be assigned to more than three doctoral students at the same time who have not yet been awarded their pre-degree certificates, unless there is a special reason for this state of affairs.

The study units of the doctoral education

The curricula of the doctoral schools (and those of its specific programmes) are endorsed by the Doctoral Council of the University. The curricula are revised every three years by the Council of the Doctoral School that proposes amendments if viewed necessary. The Credit Transfer Committee of the Faculty decides in matters of transfer of study units and credits.

The curricula are recorded in the University's electronic registration system (Neptun).

Only those instructors and researchers holding a scientific degree may become instructors of the Doctoral School that are judged suitable by the Council of the Doctoral School and called upon to teach doctoral courses for a given period of time. These instructors will be included in the database of the National Doctoral Council.

Research and publication requirements

The students of the doctoral school should be involved in the activities of the research groups closely affiliated with the education programme as much as possible. The supervisor guides the scientific and research activities of the doctoral student, and prepares a short written report about it for the Council of the Doctoral School.

The extent of the required scientific activity (publications, conference lectures, field practice) is regulated by the curricula of the individual doctoral programmes.

Monitoring

The academic achievements of the students is recorded in the University's electronic registration system. The publications have to be registered through the University's EDIT system in the MITMT (Documentation of Hungarian Scientific Publications) database. The mandatory annual duties of the students and the evaluation criteria are listed by the Doctoral Regulations of the Faculty of Humanities.

Students having been admitted to doctoral education complete the 'freshman' questionnaire, compiled by the Student Union of doctoral students.

Career monitoring of the doctoral students who have graduated is carried out by the University's career monitoring system. The questionnaire for graduating doctoral students is compiled by the University Quality Guidance Council based following the proposals of the DCFH and the Quality Guidance Council of the Faculty. The career monitoring data are analysed and published by the Quality Guidance Department of the University (see: <https://www.elte.hu/dpr>)



The procedure of obtaining a degree

The procedure of obtaining the degree has to be conducted according to the regulations of the UDR.

In the doctoral education and procedure the following principles of quality assurance have to be observed:

Professional control

The control of the broad professional public is secured through the professional events organised by the doctoral schools that are open to the public, its publications and the external members in their bodies.

Publicity

The announcement of topics, the curriculum, the courses offered in the semester appear in the database of the National Doctoral Council and on the website of the doctoral schools. The comprehensive doctoral examination, the in-house defence and the public defence are open to the public, their times and venues have to be published on the notice boards of the Office and on the website of the doctoral school.

Feedback

The Council of the Doctoral School annually evaluates the activities of the instructors involved the in doctoral education, the supervisors and the heads of the doctoral programmes. The operation of the Doctoral School is statistically documented by the Office every semester. The Council of the Doctoral School is informed about the eventual problems of the doctoral students regarding the education through the student representatives, who are present at the meetings.

Individual responsibility

The duties and responsibilities of participants in the doctoral education are regulated by the UDR.

Documentation

The study progress of doctoral students, the decisions regarding their doctoral training and the procedure obtaining a degree is documented by the Office.