

# The Quality Assurance and Quality Development Regulation of the Doctoral School of Psychology of Eötvös Loránd University

In order to preserve and improve the high-quality functioning of the Doctoral School of Psychology (Pszichológia Doktori Iskola, hereinafter referred to as PDI) of Eötvös Loránd University (Eötvös Loránd Tudományegyetem, hereinafter referred to as ELTE), the PDI, by its authority granted by the relevant legal provisions and faculty regulations, issues the following regulation:

## Section 1

The present regulations shall equally apply to the organisation, leadership bodies, administration and all persons participating therein of the ELTE PDI.

## Section 2

The activity of persons under the scope of the present regulations, as well as quality assurance and development in the PDI shall be performed pursuant to the principles laid down in the annex to the present regulations.

## Section 3

The operation of the PDI shall be pursued with special regard to the requirements laid down in the present regulations and the Appendix thereto.

## Section 4

The present regulations shall enter into force on the day after their acceptance.

## **Principles and Methods of Quality Assurance in the Doctoral Training and in the Procedure of Obtaining the Doctoral Degree - ELTE PPK Doctoral School of Psychology**

The Doctoral School of Psychology (Pszichológia Doktori Iskola, hereinafter referred to as PDI) lays great emphasis on the operation and continuous development of the quality management system of doctoral training, with an emphasis on the importance of quality assurance and development in the effective operation of the doctoral school.

The PDI's quality management, quality assurance and quality development activities are consistent with the coherent quality system of ELTE as outlined in the Quality Manual, the prescriptive regulatory document of the quality system of ELTE [Quality Manual CCXXIV/2016. (X. 24.) Sen. s. Senate Resolution].

The PDI quality development system and strategy have been developed and improved since 2016 based on the following regulations:

- the guidelines within the authority of the Doctoral Council of Eötvös Loránd University (Eötvös Loránd Tudományegyetem, hereinafter referred to as ELTE), in accordance with part r) Section 6 of the Doctoral Regulations of ELTE, and considering the opinion of the Doctoral Council of the Faculty of Pedagogy and Psychology (hereinafter referred to as PPDT) within the scope of the regulation on quality assurance in doctoral training.
- The University Quality Development Programme, approved by ELTE Senate on 24th October, 2016 [Senate CCXXIV / 2016. (X. 24.) Sen. s.]
- ELTE Quality Manual [Senate CCXXIV / 2016. (X. 24.) Sen. s., with regards to the core values stated in the University Quality Development Programme (quality, value creation, value preservation, transparency, openness, tolerance and equal opportunity) and the principles listed in the Hungarian Doctoral Council's recommendation on quality assurance in doctoral training and degree procedure (professional control, publicity, feedback, individual responsibility, documentation).

In addition, the PDI quality management system will continue to take into account the relevant provisions of Hungary's Act CCIV of 2011 on National Higher Education and Government Decree 387/2012 on Doctoral Schools, the Doctoral Procedure and Habilitation, as well as the resolutions of the Hungarian Accreditation Committee (Magyar Akkreditációs Bizottság, hereinafter referred to as MAB) concerning doctoral programmes. The quality management system of the doctoral school is in line with the quality system in force at ELTE and takes into consideration the quality standards and guidelines of the European Higher Education Area (ESG 2015).

### **I. The Aim of Quality Assurance**

The PDI is committed to providing the next generation of dedicated and highly qualified PhD recipients for the representation and development of the field of psychology in Hungary, who, with competitive knowledge and skills, can excel anywhere in the world where the science of psychology is pursued at a world-class level. The goal of quality assurance is to fulfil the mission of the PDI with continuously increasing efficiency and continuously improving standards.

## II. Mission

The mission of the Doctoral School of Psychology is to educate a new generation of senior researchers and senior lecturers in the field of psychology and to equip them with the skills to excel in a knowledge-based society. Our goal is to contribute to the development of all fields of psychology through the achievement of new scientific results by highly qualified, competitive, internationally renowned research and innovation professionals with prime skills for international collaborations. The PDI aims to be one of the most highly recognised doctoral schools and scientific workshops in the field of psychology in the Central European region and also one of the most attractive ones for international students, with a strong emphasis on international cooperation in education and research.

The PDI quality development principles are in line with the visions laid out in the Quality Policy and Mission Statement of ELTE. The PDI takes into account the needs and feedback of its partners in achieving its quality improvement objectives, with particular emphasis on students, organisations employing ELTE graduates, university staff, people and organisations using ELTE R&D services, and also international and domestic professional and scientific communities.

## III. Principles

The principles in the Quality Manual and the Quality Development Programme of ELTE shall be applied to ensure continuous quality-oriented operation.

The following quality assurance principles shall be applied in doctoral training and the doctoral procedure:

- a) ***The principle of professional oversight.*** The oversight of international and domestic professional/scientific public opinion must be enforced throughout the entire process of doctoral training and obtaining a doctoral degree. The oversight of the broader scientific public opinion is ensured by the PDI's public, professional events, publications, and external members in the different academic bodies.
- b) ***Principle of benchmarking.*** Quality management shall continuously monitor doctoral training in leading international and domestic workshops of similar profiles and the scientific performance of doctoral students studying there.
- c) ***Principle of consideration of scientific, ethical requirements.*** The resolutions of the Research Ethics Committee of the PPK shall be taken into account in the development and operation of the quality management system.
- d) ***Principle of publicity.*** The main phases of the quality management system should be made available to professional and scientific communities. The topics, curriculum, and courses announced in the relevant semester are published in the Neptun Electronic Registration System, in the database of the Hungarian Doctoral Council (Országos Doktori Tanács, hereinafter referred to as ODT) and on the website of the doctoral school. The comprehensive examination, research centre disputation and the public disputation are public; their place and time shall be published on the website of the doctoral school at least two weeks in advance.

e) ***Principle of feedback.*** Lecturers and supervisors involved in doctoral training, as well as members of the various councils of the doctoral school shall receive continuous feedback on the quality of their activities and have the opportunity to provide feedback on their experiences. The activities of the heads of the doctoral programmes, lecturers, and supervisors involved in the doctoral training are evaluated annually by the Council of the Doctoral School. The DIT shall provide statistical data on the operation of the doctoral school every six months. The DIT shall be informed of relevant students' issues through the Doctoral Student Union (hereinafter referred to as DÖK) representative attending its meetings. Quality assurance methods for doctoral training and the degree obtaining procedure shall be developed such that they allow all involved to express their opinion and make their evaluations on a regular basis. Participation in opinion surveys of the quality assurance process is always voluntary, and the anonymity of those expressing opinions is guaranteed. The results of the surveys are made public to the faculty and presented to the Faculty Council. Confirmatory or corrective procedures are based on the results, and an action plan is part of the situation analysis, too.

f) ***The principle of quality orientation.*** By developing and operating a quality management system, a steady increase in students' and lecturers' demands towards themselves and their environment should be achieved. Professional humility should become an integrated part of their values, and creativity and initiation should become one of the keystones in their way of thinking.

g) ***Principle of protection of intellectual property.*** The development of the quality management system shall contribute to ensuring that university doctoral programmes continue to be in line with the efforts of the European Union and Hungarian institutions to protect intellectual property.

h) ***Principle of individual responsibility.*** The tasks and responsibilities of doctoral students are laid down the university doctoral regulations.

i) ***Principle of documenting processes.*** Documentation must be prepared on all decisions regarding doctoral training. The verification of documentation is a priority task of the quality management system. The administrative burden on lecturers involved in the programmes should not increase with the establishment and operation of a quality management system: the DIT shall record student progress, decisions regarding the doctoral training and the degree obtainment procedure.

j) ***Principle of efficiency.*** It should be achieved that the doctoral school is characterised by teaching and research activities that

- apply the available human resources in an optimal way,
- continuously and intensely use the research tools,
- guarantee high standards.

While maintaining high standards of quality, and rational use of human resources, efforts should be made to simplify tasks in the field of organisation and administration of teaching and research and (e.g. e-conferencing, e-administration). Cost-effectiveness should also be enhanced by monitoring the development of results/expenditures and by checking the economy and efficiency of the use of grant resources.

k) ***Principle of practical applicability.*** It shall be analysed whether the topic selection of the dissertations and the results of researches help to answer socio-economic questions. The

primary aim of the doctoral school is to help the development of the field of science in formulating answers to practical questions, by defining the training programme, defining research areas, choosing the topics of the doctoral dissertations and the results of researches.

#### **IV. Methods and Levels of Quality Assurance**

Pursuant to Section 11 of the ELTE PPK Faculty Doctoral Regulations, quality development of the faculty's doctoral training shall be managed and overseen by the PPDT.

“In the framework of quality assurance, the PPDT shall

- a) monitor the compliance with the content, legal and regulative requirements of the doctoral training and administrative tasks,
- b) assess levels of satisfaction among Doctoral Students and doctoral graduates in collaboration with the Office,
- c) write an annual report on the data gathered from the performance of the tasks laid out in points a) and b).”

The above activities shall be performed and controlled as follows:

##### **1. Monitoring the compliance with the content, the legal and regulative requirements of the doctoral training and supporting administrative tasks**

The person(s) nominated by the PPDT and approved and invited by the DIT shall review once a year, but no later than until July 30, that the doctoral training and related administrative activities meet the requirements outlined in the Doctoral Regulations. The investigation shall cover the following aspects:

- compliance with course and exam organisation regulations
- meeting the deadlines set in the regulations,
- the realisation of scholarship and tuition fee payments of doctoral students,
- informing doctoral students about their tasks and duties with the relevant deadlines at the beginning of the semester,
- sufficient availability of information concerning doctoral students and doctoral candidates (e.g. requirements for the pre-degree certificate),
- handling requests submitted by doctoral students, teaching activities of doctoral students and contracting with them.

Additionally, the review covers the observations and problems reported by the doctoral student representatives, the lecturers of the doctoral school, and the members of the PPDT, and the DIT in the given academic year.

Based on the review, a report is prepared as part of the overall evaluation carried out every academic year.

With particular regard to the principles listed in the recommendation of the Hungarian Doctoral Council on quality assurance in doctoral training and in the process of obtaining the doctoral degree (professional control, publicity, feedback, individual responsibility, documentation), Eötvös Loránd University outlines its complete quality assurance plan as follows.

##### **1a. Announcement of doctoral topics, evaluation of the topic announcement/supervision**

The DIT shall decide on the announcement of the doctoral topics, evaluating and assessing the scientific activity of the topic announcer and the utmost personal and infrastructural quality requirements of the topic. The DIT shall approve the topic announcement in case of lecturers

of the doctoral school who are pursuing active, high-level research work: whose academic publications in the five years before the announcement of the topic significantly exceeded the publication requirements for the obtainment of the doctoral degree. Scientific productivity must be proven by the data recorded and continuously updated in the Database of Hungarian Scientific Publications (hereinafter referred to as MTMT).

A topic announcer becomes a supervisor if the applicant who has chosen the topic is admitted to the programme and enrolled in the doctoral school. Each doctoral student has a supervisor who is responsible for supporting the management of the student's studies, research and research activities, and who, through intense work, helps to prepare the doctoral candidate for obtaining the doctoral degree. (Occasionally, consultants may be involved.) The Head of the Doctoral School assesses the supervisor's work with the doctoral student even after the student has completed the pre-degree certificate, by requesting information from the supervisor regarding the readiness of the doctoral dissertation. The DIT shall assess the announced topics annually and, based on the admissions experience, may recommend that the topic announcers modify the topics or announce new ones.

### **1b. Admission to the doctoral school**

Applicants are admitted to different programmes. The admission process involves three-member admissions committees appointed by the DIT – consisting of heads of programmes of the doctoral school (core members) as chairpersons, heads of modules, and representatives of the DÖK. The committee evaluates the candidate's research plan, its feasibility and the (personal and infrastructure) requirements needed for the research site (departments and laboratories) to complete the research programme. The formal requirement for admission include a professional language requirement for scientific activities in the relevant discipline, set by the DIT. The PPDT shall approve the selection criteria of the admissions procedure recommended by the doctoral school, and the doctoral school will publish it in its application announcements, programme information material, and on the website of the doctoral school.

### **1c. Subjects in the doctoral programme**

The academic requirements for doctoral training at the Doctoral School of Psychology of ELTE shall be fulfilled in doctoral programmes with a modular structure. A module is a training and administration unit of the doctoral programme. Its teaching and research conditions are provided by a group of 3-5 lecturers, forming a research workshop. The subject of a module is a field worth teaching within a given discipline, and is characterised by content features that distinguish it from other modules but at the same time make it suitable to connect it with other modules. The PPDT shall approve the people in charge of the modules and its professional content (list of subjects) on the recommendation of the doctoral school. The PPDT shall decide on the adoption of the modules into the doctoral programme and the updating of the subjects, based on the DIT's proposal. The subjects shall be reviewed at least every three years.

Lecturers of the doctoral school may only be qualified academics and researchers declared to be suitable and invited by the DIT to teach doctoral courses for a specific period. Doctoral school lecturers appear in the school's ODT database and, if one teaches in several doctoral schools, they declare on the ODT datasheet to what percentage they belong to different doctoral schools.

A regularly updated current curriculum, subjects and professors of the doctoral school is available to the professional community on the website of the doctoral school.

## **1d. Research work and publication requirements**

The completed papers need to be published in professional, scientific journals or by publishing houses, the list thereof shall be compiled and made accessible by the relevant doctoral programme. Alternatively, they need to be presented in the form of a poster or lecture and published on the website of the doctoral school according to other criteria defined by the school. Other types of research activity - resulting in credits – may be:

- a) theoretical or empirical research carried out individually or in a team, participation in research,
- b) participation in a (thematic) workshop connected to one of the training modules,
- c) academic organisational activity, including the activity of organising conferences or exhibitions and of editing publications.

The doctoral dissertation may be submitted if the candidate has at least three first-author academic publications related to their doctoral research topic, two of which shall be published in English. An article published in a referenced journal, a reviewed chapter in a book referenced by WoS or Scopus, or a book referenced by WoS and Scopus may be accepted as scientific publications. Only *scientific journal articles* published or accepted for publication in peer-reviewed journals shall be accepted. The operational regulations contain the list of journals in Hungarian. *All three publications* shall be about the dissertation's topic; they elaborate its theoretical aspects or present the empirical results published therein. These publications must be referenced in the dissertation. Each publication shall be considered for the purpose of a single dissertation only. Two out of the three publications shall be based on the results of the empirical work of the doctoral student. All three publications shall be first-author works, two of which need to be published in an international, referenced journal with an impact factor. One of the two journal articles with an impact factor may be replaced by a Q1 publication with no impact factor. The candidate's impact factor shall be a minimum of 2.0, out of which 1.5 impact factor needs to come from the above-defined publications.

The statement of the candidate's supervisor needs to be attached. It shall state that the publications meet the requirements defined in the doctoral school's regulations and that the dissertation is deemed to be suitable for public defence. The academic regulations on publications is issued by the doctoral school on the website: [www.doktori.hu](http://www.doktori.hu). The set of requirements related to the doctoral school's degree obtainment procedure is approved by the Doctoral Council of ELTE.

In the form of grants, the doctoral school supports the participation of doctoral students in conferences abroad and finances their research plans with its own resources, or through the faculty's travel grants. Evaluating the applications and deciding on the amount of the grant shall be executed by the Board of Trustees established by the PPDT. The departments and the research workshops provide opportunities for doctoral students to present the results of the research by organising annual conferences for them. In the course of the doctoral training, the DIT shall encourage and provide access to partial studies at a foreign university and accept completed studies and research work at that institution by credit recognition.

## **1e. Procedure to obtain a doctoral degree**

The submission of the dissertation is preceded by a research centre disputation. The dissertation is also evaluated by an external opponent (who has at least a doctoral degree). The entire dispute, especially the critiques related to the dissertation's modification and the observations

must be recorded in the minutes. The opponent's critique is the appendix to the minutes. In case the dissertation is considerably modified, the research centre disputation shall take place again.

After the submission of the dissertation, members of the Assessment Committee receive the dissertation and the thesis booklet as printed and electronic copies. The identity of the opponents is only revealed when the critiques are completed. The members of the Assessment Committee receive the opponents' critique after both critiques arrive. They receive the candidate's responses in the form of electronic copies one week prior to the defence at the latest. When the research centre disputation is announced, the dissertation and the thesis booklet become public on the [www.doktori.hu](http://www.doktori.hu) website that redirects the viewer to the website of the doctoral school. The dissertation sent to the opponents cannot be modified retroactively.

## **1f. Monitoring**

The heads of the doctoral programmes, the head of the doctoral school, the Council of the Doctoral School and the PPDT shall ensure that the quality of the doctoral school is maintained and improved. The continuous control, evaluation and quality improvement are ensured by the following control functions:

1. the DIT shall propose the core members of the doctoral school, which is confirmed by the PPDT;
2. the PPDT shall review the identity of the topic announcers/supervisors and the topic announcements, and approve the lecturers of the doctoral school;
3. the DIT shall request information from the supervisors, from the heads of the doctoral programmes, and from the head of the doctoral school related to the completion of doctoral students' training plan;
4. on the proposal of the DIT, the PPDT shall decide on admission to the doctoral school, about approval of foreign partial studies and of its recognition;
5. the PPDT and the DIT shall monitor the supervisory work followed by the obtainment of the pre-degree certificate;
6. the head of the doctoral school checks and evaluates the training plan of doctoral students and the supervisors' evaluation related to the completion of the students' training plan.
7. publications of the doctoral students are logged in the database of the MTMT (Database of Hungarian Scientific Publications).

## **2. Satisfaction surveys**

### **2a. Satisfaction and opinion survey with doctoral students in the training and research phase.**

Doctoral students completing the first, training and research phase of the programme, and doctoral students of the old, six-semester-long system take part in the survey once per semester. The survey aims to examine and continuously follow-up student satisfaction. It is conducted via online questionnaires completed by the subjects. With the help of the Student Affairs and Registrar's Office, the Dean's Office takes care of arranging the survey and summarising of its results. A person appointed by the PPDT shall evaluate the results. The (training and research) performance of the doctoral student questioned during the analysis must be considered.

The compilation of the questionnaire used during the survey is the task of the Quality Assurance Committee. The PPDT may delegate a member to the committee's meeting that prepares the



questionnaires. The questionnaire is approved by the PPDT. The questionnaire may contain different questions regarding the spring and autumn semesters.

The questionnaire must be compiled to be suitable for:

- expressing opinions about courses in the relevant semester,
- surveying opinions about the training and its coordination,
- surveying the quantity of work completed regarding the doctoral research topic, help received regarding doctoral work
- making other observations concerning doctoral training.

## **2b. Satisfaction and opinion survey with doctoral students completing the research and dissertation phase**

The satisfaction and opinion survey of doctoral students completing the second, research and dissertation phase of the doctoral programme must be conducted one and a half year after the start of the second, research and dissertation phase of the doctoral programme. During the survey, the opinion and satisfaction of doctoral students and doctoral candidates completing the research and dissertation phase must be assessed in the form of a personal interview. With the help of the Student Affairs and Registrar's Office, the Dean's Office takes care of reaching out to the subjects and arranging the interviews. A person appointed by the PPDT shall summarize and evaluate the results.

The development of the structure of the interview is the task of the Quality Assurance Committee. The PPDT may delegate a member to the committee's meeting that prepares the structure. It shall be approved by the PPDT.

The structure of the interview must be prepared such that it is suitable to assess:

- what kind of general impressions doctoral candidates have regarding the programme,
- what kind of help they use to and how they prepare for the comprehensive examination and for writing their dissertation,
- how and where they published their papers,
- what kind of scientific and research grants they participated in,
- how they financed their research,
- whether they taught classes; if yes, where and what they taught,
- whether they received adequate help according to their needs to be able to write their dissertation,
- when they defined their final topic (if the topic has changed, what was the reason),
- when they started to prepare the dissertation,
- in prior years and at the time of the survey when and how intensively they worked on their research topic,
- when they plan to submit the dissertation.

## **2c. Satisfaction and opinion survey carried out among PhD graduates**

The satisfaction and opinion survey of PhD graduates must be conducted two years after the doctoral degree was obtained. During the survey, PhD holders are invited to fill in primarily an online questionnaire containing open-ended questions and to take part in a telephone interview. With the help of the Student Affairs and Registrar's Office, the Dean's Office takes care of arranging and processing the interviews. A person appointed by the PPDT shall summarise and evaluate the results.

The compilation of the questionnaire used during the survey is the task of the Quality Assurance Committee. The PPDT may delegate a member to the committee's meeting that compiles the questionnaires. The questionnaire is approved by the PPDT.

The questionnaire must be compiled such that it is suitable to assess:

- how the obtainment of the doctoral degree influenced their employment and professional career,
- how PhD graduates work on their doctoral topic,
- in what (professional and private) way PhD graduates are in contact with the doctoral school and its lecturers.

The follow-up of graduated doctoral students' career path takes place within the framework of the Central Graduate Career Tracking System. The questionnaire intended for the graduate doctoral students is compiled by the University Doctoral Council, taking into account the opinion of the PPDT and the Quality Assurance Committee of the PPK. The career tracking data received is processed and published by the Quality Office under the joint control of the rector and chancellor (see: <https://www.elte.hu/dpr>).

## **2d. Satisfaction and opinion survey of the lecturers**

The fundamental principle of the doctoral programme and the quality assurance activity of the doctoral degree's obtainment is the constant possibility to express one's opinion and evaluation. That is why there is a great need for surveying the opinion and the satisfaction of the lecturers of the doctoral school and recording their propositions and comments. Lecturers of the doctoral school are invited to complete an online questionnaire. The Dean's Office takes care of sending and processing the survey and summarising its results. A person appointed by the PPDT evaluates the results. The lecturers complete the survey once a year; those who had a doctoral course in the given academic year, complete it at the end of the spring semester.

The Quality Assurance Committee's task is to compile the online survey used during the survey. The PPDT may delegate a member to the committee's meeting that prepares the questionnaires. The questionnaire is approved by the PPDT.

The online questionnaire must be compiled such that it is suitable to:

- discover possible problems related to the organisation of education,
- express an opinion on the work of doctoral students,
- record the impressions of lecturers as supervisors,
- elaborate other propositions and opinion of lecturers.

## **2e. Survey with those who started the doctoral programme, but did not obtain the degree**

An important element of the quality assurance of the doctoral programme's and the doctoral degree obtainment procedure is to investigate the reasons why some students who started the programme did not finish nor obtain doctoral degree. These students are invited to complete an online questionnaire or to take part in a telephone interview. The person invited by PPDT shall evaluate the results. The Quality Assurance Committee's task is to compile the online survey used in the survey. The PPDT may delegate a member to the committee's meeting that compiles the questionnaires. The questionnaire is approved by the PPDT.

During data collection and the evaluation of results, the following groups of students who did not complete the doctoral programme must be treated separately:

- doctoral students registered to at least one semester who did not register again in the two semesters prior to the survey and who did not pass the comprehensive examination or did not obtain their pre-degree certificate in the old, six-semester-long system.
- doctoral students who received their pre-degree certificate three or more years ago in the old, six-semester-long system and who did not register for the doctoral degree obtainment procedure
- doctoral students/candidates who did not submit their dissertation within three years from the successful comprehensive examination and within two years from registering for the doctoral degree obtainment procedure.

### **3. Situation analysis per academic year**

According to the Quality Manual, the head of the doctoral school (or the committee or person appointed by the PPDT) prepares a quality assurance report as the closure of the quality assurance cycle. This reviews the quality goals set for the given academic year and steps toward implementing them. Considering the indicators prescribed, it also evaluates the results of all surveys and monitorings related to quality assurance taking place in the doctoral school.

The evaluation contains:

- the satisfaction survey mentioned in part 1 and 2, and the monitorings related to the doctoral school and all results related to any other quality assurance control that have taken place in the doctoral school,
- statistics made from the data related to applicants to the doctoral school, admitted applicants, enrolled students, students on passive status, students having the pre-degree certificate, students registered for the doctoral degree obtainment procedure, students having obtained the doctoral degree and students who accomplished the first and second phase,
- overview and conclusions based on the above,
- an action plan, including deadlines.

The situation analysis must be written and presented to the PPDT until 30 September at the latest. The PPDT shall evaluate the doctoral schools' situation analysis and present them to the Faculty Council.

### **4. Preparing a Quality Development Programme**

The doctoral school prepares a Quality Development Programme in order to successfully adapt to the ever-changing social demands and scientific challenges and to preserve the high level of education-research and its services. The programme's strategy focuses on future expectations, and it designates the prioritised aims set to be reached in the medium-term. The medium-term objectives outlined in the programme designate the framework of the quality development activity in the new cycle, as well as the indicators used for verifying whether these objectives have been reached.