

## **Quality Assurance Plan of the ELTE Doctoral School of Environmental Sciences**

The Quality Assurance Plan of the ELTE Doctoral School of Environmental Sciences (KTDI) is based on the principles and rules set out in the Eötvös Loránd University Doctoral Regulations (EDSZ), and its specific section for the Faculty of Science (KDSZ). The KTDI is supervised by the Doctoral Council of the Faculty of Science (TDT) and the University Doctoral Council (EDT).

The Doctoral School of Environmental Sciences ensures a high quality of doctoral training and the doctoral degree process at all stages (admission, doctoral studies, dissertation preparation, degree award) follows the criteria set out in this Quality Assurance Plan.

The quality assurance plan shall include the arrangements and institutions for the continuous monitoring of the requirements for both the students and lecturers during the doctoral training.

### Admission

The descriptions of research topics approved by the Doctoral School of Environmental Sciences are collected by the Doctoral Group of Faculty of Science and published on the website of the Hungarian Doctoral Council ( <https://doktori.hu> ). The Head of the Doctoral School will endeavour to ensure that the topic descriptions follow scientific developments in the field.

Applicants for the doctoral studies are interviewed by the Admissions Committee. The committee may recommend admission without interview based on the documents submitted. The Admissions Committee examine the applicant's professional qualifications, knowledge of foreign languages, previous scientific activity, academic record, degree and the feasibility of the scientific plan. This will ensure that the doctoral programme is open to candidates only who have the necessary qualifications to enter the programme. The Admissions Committee submits a ranked list to the Council of the Doctoral School, based on the interviews and the documents attached to the application, and the Council of the Doctoral School then recommends the candidates to be admitted to the TDT.

### Core members, supervisors, lecturers

The internal and external core members of the KTDI, the supervisors and lecturers are academics and researchers with academic degrees who, on the basis of the Council of the Doctoral School's recommendation and their demonstrated academic performance, are considered by the TDT to be suitable for participation in the Doctoral School and who have a high level of continuous academic activity in the disciplines and research areas of the Doctoral School.

The professional work of PhD students is supervised by their supervisor. The supervisor shall provide the PhD student with the necessary professional knowledge regarding his/her study obligations and shall supervise his/her research work based on a continuously updated research plan.

### The credit system for the doctoral studies

The credit system of study set out in the Regulations provides a verifiable framework for the requirements to be met during the training period, encouraging PhD students to pursue continuous study and research. Compliance with the study requirements is monitored by the supervisor and the Head of the Programme. Students who fail to meet the required credit criteria may be reclassified as self-financed students. Students who fail the complex exam will be dismissed from the programme.

### Doctoral courses

Each academic year, the Council of the Doctoral School reviews the list of courses to be offered, invites the lecturers to update the topics of the courses, discusses and approves the topics of new courses, and requests their modification if necessary.

PhD students may also enrol in doctoral courses offered outside the School of Environmental Sciences. The Council of the Doctoral School decides on the admission and, upon certified completion, on the credit value of these courses.

### Part-time study abroad

The Doctoral School of Environmental Sciences supports the general aim of PhD students to participate in part-time studies abroad. In order to ensure the quality of the study and research abroad, PhD students must submit a detailed study and research plan in advance, which is approved by the Council of the Doctoral School. The recognition of study and research abroad as credits will be decided by the Head of the Doctoral School based on a certificate of achievement.

### Regular reporting of students

Each year, the KTDI will request reports on the work of the students who are pursuing studies and research. The reporting takes the form of a public oral presentation or a written report. The report should include information on the fulfilment of academic obligations, academic achievements and publications to date. Oral presentations will take place in front of the Head of the Doctoral School and the Heads of the Programmes, in the presence of the supervisors, at a pre-announced presentation meeting. The core members of the Doctoral School and the members of the Council of the Doctoral School are invited to attend the oral presentations.

### Requirements for obtaining the PhD degree

The detailed requirements of the doctoral process are set out in the University Doctoral Regulations (EDSZ) and its specific faculty regulations (KDSZ). The Council of the Doctoral School discusses the application of the PhD student submitted for initiating the procedure for awarding the doctoral degree, and proposes the composition of the PhD exam committees and defense boards for the procedure in force before 31 August 2016 and for the composition of the defense board for the procedure in force from 1 September 2016. The candidate's supervisor must make a written declaration that he/she proposes to initiate the procedure and to submit the dissertation.

The Council regularly reviews the list of courses and research topics, on an annual basis, and will modify them if necessary.

Before submitting their dissertation, PhD students at the KTDI are required to present their work in an internal research workshop discussion. Annex 2 to these Regulations sets out the procedure for the internal research workshop (“pre-defense”) discussion.

### Preparation of the annual report

The Doctoral School of Environmental Sciences shall annually review its operations and report on its financial, teaching, research and other activities to the TDT and the University Doctoral Council (EDT). The EDT evaluates the functioning of the School of Environmental Sciences in the framework of an annual report prepared based on the University Doctoral Quality Assurance Regulations.

### Control points, decision-makers, responsible persons:

#### **1. Core members**

Continuous monitoring of the conditions of membership, implementation of annual corrections.

Responsible: Head of the Doctoral School

Recommendation for approval and accreditation of new core members

Responsible: Head of the Doctoral School

#### **2. Supervisors, lecturers**

Assessment of the suitability of the supervisors in accordance with the Government Regulations.

Responsible: Head of the Doctoral School (assessment of the research topic),  
Heads of the Programmes (Reporting Day)

Accreditation and evaluation of lecturers.

Responsible: Heads of the Programmes

#### **3. PhD students**

Reviewing the documentation of the candidates at the time of admission; evaluating in detail their previous academic record, conducting the interview and ranking the candidates, presenting the result to the KDT.

Responsible: Admissions Committee and the Head of the Doctoral School

Continuous monitoring the doctoral candidate's research and academic progress.

Responsible: supervisor, Heads of Programmes

Monitoring the implementation of the research plan on the Reporting Day.

Responsible: Heads of the Programmes

Monitoring of the fulfilment of the requirements of the Training Plan at the time of the award of the final certificate (absolutorium).

Responsible: supervisor, Head of the Programme, Head of the Doctoral School

Verification of the fulfilment of the requirements at the start of the doctoral procedure; verification of the fulfilment of the publication requirements in accordance with the criteria laid down in these Regulations.

Responsible: supervisor, Head of the Programme

#### **4. Training plan**

Updating the range and content of the lectures each semester, introducing new lectures as necessary.

Responsible: Head of the Doctoral School, Heads of the Programmes

Invitation of foreign and national lecturers, support for students' trips abroad.

Responsible: Head of the Doctoral School, Heads of the Programmes

#### **5. Research plan, topic descriptions**

Annual review of research topics.

Responsible: Head of the Doctoral School, Heads of the Programmes

The Quality Assurance Plan of the ELTE Doctoral School of Environmental Sciences was approved by ELTE Doctoral Council with Resolution No. 7 of 27 January 2022 as Annex 1 of the Regulations of the Doctoral School. Effective from 27 January 2022.