

Eötvös Loránd University (ELTE)
Doctoral School of Informatics

Quality Assurance Policy and Procedures

The Quality Assurance Policy and Procedures of ELTE Doctoral School of Informatics rest upon the principles and regulations laid down in the Doctoral Regulations (hereinafter: Regulations) of Eötvös Loránd University – including the Special Provisions section on the Doctoral School of Informatics –, in the Curriculum of the Doctoral School, and in the Organizational and Operational Rules of the Doctoral School of Informatics.

The Doctoral School ensures a high standard of the doctoral programme and that of the procedure of obtaining a doctoral degree in accordance with the criteria set out in the Quality Assurance Policy and Procedures of the Doctoral School.

Disciplinary Doctoral Council, Council of the Doctoral School

The Head of the Doctoral School shall be responsible for the academic standards and the teaching done at the doctoral school. The Head of the Doctoral School, together with the Doctoral Council of Informatics (hereinafter DCI) and the Council of the Doctoral School (hereinafter CDS), regularly monitors the operation of the Doctoral School and guarantees its high quality.

Admission

The Department of Academic and International Relations, commissioned by the CDS to perform the administrative tasks of the Doctoral School, collects the topics to be published at the Doctoral School, which are then discussed by the CDS and forwarded to the DCI. Only topics approved by the DCI may be announced. Upon receiving the approval of the DCI, the topics shall be published on the website of the Doctoral School. Students can only apply for announced topics.

Applicants to the doctoral programs shall be interviewed by an admission committee of at least three members, who are proposed by the Doctoral School and approved and commissioned by the DCI (in exceptional cases by its head). The admission committee shall examine the applicants' professional and language skills, achievements related to their previous research work, their degree and previous university achievements, and the feasibility of their research plan. This shall ensure that only candidates who have already acquired the knowledge needed to start a doctoral program will be admitted.

Core members, supervisors and lecturers

Core members, supervisors and lecturers of the Doctoral School shall be lecturers and researchers holding a scientific degree who, on the recommendation of the Council of the Doctoral School, have been found suitable by the Doctoral Council of Informatics to participate in the activities of the Doctoral School. They are expected to pursue continuous high-level scientific activity in the discipline and research field of the Doctoral School. This scientific activity shall be justified by data registered and continuously updated in the Database of Hungarian Scientific Works (MTMT).

The supervisor shall be responsible for overseeing the professional work of doctoral students and doctoral candidates. They shall provide them with the necessary professional knowledge

regarding their compulsory and elective academic requirements; in addition, they conduct students' research work.

The doctoral school shall review its supervisors' efficiency and the number of students doing researching under their supervision. Supervisors may only accept a new PhD student if the number of their supervisees participating in the organized doctoral programme is less than six.

The credit system for doctoral studies

The academic credit system laid down in the Doctoral Regulations of the University provides a controllable framework for the requirements throughout the PhD course, encouraging students to continually study and pursue research. PhD students who fail to earn the required number of credits shall be reassigned by the Doctoral School to the form of fee-paying training. By the end of the fourth completed semester, students shall have collected a specified number of credits (240), after which they will be required to take a comprehensive examination. By the end of the fourth semester, it is compulsory for students to take a subject that is listed among the subjects of their comprehensive examination. After a successful comprehensive exam, in the research and dissertation phase, no credits can be collected or awarded.

Courses

In the Doctoral School of Informatics courses can only be started with the permission of the Council of the Doctoral School. Each semester, the CDS shall review the list of courses to be announced and invite the lecturers to update the topics of courses, discuss and approve the topics of the new courses, and request changes if necessary.

Upon request, PhD students shall have the opportunity to take courses offered outside the Doctoral School, as well. Having considered the topics of the course and the offering institution, the Doctoral School will decide on the eligibility of the courses for credit.

Study scheme

PhD students' overall study schemes as well as their semester study schemes shall be approved by their supervisors and the supervisor of the doctoral programme.

Preparing a detailed research plan

After commencing their studies and work on their research topic, doctoral students will have a clearer picture of the tasks they will have to complete during their 4-year-long training, and thus – in the light of their newly acquired experience – they shall write a detailed research plan at the end of the first semester.

Training scheme

The training scheme of the Doctoral School is reviewed annually by its Council. Courses that have become outdated must be replaced with new courses that are relevant to the given field of study, reflect the current state of the discipline, and meet the current needs of the profession. Along with the revision of the training scheme, the subjects of the comprehensive examination shall also be reviewed. The training scheme and the subjects of the comprehensive examination shall be approved by the Doctoral Council of Informatics.

Study programmes abroad

The Doctoral School and the Faculty alike aim to support the participation of PhD students in study programmes abroad. In order to ensure the high standard of study and research work abroad, students shall be required to submit a detailed study and research plan prior to their trip, and request the approval of the Council of the Doctoral School. The CDS shall decide on the recognition of the studies and research completed during the study trip abroad as credit points are awarded by the CDS on the basis of performance certificates.

Transcript of records

At the end of each semester, PhD students shall submit a transcript of records that contains detailed information on the teaching and research credits obtained during the semester. In the transcript of records, they shall list the data of the publications and lectures which the credits are awarded for. If credits are awarded for research work with no specific results (i.e. it has not been published or presented), students must enclose a short, written report on the contents of the research signed by their supervisor. The supervisor shall evaluate the student's semester performance on the transcript of records form, while the contents of the form are approved and finalized by the countersignature of the supervisor of the doctoral programme.

Regular assessment of students

When enrolling, PhD students shall submit an updated study scheme and a research plan which corresponds to the given training stage and is approved by their supervisor; they shall contain information on how they intend to obtain the number of credits due in the semester¹, as well as information on how they schedule to complete their research work. The study scheme submitted at enrolment for the fourth semester shall also include the student's preparation plan for the comprehensive exam.

In order to assess and support students' work, at the end of each semester the Doctoral School of Informatics examines the performance and results of PhD students participating in the organized doctoral programme and the results of students enrolled in via a complex exam. This shall be done in the form of a short, written report prepared by PhD students, in which they outline the completion of their current course requirements in the doctoral school, as well as their scientific achievements to date, and which shall be evaluated by their supervisor with a grade or in written assessment report. The report shall be approved by the supervisor of the doctoral programme.

In order to monitor students' research activities during the semesters, the Faculty shall continuously collect and keep records of doctoral students' publications and any other release of their research results from the time the regulations come into force. Doctoral students are required to record their publications in the Database of Hungarian Scientific Works (MTMT).

Comprehensive examination

The comprehensive examination is organized by the Department of Academic and International Relations. Considering the recommendation of the Council of the Doctoral School, it is the Doctoral Council of Informatics that decides on the date of the comprehensive examination; on the theoretical subjects relevant to the research topic of each student; and on the composition of the examination committees. The composition and the members of the

¹ The mandatory amount of credits to be obtained throughout the doctoral training is 240.

examination committees shall comply with the general provisions of the Doctoral Regulations of the University and the Special Provisions section concerning the Doctoral School of Informatics. Comprehensive examinations for PhD students participating in organized doctoral programmes can be held during the spring or autumn exam periods. Regarding students entering the doctoral programme via a complex examination, the relevant paragraph of the Doctoral Regulations of the University shall prevail.

Publication requirements

A pre-requisite of submitting the dissertation is that the doctoral candidate has had two or more publications published or accepted for publication by a peer-reviewed, referred scientific journal or book regarded as distinguished by the trade, which furnish evidence of their independent scientific work, and which were written in the topic of the dissertation. PhD students must continuously record their publications in the Database of Hungarian Scientific Works (MTMT). At the end of the fourth semester, supervisors of the doctoral programme shall evaluate PhD students' research results by stating whether they are eligible for taking the comprehensive examination or not.

Requirements for obtaining a PhD degree

The detailed requirements for the doctoral procedure are set out in the Doctoral Regulations of the University and in its Annex containing the Special Provisions section for the Doctoral School of Informatics.

The Council of the Doctoral School shall discuss in detail the student's applications for the doctoral procedure after a reviewer has examined it beforehand, determined its scientific quality and made a proposal for accepting or rejecting it. The candidate's supervisor shall make a written declaration stating that he or she supports the launch of the procedure and the submission of the dissertation.

The doctoral dissertation shall be evaluated prior to its submission in a departmental (research group) discussion. At the research debate, an external and an internal opponent shall prepare a written opinion on the dissertation. Relying on the assessments and the evaluation of the research discussion committee, doctoral students shall modify their dissertation if necessary, and the protocol of the research discussion shall be appended to the dissertation at submission. The departmental (research group) discussion is also public and it will be posted on the website of the doctoral school.

After the submission of the dissertation, the Council of the Doctoral School will comment on it, and – before appointing the members of the defence jury – will decide on the acceptance of the dissertation and the continuation of the procedure, taking into consideration the referee's proposal.

In the formal doctoral procedure, the dissertation of the candidate shall be reviewed by an internal and an external opponent. The defence is public, prior to which the dissertation and its thesis can be viewed on the website of the Doctoral School.

Annual report

The Doctoral School shall review its operation annually, and report to the Doctoral Council of the University on its financial, educational, research and other scientific activities. While conducting an annual report under the Quality Assurance Regulations, the Doctoral Council of the University shall prepare an assessment of the quality of the Doctoral School's operations and activities.

This document is a translation of the official list of rules written in Hungarian. This version was made only for informing foreign students and cannot be used in legal actions. In the case of any doubt or question, please contact the head of the doctoral school.