

# Quality Assurance Guidelines for Doctoral Training and the Awarding of the Doctoral Degree at the University of Szeged

## I. General provisions

### 1. These Guidelines

- are in compliance with the provisions of Act CCIV of 2011 on National Higher Education (Nftv.) and Government Decree 387/2012 (XII.19.) on doctoral schools, doctoral procedure and habilitation;
- are in accordance with the University of Szeged Regulations Governing the Doctoral Training Programmes and the Awarding of the Doctoral Degree and the University of Szeged Quality Assurance Regulations, in particular the provisions of the Quality Assurance Regulations on quality assessment and quality management; and
- shall be based on the quality assurance plans in force within the 19 doctoral schools at the University of Szeged.

2. In drafting the Guidelines, particular attention has been paid to ESG, EFQM, BSC and QSC quality standards, models and guidelines. The explicit aim of the Guidelines is to set out for doctoral schools the manner in which their quality assurance plans should reflect the requirements of their training (consistent with the triad of planning, monitoring and feedback), the values they represent and expected outcomes.

#### 2.1. The general/common quality assurance *requirements* of the University of Szeged are:

- Drafting quality assurance plans for the doctoral schools consistent with the logic of planning, monitoring and feedback;
- Increasing accountability and the quality of doctoral training;
- Increasing student and staff satisfaction and well-being;
- Ensuring that the benefits of internationalisation and digitisation are widely shared.

#### 2.2. The general/common quality assurance *values* at the University of Szeged are:

- Strengthening a culture of quality assurance;
- Reducing intolerance and strengthening equality.

#### 2.3. The overall/common quality assurance *indicators* at the University of Szeged are:

- Achieving the standards of doctoral training of the leading European universities;
- Increasing the quality and quantity of academic and educational indicators.

3. The *principles* of quality assurance at the University of Szeged are: a quality-oriented approach, broad social access to doctoral training, a student-oriented perspective, provision of academic monitoring, ethical excellence, compliance with regulations (especially in consideration of the requirements of the Hungarian Accreditation Committee and the

Hungarian Doctoral Council), protection of intellectual property, full documentation, openness, transparency, feedback, individual responsibility and a strengthening of mutual trust.

4. The essence of the University of Szeged quality assurance concept is to develop and review quality assurance plans at the level of the doctoral schools, taking into account the specificities of each discipline and ensuring possible similarities, while respecting general/central guidelines and the needs of each doctoral programme. The doctoral schools shall inform the University Doctoral Council of the implementation of the quality assurance plan in their annual quality assurance reports. The reports are drawn up by completing a form with numerical indicators developed by the Doctoral Institute.

5. These Guidelines provide a quality assurance framework for 2+2 years of doctoral training and the awarding of the doctoral degree. The principles contained herein apply *mutatis mutandis* to students in the old three-year training scheme. In other respects, the doctoral schools should apply their quality assurance plans for the old, three-year training scheme to students in said old, three-year training scheme.

## **II. University Doctoral Council**

1. The University Doctoral Council of the University of Szeged is responsible for the implementation of the provisions of the University Quality Assurance Guidelines for Doctoral Training and the Awarding of the Doctoral Degree. In this context, the University Doctoral Council is responsible for supporting the establishment of the highest degree of consistency between the quality assurance plans of the doctoral schools at the university level and for assisting the discipline-specific doctoral councils and doctoral schools in developing quality assurance plans for the courses under their remit.

2. The annual quality assurance reports submitted by the doctoral schools shall be monitored by the University Doctoral Council. The Secretary of the University Doctoral Council shall inform the Senate in writing of the results of said monitoring pursuant to the provisions contained in para. 12(2) of the University of Szeged Regulations Governing the Doctoral Training Programmes and the Awarding of the Doctoral Degree.

3. The University Doctoral Council – in close cooperation with the University of Szeged Doctoral Institute – has the priority task of raising awareness of intellectual property protection.

## **III. Discipline-specific Doctoral Councils**

1. Based on the Quality Assurance Guidelines for University Doctoral Training and the Awarding of the Doctoral Degree, the discipline-specific doctoral councils are responsible for the consistency of the quality assurance plans developed by the doctoral schools at the disciplinary level. The task of the discipline-specific doctoral councils is to ensure the highest degree of consistency between the quality assurance plans of the doctoral schools within their respective disciplines and to assist the doctoral schools within their respective disciplines in developing quality assurance plans for the courses within their remit.

#### **IV. Quality assurance requirements at the level of the doctoral schools**

##### 1. As regards the management/organisation of the doctoral schools

1.1. The quality assurance plans of the doctoral schools shall include the following:

- a) the manner in which and intervals at which the doctoral school concerned will adopt and review said doctoral school's training regulations and quality assurance plan;
- b) the manner in which said doctoral school will adopt its annual quality assurance report;
- c) the manner in which said doctoral school will take steps to involve heads of programmes, supervisors and doctoral candidates in the regulatory, quality assurance and information management processes;
- d) the manner in which said doctoral school will store annual quality assurance reports and make same public.

1.2. The quality assurance plans of the doctoral schools shall also include

- a) the person responsible for quality assurance in the doctoral school concerned (the Doctoral Quality Assurance Officer);
- b) the location at which and manner in which the Hungarian- and English-language public documents of the doctoral school (in particular regulations, forms etc.) can be accessed.

1.3. The quality assurance plans of the doctoral schools shall include the student's options for lodging complaints. In particular, it should be specified who has competence in the case of questions concerning the student's status as a student in the doctoral programme concerned.

##### 2. As regards instructors

2.1. The quality assurance plans of the doctoral schools shall specify the academic/educational standards to be met by the persons who are supervisors and instructors in the doctoral school concerned.

2.2. The quality assurance plans of the doctoral schools shall specify the following:

- a) the manner in which and the intervals at which the doctoral school concerned will review the composition of its core members and its teaching staff, and the conditions under which it may propose and recruit new announcers and instructors;
- b) the conditions under which an internal supervisor's appointment as supervisor may be terminated if said conditions are not met;
- c) the conditions under which an external supervisor may be involved in the supervision of a student;
- d) the manner in which information available through student feedback will be made public and taken into account.

2.3. The quality assurance plans of the doctoral schools shall specify the manner in which the doctoral school concerned will strive for continuous improvement of the teaching environment and support of the teaching staff in the acquisition of new knowledge/methodologies at the highest level.

### 3. As regards academic requirements

3.1. The quality assurance plans of the doctoral schools shall include the following:

- a) the manner in which and the intervals at which the research area announcement will be monitored and reviewed by the doctoral school concerned;
- b) the manner in which said doctoral school will ensure quality-oriented admission of students to the doctoral training;
- c) the manner in which said doctoral school will seek to ensure the transfer of theoretical and practical knowledge.

### **V. Quality assurance requirements during the doctoral admission procedure**

1. The quality assurance plans of the doctoral schools shall include

- a) requirements with regard to the members of the admission committee;
- b) an objective description of the subject matter for the admission procedure, the admission scoring system and the ranking of applicants;
- c) technical details of the admission procedure (offline/online admission examination).

2. The annual quality assurance reports of the doctoral schools shall include the annual experience of the admission procedure.

### **VI. Quality assurance requirements during the doctoral training**

1. The quality assurance plans of the doctoral schools shall set out the manner in which the doctoral schools will ensure the following:

- a) personnel and financial conditions, including knowledge and use of the latest methods and tools for assessment and physical and electronic access to research materials;
- b) monitoring students' progress in the doctoral training;
- c) supporting students' academic progress, including international mobility, networking and open access publishing;
- d) uploading student publications to university repositories and recording bibliographic data for their publications in the MTMT;
- e) an objective description of the process and requirements of the comprehensive examination, the assessment criteria and their regular review; and the manner in which the quality requirements for the members of the comprehensive examination committee are monitored;
- f) the collection, processing and use of student feedback (in particular student satisfaction with training, courses, instructors, supervisors, administrative management and learning support tools) and data on student progress (in particular on drop-out rates) and the monitoring of the implementation of decisions taken on the basis of the information used.

2. The quality assurance plans of the doctoral schools shall indicate the manner in which and intervals at which the doctoral school concerned will monitor and review the topics and syllabi for compulsory and elective courses.

## **VII. Quality assurance requirements in awarding the doctoral degree**

1. The quality assurance plans of the doctoral schools shall specify the following:

a) the manner in which the publication and foreign language requirements that constitute a prerequisite for the awarding of the degree will be monitored;

b) the quality guarantees for the procedure of awarding a degree in a foreign language;

c) the stage of the procedure at which the doctoral school will use the plagiarism detection software provided by the University of Szeged Klebelsberg Library to check the content of the dissertations;

d) where relevant, the objective evaluation criteria for the procedure and requirements of the in-house defence and the manner in which and intervals at which said procedure and requirements are monitored and reviewed by the doctoral school concerned;

e) the objective evaluation criteria for the procedure and requirements of the public defence and the manner in which and intervals at which said procedure and requirements are monitored and reviewed by the doctoral school concerned.

**Szeged, 24 February 2022**

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