

# **QUALITY ASSURANCE PLAN**

## **Doctoral School of Regional and Business Administration Sciences**

Approved by the University Doctoral Council with its decision Nr.  
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# **SZÉCHENYI ISTVÁN UNIVERSITY**

## **Doctoral School of Regional and Business Administration Sciences**

### **Quality Assurance Plan 2024**

The Doctoral School of Regional and Business Administration Sciences at Széchenyi István University educates students and conducts its activities based on its own established quality assurance system. In the doctoral school, students are evaluated and prepared for the initiation of the doctoral proceedings as defined in the student requirements system (training, self-evaluation, absolutorium, publication and conference requirements). Feedback from students is important to the doctoral school, and it is open to receiving opinions from students both in person and by e-mail. The system established so far is functional, the goal is still to train well-educated, prepared individuals suitable for entry into scientific life by continuously taking into account opinions and changes (institutional, legislative).

From September 1, 2016, training at the Doctoral School takes place in the framework of two sub-programmes:

- Regional Sciences Program (RSP)
- Business Administration Sciences Program (SzEEDS<sup>M</sup>)

## **1. Principals of the quality assurance of the Doctoral School**

The Doctoral School bears primary responsibility for the quality of its services and for quality assurance. The Doctoral School's quality assurance responds to the diversity of doctoral training programs and doctoral students. Quality assurance supports the follow of scientific and ethical standards and the development of a quality culture. The quality assurance means take into account the needs and expectations of doctoral students, persons involved in the operation of the doctoral school, and society as a whole.

(1) The Doctoral School Council establishes the principals and methods of quality assurance of the regional sciences and business administration sciences doctoral training and degree acquisition in cooperation with the program directors.

- (2) The Doctoral School Council constantly monitors the doctoral programs and the research activities at the doctoral school. For its work, it uses the opinions of doctoral students, doctoral candidates and recent graduates.
- (3) The Doctoral School Council evaluates the operation and experiences of doctoral education annually.
- (4) The Doctoral School Council approves the professional requirements regarding the Doctoral School.
- (5) The Doctoral School prepares a self-evaluation at least every 5 years, which is published on its website and on the website [www.doktori.hu](http://www.doktori.hu). In a similar way, it publishes its Quality Assurance Plan and the university regulations for doctoral training.

## 2. Means of quality assurance

**Admission** to the doctoral program is based on applying for the research topic announced on the website [www.doktori.hu](http://www.doktori.hu) and a successful admission interview. The admission interview ensures that only those with the necessary prior knowledge required to start the program are admitted to the doctoral program. The admissions committee forms an opinion on the applicant's professional intelligence, communication skills, and ideas regarding his doctoral studies in frame of the interview. The formal requirements for admission are a university diploma and proof of foreign language knowledge adequate for the practices of the discipline. Prior academic activity is may be an advantage for admission. Based on the applicant's application (and the documents attached to it) and the interview, the admissions committee submits a proposal to the Doctoral School Council about the applicants acceptable to the training.

**Research topics** announced by the Doctoral School and previously accepted by the Doctoral School Council are announced on the website [www.doktori.hu](http://www.doktori.hu). Topic announcers are expected to carry out active scientific activities in the disciplines of the Doctoral School and to continuously publish their results and present them at professional forums. The **topic announcer** becomes a topic **supervisor** if the student who applied for his topic is admitted to the Doctoral School. The task of the supervisor is the supervision of the professional work of the doctoral student. The supervisor provides assistance in the selection of literature related to the research topic, in the methodological definition of the processing of the research topic, in

the compilation of the research plan, continuously monitors the implementation of the doctoral student's research plans, and continuously evaluates the research program.

The training in the Doctoral School consists of 2+2 years. The Doctoral School's current **curriculum** and **system of requirements** can be found on the websites of the doctoral school's programs ([www.rgdi.sze.hu](http://www.rgdi.sze.hu) and [www.szeeds.sze.hu](http://www.szeeds.sze.hu)). The Doctoral School Council constantly reviews the curriculum of the doctoral programs and, if deemed necessary, modifies the courses to be announced and asks the lecturers to update the topics of their subjects.

At the end of the 4th active semester, the doctoral student takes a **complex exam**, which consists of two parts: first, he testifies to his theoretical preparation and comprehensive knowledge of the discipline, and then reports on his scientific progress in front of a committee of at least three members (the members are decided by the Doctoral School Council), at least one-third of whose members are not lecturers/researchers at Széchenyi István University. (The detailed rules regarding the complex exam are contained in the Doctoral Study and Examination Regulations.) A protocol is prepared on the course of the complex exam. Students who fail the exam will be terminated.

The curriculum of the Doctoral School contains the expectations regarding the research work carried out by doctoral students during their training, the directions regarding **participation in conferences** and the **requirements for publication** ([www.rgdi.sze.hu](http://www.rgdi.sze.hu) and [www.szeeds.sze.hu](http://www.szeeds.sze.hu)). During the entire training period, doctoral students attend conferences, publish, and have the opportunity to participate in education and research. The head of the Doctoral School, the program directors and supervisors regularly recommend domestic and foreign conferences and summer doctoral training programs organized exclusively by professional societies and scientific organizations (universities, research institutes) to doctoral students. The Doctoral School (the university), in proportion to its own capacity, also supports the participation of doctoral students in conferences by taking over the registration fee of the conference.

Doctoral students prepare a **self-evaluation** every semester, in which they describe their activities during the semester (progress in research, attendance at conferences, publication activity, participation in research, teaching activities). The supervisor also evaluates the activities of the doctoral students in the semester, which the student sends to the head of the Doctoral School together with the self-evaluation. A self-evaluation must regularly be prepared until acquisition of the absolution.

Before submitting the doctoral dissertation, the doctoral student must submit the draft of his dissertation and thesis booklet, which will be published on the doctoral school's website, and a **preliminary dissertation defence** must be organized. The dissertation draft is evaluated by two pre-reviewers (at least one of whom has no legal relationship with the university) based on the evaluation criteria specified by the Doctoral School. In addition to the presiding chairman, the pre-reviewers and the supervisor(s) are present in the evaluation committee. After the preliminary defence, the doctoral student has the opportunity to revise his thesis based on the written and expressed opinions. The preliminary defence is open to the public, and is recorded in a protocol.

The condition for submitting a doctoral thesis for **final defence** is the acquisition of the absolutorium. The Doctoral School Council discusses the applications submitted to start the doctoral procedure, decides on the persons of the reviewers and the members of the review committee in accordance with the university regulations. The thesis can only be submitted for defence in case of two supporting reviewers' opinions. The Doctoral School announces the defence on its websites and on the website [www.doktori.hu](http://www.doktori.hu), and publishes the thesis and the thesis booklet. The dissertation must be defended in a public debate before a review committee. A protocol is made of the defence and the committee's decision. The review committee submits a proposal to the Doctoral School Council on the awarding and qualification of the degree to the doctoral candidate.

The Doctoral School prepares an annual quality report according to the university's Quality Assurance Regulations, which it sends to the Rector, the University Doctoral Council and the University Scientific Council. Its content is coordinated with the university's other Doctoral Schools: admission results (number of applicants and admissions, distribution, trends); attrition (number of those who leave the training without succeeding, reasons); successful processes (development of the number of complex examinations, preliminary defences, public defences); organization (number of core members, expected changes); the number and adequacy of core members; the number and efficiency of doctoral students; application of the PDCA-cycle, recognition of problems and errors, preparation of a correction plan, annual feedback.

The management and council of the Doctoral School wish to ensure the transparency and quality of the activities at the Doctoral School by making available the legal requirements, university regulations, and documents and results related to the individual stages of the doctoral education.

### **Checkpoints, responsible persons:**

1. Continuous monitoring of the core membership conditions, implementation of the necessary corrections.  
Responsible: Head of Doctoral School
2. Proposal for the approval and accreditation of new core members.  
Responsible: Head of Doctoral School
3. Examining the suitability of doctoral supervisors and lecturers in accordance with the Government Decree and the university regulations.  
Responsible: Head of Doctoral School, Program Directors
4. Annual review and approval of research topic announcements.  
Responsible: Head of Doctoral School, Program Directors, DSC
5. Revision of curricula and system of requirements every semester, updating of course descriptions.  
Responsible: Head of Doctoral School, Program Directors
6. Checking the compliance of the applicants for doctoral training with the formal requirements, conducting the admission interview, submitting a proposal to the Doctoral School Council on the applicants recommended for admission.  
Responsible: Admission Committee, Head of Doctoral School, Program Directors
7. Continuous monitoring of the doctoral student's research work and academic progress.  
Responsible: Supervisor, Program Directors
8. Checking the fulfilment of the conference participation and publication requirements when issuing the absolutorium.  
Responsible: Supervisor, Program Directors

Győr, April 18<sup>th</sup> 2024

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