



**MISKOLCI**  
E G Y E T E M

**QUALITY ASSURANCE REGULATIONS FOR  
DOCTORAL PROGRAMMES AND OBTAINING A  
DOCTORAL DEGREE**

University Regulation No. 1.6

**Effective date: 1 July 2024**

#### GENDER DISCLAIMER

The masculine form used in this document always refers to female, male and diverse persons simultaneously. Exclusively for the purpose of better readability, the gender-specific spelling as well as multiple designations are not used. All personal designations are therefore to be understood as gender neutral.

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## Preamble

- (1) The University of Miskolc (hereinafter: the University) regards quality to be a core value in all areas and aspects of the operation of all its Doctoral Schools. The reputation of the University, the Selmec traditions and the expectations of the lecturers and professors and students participating in the programmes all obligate us to do so. The continuous assurance and control of the quality of training thus also stems from internal demands and a personal commitment to quality.
- (2) The scope of the Regulations extends to all Doctoral Schools of the University, the core members of the Doctoral Schools, the doctoral advisors, all lecturers and professors, researchers, non-teaching colleagues and students participating in doctoral programmes.
- (3) The basic objectives of the quality assurance system of the University, the institutional quality policy, the structure of its internal quality assurance system, the organisation of the University and the main rules are set out in Volume IV - The Quality Assurance System - of the Organisational and Operational Regulations. The mission statement of the institution is the mission statement contained in the Institutional Development Plan in force. The methodological guidelines for the operation of the quality assurance system are set out in the Quality Assurance Methodology Manual (hereinafter: the Manual).  
The chapter of the Manual on doctoral programmes contains the specified Accreditation Review Guide and the questionnaires referred to in these Regulations. (Student review of the lecturers' and professors' work, Student review of the doctoral advisors' work, Doctoral advisor's evaluation of doctoral students' work, Student evaluation form, Questionnaire for doctoral graduates, Review of teaching infrastructure and services provided to students, Doctoral advisor's self-evaluation/report, External partner satisfaction survey, Doctoral School - Performance evaluation, Annual report).
- (4) In the Quality Assurance Committee, the institutional representative of the doctoral schools participates as member with voting right and the representative delegated by the Doctoral Students' Union as a permanent invitee.
- (5) The general quality assurance guidelines for doctoral programmes and obtaining a doctorate are summarised in this document, which are built on the expectations and guidelines of the European Higher Education Area Quality Assurance Standards and Guidelines (ESG 2015).

## GENERAL PRINCIPLES

### Section 1

- (1) The quality assurance system established by the Disciplinary Doctoral Schools is fully integrated with the University's quality assurance and management system.
- (2) The system guaranteeing continuous quality assurance covering the entire content of the PhD degree process is based on precise, clearly defined assessments. Regular control of processes and progress is of prime importance. In different phases, the required level of quality is checked and performance is evaluated on the basis of regular assessment. The necessary interventions are defined and directions for development are determined on the basis of the discrepancies established.
- (3) Participants in the various forms of training (full-time, correspondence/evening,

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- individual) are assessed according to the same quality assurance principles.
- (4) The quality assurance of the University's Doctoral Schools is characterised by systemic approach, regularity, continuity, controlled, standardised and coherent activities. A flowchart of the training and quality assurance activities of the University's Doctoral Schools is presented in Annex 1.
- (5) The quality assurance of the doctoral school covers two main areas. On the one hand, it continuously monitors the doctoral school training and, on the other hand, it follows the fulfillment of quality assurance expectations related to the process of obtaining a doctoral degree, following and complying with the ESG 2015 guidelines.


General quality assurance criteria:

- The principle of professional control: the control of international and national professional-academic public opinion should be applied throughout the doctoral programme.
- The principle of transparency: Efforts should be made to ensure that expectations related to the doctoral programmes, the decision-making processes and decision criteria are transparent and that the professional and academic public is broadly informed at every step of the decision-making process.
- The principle of feedback: The aim of the establishment and operation of the quality assurance system is to provide continuous feedback to the lecturers and professors, and doctoral advisors participating in the doctoral programme and members of the Doctoral Schools on the quality of their activities.
- The principle of individual responsibility: Building and running an academic school is teamwork. It can only be successful if it is clear who has what role and responsibilities in the training and research process.
- The principle of documentation: Documentation should be provided for all decision points related to the doctoral programme. Checking the documentation is an essential task of the quality assurance system. An important objective within the doctoral programme as a whole is to ensure that the administrative burden on the lecturers and professors involved in the programme does not increase during the establishment and operation of the quality assurance system.
- Principle of efficiency: The doctoral programme should also strive to be cost-effective. This includes continuous monitoring of costs and analysis of the cost/benefit ratio.
- Principle of professional effectiveness: The number of successful defences and the effectiveness of talent development. The effectiveness of upcoming talents is reflected in the highest possible rate of compliance with the expectations of lecturers and professors and researchers.
- Principle of practical applicability: The evaluation of doctoral schools should take into account whether the choice of topics of the doctoral theses and the results of the research help to formulate answers to social and economic questions.

## **ELEMENTS OF INTERNAL QUALITY ASSURANCE ACCORDING TO ESG ASPECTS**

### **1.1 Quality policy, quality assurance objectives** Section 2

- (1) In line with institutional expectations, the Doctoral Council of the University formulates unit-level quality improvement actions in order to support the achievement of

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institutional goals. The quality improvement objectives set by the Doctoral Council of the University may apply to the operation of one or more Disciplinary Doctoral Schools.

- (2) All university citizens involved in doctoral activities are committed and take responsibility for the quality of their work.
- (3) The quality improvement plan of the University's doctoral programmes includes the efforts aimed at ensuring the standard and quality improvement actions. It guarantees a reliable operation and a control function which, by its content, sets requirements and provides guarantees for the participants (primarily the students participating in the programme) for the successful completion of the training-research process. The quality assurance system of the doctoral schools of the University, in terms of its components and organisation, manifests a systemic approach, which means above all that its various components (admission procedure, training-learning, research, examinations, etc.) contribute to the final result of the process in a harmonised and coherent manner, according to a set of unified principles.
- (4) Based on the quality improvement objectives set by the Doctoral Council of the University, the disciplinary doctoral councils define the quality improvement objectives of the doctoral schools. The quality objectives are formed on the basis of the institutional objectives, the mission and strategy of the doctoral school on the one hand, and on the other hand, on the basis of satisfaction surveys, informal inquiries, feedback, and the development of indicator values defined in the Manual. (Doctoral School - Performance Evaluation, Annual Report) The Head of the Doctoral School is responsible for the preparation of the Quality Improvement Plan of the Doctoral School, for the implementation of the quality improvement objectives, for the establishment of the internal division of labour and working groups, for the introduction and implementation of quality improvement serving this end.

## **1.2 The establishment and approval of the educational programme**

### Section 3

- (1) The educational programmes of the doctoral schools of the University offer academic knowledge, prioritising the personal development of students.
- (2) The launch and review of the educational programmes of the doctoral schools of the University is based on the Accreditation Guidelines for the evaluation of the degree programmes.
- (3) In designing the educational programmes, the primary aim is that the PhD students are capable of performing high-quality academic work.
- (4) Student and partner feedback is collected and processed in a planned manner - through questionnaire surveys and focus group interviews - by persons appointed by the heads of the doctoral schools. It is the responsibility of the heads of the doctoral schools to use the data and incorporate them into quality improvement objectives. (Student surveys: Student review of the lecturers' and professors' work, Student review of the doctoral advisors' work, Student evaluation form, Questionnaire for doctoral graduates, Review of teaching infrastructure and services provided to students. Questionnaire for partners: External partner satisfaction survey)

## **1.3 Student-centred learning, teaching and assessment**

### Section 4

- (1) The rules for doctoral programmes are set out in the regulations for doctoral

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programmes and obtaining a doctoral (PhD) degree of the University of Miskolc, University Regulations No. 1.1.29 and Volume III of the Organisational and Operational Regulations, University Regulations No. 1.3, the Student Requirements System. The latter also sets out, inter alia, the means of legal remedy.

- (2) The monitoring of programmes is regulated in the Accreditation Review Guide (doctoral programme).
- (3) The aim of the programme is to provide opportunities for student-centred learning and teaching, based on close collaboration between the doctoral advisor and the doctoral student.
- (4) As far as possible, the Doctoral School uses a variety of teaching methods, flexibly applying several different pedagogical methods and regularly evaluating and refining them.
- (5) The Doctoral School has appropriate procedures for dealing with student complaints. In cases that arise, it will act in accordance with the provisions of University regulation No. 1.5 on the Order of handling incidents in breach of integrity.

#### **1.4 Admission and progress of students, recognition of their studies and award of qualifications**

##### Section 5

- (1) The admission procedure is established, laid down in the regulations for doctoral programmes and obtaining a doctoral (PhD) degree of the University of Miskolc, and in the Organisational and Operational Regulations of the Disciplinary Doctoral Schools and is accessible for the public. Application criteria and admission requirements are clear, their application is transparent and consistent.
- (2) Student performance is recorded in the university's academic record system (NEPTUN). The monitoring of student performance is supported by the questionnaire entitled Doctoral advisor's evaluation of the doctoral student's work.
- (3) The doctoral student receives a certificate of completion of the completion of his studies and the acquisition of the required credits (certificate of completion).
- (4) The rules of obtaining a doctorate are well established, public and in line with the University's regulations and relevant legislation.
- (5) As part of the decision, students will receive the relevant documents which include the qualification obtained, the study results achieved, and the context, level, content and status of the studies pursued and successfully completed.
- (6) It is the responsibility of the Head of the Doctoral School to monitor and annually review the operation of the School in accordance with the requirements defined in the operational regulations for admission, progress and obtaining a doctorate. In accordance with the results of the review, the Head shall take the necessary measures to ensure proper implementation and, if necessary, to prepare and submit the amendment of the regulations to the Doctoral Council of the University.

#### **1.5 Lecturers and professors**

##### Section 6

- (1) Lecturers and professors and doctoral advisor of the doctoral schools are individuals with appropriate degrees, whose achievements are known and recognised, who are listed in the MTMT (Hungarian Science Bibliography) database and who publish regularly. Their role in the training is decisive and is also of great importance for the

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motivation of doctoral students, as they support and guide them in acquiring and mastering the necessary knowledge and developing their skills and competences. Questionnaires for the Students' review of lecturers and professors and the Students' review of doctoral advisors, and Doctoral advisors' self-evaluation/report

- (2) The operational regulations of the doctoral school set out the conditions and expectations of participating in education. Compliance with the rules is checked annually by the head of the doctoral school. Expectations towards lecturers and professors, the doctoral advisor and the core member are set out in the Regulations for Doctoral Programmes and Obtaining a Doctoral (PhD) Degree (University Regulations No 1.1.29).

## **1.6 Study support and student services**

### Section 7

- (1) The University should ensure that doctoral programmes have adequate funding resources for studying and teaching activities, and should strive to ensure that, in addition to the services generally available to students, study support conditions and student services are available that are tailored to the specific needs of doctoral students. (Student evaluation form, Review of teaching infrastructure and services provided to students).
- (2) Academic administration related to doctoral programmes is primarily carried out by the Dean's Offices of the faculties, in close cooperation with the central academic organisation where necessary (e.g.: scholarships, student ID cards, cases affecting the certification of legal status).
- (3) The tasks related to obtaining a doctorate are carried out by the organisational units of the University in charge of the academic affairs and the competent dean's offices.
- (4) Doctoral students are entitled to use all student services, student hostel and sports services, events, library, KÖSZI (Community Service Office) services, and technical and other infrastructure of the institutions.
- (5) The Directorate for Scientific Affairs and International Relations promotes international student mobility and offers various scholarships, conference participation and publication opportunities for students, which are communicated through the various internal communication channels used by the institution.

## **1.7 Information management**

### Section 8

- (1) The University's doctoral schools continuously collect, analyse and use information to update their educational programmes, based on the methodological recommendations of the Manual on doctoral programmes. Effective information collection and analysis processes are part of the internal quality assurance system.
- (2) The scope of relevant information is defined by the Doctoral Council of the discipline, based on the Manual, and is reviewed every training cycle. The Head of the Doctoral School is responsible for carrying out these reviews. The collection of information is supported by a questionnaire for all doctoral programmes included in the Manual.
- (3) The University uses indicators to achieve quality objectives, which are part of the integrated quality-oriented management model.
- (4) Reliable data are needed to make fact-based decisions, to check the effectiveness of individual processes and to take the necessary interventions. Effective information collection and analysis processes on programmes and other activities are part of the



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internal quality assurance system. Relevant information for all doctoral schools:  
key performance indicators;

- a) the composition of the student body (Hungarian-foreign, form of training, training model, etc.);
- b) student progress, achievement and drop-out rates;
- c) student satisfaction with educational programmes and lecturers and professors;
- d) available study support and student counselling;
- e) career paths/careers of PhD graduates;
- f) lecturer and professor satisfaction;
- g) satisfaction of non-teaching staff;
- h) external partner reviews, satisfaction.

Students, lecturers and professors and non-teaching staff will be involved in the data collection.

### **1.8 Public information**

#### Section 9

- (1) The Doctoral Council of the University and the heads of the doctoral schools publish up-to-date, accurate and objective information for those interested in the programme, current and graduate students.
- (2) We publish public data and information on admission requirements, educational programmes and expected study results, learning opportunities for students and activities within educational programmes, teaching, learning and assessment procedures, and obtainable qualifications. The Head of the Doctoral School is responsible for reviewing and updating the data content in Hungarian and English as necessary, but at least annually.
- (3) In addition to the ODT (Hungarian Doctoral Council) database ([www.doktori.hu](http://www.doktori.hu)), all relevant information is available on the University website and on the websites of the doctoral schools.
- (4) In addition, the Hungarian Doctoral Council publishes the information it is required to provide on its public website [www.doktori.hu](http://www.doktori.hu).

### **1.9 Continuous monitoring and regular evaluation of educational programmes**

#### Section 10

- (1) The monitoring of educational programmes is regulated by the Methodology for the Review of the Degree Programme.
- (2) In addition to specific quality objectives, the evaluation will also include quantifiable, measurable indicators that can be linked thereto, as well as their monitoring and feedback mechanisms.

### **1.10 Regular external quality assurance**

#### Section 11

- (1) As part of external quality assurance, regular accreditation by the Hungarian Higher Education Accreditation Committee is carried out. Following accreditation, operational improvement actions are formulated, implemented, continuously monitored, interventions are made and followed up on the basis of the comments and suggestions, in order to prepare for the next accreditation procedure.

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## CLOSING AND INACTING PROVISIONS

### Section 12

- (1) These regulations were discussed by the Doctoral Council of the University on 28 May 2024.
- (2) These Regulations shall enter into force on 1 July 2024 by Senate Resolution 174/2024 and shall remain in force until revoked.

Dated: Miskolc, ..... 2024

.....  
 Prof. Dr Horváth Zita  
 Rector

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## **Annex 1.**

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