

Hungarian University of Sports Science
School of Doctoral Studies

QUALITYS ASSURANCE POLICY AND PROCEDURE



1925

2025



HUNGARIAN UNIVERSITY
OF SPORTS SCIENCE
BUDAPEST

The Doctoral School of the Hungarian University of Sports Sciences (hereinafter: DI) is the only doctoral school in Hungary authorised to award PhD degrees in the field of sports sciences and is therefore a leading institution in this field. Its mission and responsibility are to provide PhD students with opportunities, to a high standard, **to achieve, understand, apply and further develop new scientific findings** across the broad, inter- and multidisciplinary field **of sports sciences**. The main strength of the Doctoral School (hereinafter: DI) lies in the fact that experts and lecturers from all the highly diverse fields related to sport are involved in the programme, thereby providing our doctoral students with a comprehensive and complex insight into the research methods of sports sciences.

The young lecturers and researchers selected from the doctoral school – who choose careers in higher education and academia – can ensure a suitable supply of talent for the university, possessing outstanding abilities and academic knowledge in their specialist fields, both in the medium and long term.

Doctoral training is the cornerstone of university research; therefore, to maintain the institution's competitiveness, the doctoral school has set out the development, continuous renewal and strengthening of internationalisation of doctoral training as a strategic direction, which plays a key role in enhancing the institution's competitiveness; it also considers the establishment of a postdoctoral system to be essential.

Doctoral education is based on the generation of new scientific findings through independent, original research, in a way that also meets the expectations of the labour market. In the course of this renewal, particular attention must also be paid to strengthening the practice-oriented approach.

The DI was established around outstanding professors and leading researchers in the form of four distinct doctoral programmes. The personalities and appeal of the programme directors determined the group of researchers that gathered around them; they were subsequently joined by students, who created the critical mass. Our university has a single Doctoral School Council (hereinafter: DIT); the advantage of this system is the uniform Doctoral Regulations, which apply equally to all four programmes.

The structure of the programme within the DI is as follows: the Doctoral School, the programmes, and the research topics within them.

The most significant outcome of the DI's operation is the standing of the academic degree that doctoral students can obtain. For this very reason, the assessment of the thesis and the academic publications on which it is based is perhaps the most important quality assurance procedure.

Quality assurance activities are based on the elements of the PDCA cycle; that is, the steps of planning, doing, checking and acting are systematically considered throughout the Doctoral School's quality management activities.

ESG 1.1 Quality assurance policy

Standard: *Institutions shall have a quality assurance policy that is publicly available and forms part of strategic management. This should be developed and implemented by internal stakeholders [i.e. students, teaching staff and non-teaching staff], through appropriate structures and processes, with the involvement of external stakeholders [users, employers, partners].*

When establishing the quality management system for doctoral programmes, it is necessary to apply principles and methods which – in accordance with the requirements set out by the Nftv. and the MAB – provide sufficient assurance that the doctoral candidate's academic performance meets the standard of those awarded a doctoral (PhD) degree in leading international centres of excellence within the relevant discipline. To this end, the following principles should be applied in the operation of the quality management system:

(1) **The principle of professional oversight.** The oversight of the international and domestic professional and academic community must be upheld throughout the doctoral programme.

a) The principle of compliance with scientific ethics requirements. The resolutions of the Hungarian Academy of Sciences' Committee on Scientific Ethics must be upheld in the design and operation of the quality management system.

b) The principle of benchmarking. Throughout the quality management process as a whole, continuous monitoring must be carried out of doctoral training taking place in leading foreign and domestic institutions with a similar profile, as well as the academic performance of the doctoral students studying there.

(2) **The principle of transparency.** Efforts must be made to ensure that, within the framework of the quality management system, the professional and academic community is kept fully informed.

(3) **The principle of feedback.** A further objective of establishing and operating the quality management system is to ensure that, based on the PDCA cycle, lecturers, supervisors and members of the DIT involved in doctoral programmes receive continuous feedback on the standard of their work.

(4) **The principle of quality focus.** By establishing and operating the quality management system, the University aims to ensure that the standards expected of both doctoral students and lecturers continually rise in relation to themselves and their environment, whilst at the same time ensuring that humility towards science becomes an integral part of their value system, and that initiative and creativity become one of the cornerstones of their thinking. The fundamental requirement for doctoral theses is the achievement of new scientific results .

(5) **The principle of intellectual property protection.** The development of the quality management system must also contribute to ensuring that doctoral programmes at the university remain fully in line with the European Union's and Hungary's efforts to protect intellectual property in the future.

(6) **The principle of individual accountability.** The design and operation of doctoral programmes can only be successful if roles and responsibilities are clearly defined.

(7) **The principle of documenting processes.** Documentation must be prepared for all decision points relating to doctoral programmes. The verification of this documentation is a fundamental task of the quality management system. An important objective within the framework of doctoral programmes is to ensure that the administrative burden on academic staff involved in the programmes does not increase during the establishment and operation of the quality management system

(8) **The principle of efficiency.** Guided by the objective of concentrating the resources at its disposal, the University must ensure that doctoral students are able to conduct their studies under the supervision of the most qualified academic staff in the relevant subject area and at the best-equipped research facilities. Cost-effectiveness must also be pursued in doctoral training. This involves the continuous monitoring of costs and the analysis of the cost-benefit ratio.

(9) **The principle of practical applicability.** When evaluating the DI, consideration must be given to whether the choice of topics for doctoral theses and the results of the research contribute to formulating answers to socio-economic issues.

(10) **Elements of the quality management system** in the doctoral training and degree award process:

- a) the announcement of the programme,
- b) the selection of supervisors and tutors,
- c) preparation for the entrance examination,
- d) the conduct of the entrance examination, the assessment of applicants for a degree through individual preparation,
- e) the development of the programme structure,

- f) developing the course syllabuses and assessment procedures,
- g) guiding doctoral students in their choice of modules,
- h) monitoring doctoral students' academic progress,
- i) developing and operating a record-keeping system,
- j) evaluation of teaching by doctoral students,
- k) the relationship between the doctoral student and their supervisor,
- l) the relationship between the doctoral student and the host teaching and research unit (research centre),
- m) study visits abroad,
- n) regular progress reports from doctoral students,
- o) supervisor's reporting,
- p) the preparation and conduct of the comprehensive examination,
- q) the internal defence of the doctoral thesis,
- r) submission and public defence of the doctoral thesis,
- s) assessing doctoral students' publication activity,
- t) the awarding of the doctoral (PhD) degree,
- u) the provision of the necessary infrastructure,
- v) surveying the views of those who have obtained a doctoral (PhD) degree,
- w) the registration of PhD graduates and maintaining contact with them after graduation.

ESG 1.2 and 1.9 Design and approval of study programmes; continuous monitoring and regular evaluation

Standards: *Institutions must have processes in place for the design and approval of their study programmes. Training programmes must be designed to achieve their stated objectives, including the expected learning outcomes. The qualification to be awarded upon completion of the programme must be clearly defined and communicated, with reference to the appropriate level of the national qualifications framework and, through this, to the European Higher Education Area qualifications framework.*

Institutions should continuously monitor and periodically review their study programmes to ensure that they achieve their stated objectives and meet the needs of students and society. These evaluations should lead to the continuous improvement of the programmes. Any measures planned or taken as a result of this must be communicated to all stakeholders.

The institution's comprehensive training document shall also include the doctoral programme plan, together with the detailed rules governing the programme, in particular the curriculum, the teaching programme and the subject-specific programmes, as well as the assessment and monitoring methods, procedures and rules.

The programme director is responsible for the academic standard of the doctoral programme, provides an opinion to the DIT on the launch or discontinuation of new doctoral programmes, makes recommendations to the DIT on the organisation of courses within the programme, and determines the compulsory courses within the programme.

The DI's current curriculum and the list of its lecturers and supervisors are available on the DI's website and in the database of the National Doctoral Council at doktori.hu.

The current subject and course descriptions are also available on the DI website and via the Neptun system; they are reviewed every six months, with the involvement of the lecturers, before the start of the semester.

The Doctoral School Council evaluates the implementation and organisation of the DI's training programme, the standard of teaching, and the work of the lecturers, supervisors and doctoral students participating in the programme at regular intervals (annually for the Senate) and as required (half-yearly doctoral student reports, symposium, comprehensive examination, courses, etc.).

The doctoral programme proceeds in accordance with the provisions set out in the Doctoral Regulations (hereinafter: DR).

The DI continuously collects data on the quality of the training process through satisfaction surveys, doctoral student information sessions, and other formal (abbreviated by the Hungarian Law on Higher Education as and used hereinafter as OMHV) and informal channels; it then analyses this data to decide on any necessary modifications.

The Head of the DI is responsible for the academic standards and teaching activities of the DI.

ESG 1.3 Student-centred learning, teaching and assessment

Standard: <i>Institutions shall ensure that their study programmes are delivered in a way that encourages students to play an active role in shaping the learning process. Student assessment shall reflect this approach.</i>
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Due to the relatively small number of students on individual courses, the diversity of research, and supervision based on close, personal collaboration, the training provided at the DI is exceptionally student-centred. Doctoral students are guaranteed a flexible learning and progression pathway; in addition to the compulsory subjects and courses, they are free to choose which courses to attend. The academic and reporting requirements for the doctoral programme are set out in the DR.

At the end of each active semester, the doctoral student is required to provide an account of their academic, research and other activities related to their doctoral programme during the semester in question – such as participation in conferences or publishing activities – in a so-called ‘semester report’. The supervisor reviews the doctoral student’s half-yearly report – prepared for the Doctoral Programme Director (DI) – and must indicate in it if there are any delays or setbacks in the doctoral student’s work, or if they consider that the doctoral student will be unable to successfully complete their research plan within the prescribed deadline. The programme director provides the head of the DI with an assessment of the supervisor’s and the doctoral student’s half-yearly reports on the doctoral student’s progress, as well as on the research work carried out. It is the responsibility of the supervisor and the programme director to identify and assess the reasons behind any discrepancies between the tasks undertaken and those completed during the reporting period, and to report these to the head of the DI. Where necessary, in the case of typical causes or groups of causes, intervention by the head of the DI may be required.

The doctoral student, as a researcher, may earn research credits through research work carried out under supervision. The supervisor assesses and certifies the fulfilment of research credits, taking the research plan into account, in the e-timetable and in the mid-term report, using a three-point scale. Assessment by the supervisor takes the form of mid-year reviews.

The doctoral student’s work is assessed on numerous occasions. Some form of assessment is inevitable during course visits; otherwise, credit points cannot be awarded. The doctoral student and their supervisor (programme director) are required to report on the effectiveness of the work carried out every semester, which is accepted (or rejected) by the signature of the head of the relevant programme.

Perhaps the most important milestone in monitoring progress is the doctoral comprehensive examination, which is compulsory for all students in their fourth semester. During the comprehensive examination, the supervisor can gain an insight into the student’s progress and ascertain whether the requirements for the doctoral degree can be met.

Another important stage in the assessment of a student’s work is **the annual PhD Symposium in Sports Science** (which is also an institutional EKÖP event); active students are required to participate by giving a presentation. In the first year, students give a so-called ‘research proposal presentation’,

which involves PhD students presenting their research plans, outlining the methods they intend to use, and setting out their hypotheses. Second-year students, meanwhile, are required to report on their specific progress. Following the comprehensive examination, we expect doctoral students to submit a report on their findings and to present these results. The conference section of the symposium is open to those pursuing a degree and to students who have already achieved results.

During the course of their studies, doctoral students may, in accordance with the provisions of the DR, lodge an appeal with the University's Appeals Committee against decisions made by the University Doctoral Council (hereinafter: EDT) solely on the grounds of a breach of the law or a violation of procedural rules, within fifteen days of the decision being communicated to them – or, in the absence thereof, within fifteen days of becoming aware of it.

ESG 1.4 Admission of students, progression, recognition of prior learning and award of qualifications

Standard: *Institutions consistently apply their pre-defined and published regulations covering the entire student lifecycle, for example with regard to the admission of students, their progression, the recognition of their studies and the award of qualifications.*

The procedure for admission to doctoral programmes is set out in the DR.

Admission to doctoral programmes is granted upon successful completion of the admissions procedure. A student may also join a doctoral programme by undertaking preparatory work forming part of the doctoral programme in parallel with their studies in the final academic year of their master's degree programme, provided that the student also meets the admission requirements after obtaining their master's degree. At the same time as the admission decision is made – in accordance with the doctoral regulations – credits earned during the Master's programme will be recognised.

Applicants of exceptional talent who hold a bachelor's degree and professional qualifications may also be admitted to a doctoral programme in parallel with their master's programme. A condition of such an admission decision must be that the applicant passes an entrance examination and, in addition, demonstrates outstanding academic, research and language skills.

Applications for programmes at the DI are open to Hungarian citizens, EU and EEA citizens entitled to the same treatment as Hungarian citizens, and non-Hungarian citizens who are not entitled to the same treatment as Hungarian citizens but who hold a degree from a university or

an accredited master's programme of equivalent standing (MA, MSc), as well as those enrolled in the final year of other master's-level programmes who, based on their studies, are no more than six months away from the expected date of graduation. Even if admitted, enrolment in the DI programme is only possible after obtaining the qualifying degree; applicants must hold a state-recognised language examination at the 'B2' level or higher in at least one foreign language, or an equivalent certificate, and the DI must deem their professional and academic qualifications to be suitable.

Doctoral programmes commence every September and February. The deadlines for applying for the current academic year's programme and for submitting all necessary application documents are set and published by the DI in the Higher Education Admissions Guide and on the University's website.

Applications for the doctoral programme may primarily be made for topics advertised by the DI, which must be accepted by the person advertising the topic; however, applications with unadvertised research topics are also permitted, provided that a supervisor with expertise in the relevant field agrees to supervise the doctoral research.

The Doctoral Secretariat examines the received applications for compliance with formal requirements; in the case of incomplete applications, it requests the applicant to rectify the deficiencies. Applicants who have applied in accordance with the regulations and within the deadline take part in the admissions procedure. The admissions procedure is conducted by an admissions committee.

The admissions interview – including the notification of applicants – is organised by the Head of the DI. The purpose of the admissions interview is to assess the applicant's academic (professional) aptitude, evaluate their academic activities to date, and determine their suitability for developing their chosen research topic. Each programme, as well as the Student Union (DÖK), must be represented on the admissions committee. The admissions committee consists of at least three members. The admissions committee assesses the applicants' performance and ranks them accordingly. Minutes are taken of the admissions interview, which the Head of the DI forwards to the EDT together with a ranked list of those recommended for admission and a list of rejected applicants along with their admission scores.

During the admissions process, the assessment is based on the applicant's previous results, as well as the knowledge and aptitude demonstrated during the admissions interview. Experience gained in academic work, presentations and publications, a state-recognised language examination at the complex B2 level in a language other than that required as a condition of application (at least one

language must be covered by the application criteria), and outstanding academic results are considered advantageous.

During the assessment, applicants may score a maximum of sixty (60) points in total, as detailed in the DR.

The EDT shall decide on admission to the doctoral programme – taking into account the quotas set by the National Doctoral Council (hereinafter: ODT) – on the basis of a proposal from the DIT. The EDT must justify any deviation from the ranking established by the DIT.

A doctoral candidate who has commenced a doctoral programme at another higher education institution may be admitted to the University's doctoral programme, subject to the EDT's individual assessment and based on the DIT's recommendation.

An appeal may be lodged against a decision to refuse admission. The appeal must be submitted within fifteen days of the notification of the refusal – or, in the absence thereof, within fifteen days of becoming aware of it. The appeal may be lodged with the University's Appeals Committee in accordance with the provisions set out in Part 3 of the Rules of Organisation and Operation (Chapter VI of the Student Regulations: Appeals Procedure).

The Doctoral Secretariat maintains a register of admitted doctoral students. The details of doctoral students must be recorded in the NEPTUN academic system.

Those who have prepared for the degree on an individual basis may also join the doctoral programme, provided they have met the admission and doctoral programme requirements. In this case, student status is established upon passing the comprehensive examination. Student status in the doctoral programme may also be established by passing the comprehensive examination by those who have prepared for the degree on an individual basis whilst enrolled as students in the general medicine, veterinary medicine, dentistry or pharmacy, and who, whilst maintaining their student status in those programmes, have prepared individually for the award of a degree and, during the comprehensive examination – in accordance with the higher education institution's doctoral regulations – have had the credits earned in their master's programme recognised

A doctoral student's status is established upon enrolment, following a decision on admission or transfer.

The head of the Doctoral School may authorise the interruption of the training and research phase or the research and dissertation phase – i.e. the suspension of a doctoral student's status – upon the student's request.

Doctoral students have open access to the Doctoral School Regulations (DR) and other governing documents on the Doctoral School's website: <https://tf.hu/tudomany/doktori-iskola/dokumentumok>

In addition to these, the website contains all information relating to the programme: sample study plans, subject/course descriptions, events, deadlines, other important information, annexes to the DR, as well as other forms, notices, etc.

ESG 1.5 Teaching Staff

Standard: *Institutions must ensure that their teaching staff possess the appropriate competences. They must apply fair and transparent procedures for the recruitment and further training of their teaching staff.*

The supervisor of a doctoral thesis is a lecturer or researcher holding an academic degree and engaged in active research, whose thesis proposal has been approved by the EDT on the recommendation of the DIT, and who – on this basis – responsibly supervises and supports the doctoral student's studies, research work and preparation for the award of their academic degree. Supervisors are appointed by the EDT, based on the DIT's recommendation, for a term of five years, on the basis of their professional CV, research proposal, list of publications and documented research funding. The head of the DI reviews the supervisor's publication record every five years. A supervisor must:

- a) a publication record demonstrating active engagement in academic work; on average over the last five years in their field, they must meet the publication requirements expected of prospective doctoral students for the award of a degree (publications where the supervisor is the last author are counted as equivalent to those where they are the first author);
- b) the conditions, research equipment and financial support necessary for carrying out academic work. The absence of research funding in the candidate's own name may be compensated for by a statement issued by the head of the teaching and research unit, or by a statement from the holder of other funding, which includes a clause stating that they will provide the financial support necessary for the research of the supervisor and the doctoral candidate.

A lecturer or researcher who is not in an employment relationship with the university may also be approved as a supervisor provided they meet the requirements set out in the previous paragraph. A lecturer may act as supervisor for a maximum of six doctoral candidates at any one time. In exceptional cases – depending on the supervisor's previous track record – the EDT may authorise

a supervisor to supervise more than six doctoral candidates. A doctoral candidate may have a maximum of two supervisors.

Where the doctoral research topic so warrants, the DIT may appoint two supervisors (co-supervisors) to the doctoral student, including from other programmes within the DI. If the doctoral student is participating in a joint doctoral programme with a domestic research institution or a foreign higher education institution, or in a programme that does not reach the level of a joint programme (e.g. a double-degree programme), the DI shall also appoint a supervisor employed by the University to work with the doctoral student.

In addition to the supervisor, other specialists may also provide ongoing support for the doctoral student's academic progress. An adviser is a member of academic staff who, in addition to the supervisor, is involved in supporting the doctoral student's studies for at least two-thirds of the total duration of the programme. The adviser's name must be included on the official documents relating to the defence and the thesis.

Supervisors report to the programme director every semester on the doctoral student's progress and on the research work carried out.

The supervisor's duties and responsibilities:

- a) to guide the doctoral student's training and preparation for the award of the degree, within the framework of which they supervise, assist and, where necessary, direct the doctoral student's research work;
- b) assists the doctoral student in drawing up their study and research plan and maintains a working relationship with them in a mutually agreed manner;
- c) regularly asks the doctoral student to report on the progress of their research, any problems or difficulties that have arisen, and possible ways of resolving them;
- d) provides feedback on the doctoral student's half-yearly report – prepared for the DI – in which they must indicate any delays or setbacks in the doctoral student's work, or if they consider that the doctoral student will be unable to successfully complete their research plan within the prescribed deadline;
- e) provides a written assessment of the documents submitted by the doctoral student for the comprehensive examination, the draft of their thesis and their doctoral thesis, and makes a statement regarding their suitability for submission and the granting or refusal of the certificate of completion;
- f) makes a statement regarding the correction of points raised during the internal defence;
- g) makes a statement regarding the results presented in the thesis;

- h) where more than one doctoral candidate is an author of the same publication, makes a statement regarding the percentage of work contributed by each;
- i) the supervisor is responsible for effectively supporting the publication of the doctoral candidate's research results in the form of scientific publications, and for ensuring the high quality of the doctoral thesis;
- j) takes part in the doctoral student's comprehensive examination, the internal defence of their thesis and the public defence of their doctoral thesis;
- k) continuously updates their profile (data sheet) in the doctoral database in accordance with legislation and the regulations of the Hungarian Accreditation Committee (MAB);
- l) may require the admitted doctoral student to complete remedial courses.

In the event that the working relationship between the doctoral student and the supervisor does not prove fruitful for both parties, it is possible to appoint a new supervisor.

The supervisor's remuneration is paid on a one-off basis during the degree award process, upon successful completion of the degree.

From the 2023/24 academic year, the OMHV has been expanded to include the following steps:

- data received from the Registrar's Office is processed and analysed under the supervision of the Head of the DI,
- The DI manager submits the processed and analysed data (including trends, where data from multiple semesters is available) to the DIT
- The data obtained in this way is discussed and, where necessary, used for course development and to improve the standard of teaching.

ESG 1.6 Learning support and student services

Standard: *Institutions should have adequate funding for learning and teaching activities and should provide adequate and easily accessible learning support and student services.*

The University, including the DI, provides a range of support to its teaching staff and PhD students for teaching, learning and research activities.

Teaching and learning venues:

- a permanent lecture theatre for delivering doctoral courses
- ad hoc classrooms for doctoral courses

- provision of rooms for doctoral events (defences, in-house defences, meetings, conferences, etc.)
- Provision of the Doctoral Secretariat's meeting room upon request by students or staff
- Provision of a workspace for doctoral students is the responsibility of the supervisor and the department

Services supporting teaching, learning and research

- Free printing and photocopying facilities
- Access to statistical software
- a wide range of other software necessary for teaching, learning and research, and designed to facilitate these activities – procured on the basis of a prior needs assessment or ad hoc requests
- support for doctoral students to attend conferences
- support for publication (payment of publication fees) for doctoral students
- procurement of other equipment, materials and services required for research, based on submitted requests
- provision of PhD student email addresses, Microsoft Teams and Microsoft 365
- purchase of books and journals based on submitted requests
- access to library databases: <https://tf.hu/egyetem/konyvtar-es-leveltar/adatbazisok-e-konyvek-es-mas-forrasok>

The university-level administration of the doctoral programme is carried out by the Secretariat of the EDT and DI (hereinafter: Doctoral Secretariat).

The duties and powers of the Doctoral Secretariat (as set out in detail in the DR):

- preparing proposals, technical reports, reports and information materials
- contributing to the preparation and implementation of projects relating to the Doctoral School
- maintaining comprehensive records relating to doctoral procedures and training, fulfilling data reporting obligations, and monitoring compliance with deadlines
- carrying out administrative, training and examination organisation tasks relating to doctoral procedures and training
- carrying out academic administration and student affairs tasks

- assisting with the organisation of the unit's events (preparing and documenting meetings, negotiations and discussions; organising events)
- monitoring the achievement of the objectives set out in the quality assurance plan
- coordinating financial tasks relating to doctoral training, under the guidance of the Head of the Doctoral School and in collaboration with the Directorate-General for Finance

The Doctoral School continuously collects data on the quality of learning support and student services through satisfaction surveys, doctoral student information sessions and other informal channels; it then analyses this data to decide on any necessary adjustments and interventions (applying the PDCA cycle principle).

ESG 1.7 Information Management

Standard: *Institutions should collect, analyse and use relevant information to manage their training programmes and other activities.*

The DI collects and analyses the most important data relating to doctoral education and uses this data to inform its decisions and development initiatives.

The DI (and the EDT as well) reports annually on its activities to the Senate; these reports, broken down by programme, contain the following data:

- number of students on scholarships
- number of self-funding students
- number of international students
- number of students admitted to state-funded degree programmes in the given year
- the number of students admitted to self-funded programmes in the given year
- Number of international students by country
- Number of students who enrolled under the Stipendium Hungaricum scholarship programme that year
- Number of applicants for individual preparatory courses
- Number of doctoral students who sat the comprehensive examination
- Number of degree graduates
- Number of degree candidates who sat the comprehensive examination
- number of public defences
- Number of degrees awarded

The reports also include:

- the number of Q1–D1 publications by supervisors and students
- the number of students awarded EKÖP and KDP scholarships
- data on DI's international activities
- as well as data on support for academic activities.

With regard to the activities of DI lecturers, data from the Student Evaluation of Teaching (OMHV) is available; institutional changes to this system are currently underway.

From the 2023/24 academic year, the OMHV has been expanded to include the following steps for doctoral programmes:

- data received from the Registrar's Office is processed and analysed under the supervision of the Head of the DI,
- the processed and analysed data (including trends where data from multiple semesters is available) are submitted by the Head of the DI to the DIT
- the data thus obtained is discussed and, where necessary, used for course development and to improve the standard of teaching,
- institutional-level measures are taken to increase the response rate.

The DI organises a doctoral student information session at least once a year (or more frequently if necessary), the aim of which is to provide general information, update students on current developments, and discuss recurring or emerging issues and suggestions. A satisfaction survey is conducted following the information session.

The University's Alumni and Careers Office collects career tracking data on graduates.

ESG 1.8 Public Information

Standard: *Institutions should publish clear, accurate, objective, up-to-date and easily accessible information about their activities, including their study programmes.*

The University maintains a sub-website for the Doctoral School: <https://tf.hu/tudomany/doktori-iskola>

This website contains all the key information that may be of interest to prospective students, current students, degree candidates, graduates and academic staff:

- general information

- information on programmes and training
- List of DI lecturers, thesis proposers and supervisors
- List of DI students and degree candidates
- core members, DIT and EDT members
- Cooperation agreements, double degree agreements
- Programmes/events/deadlines: thesis defences, in-house discussions, comprehensive examinations, final examinations, other events

ESG 1.10 Regular external quality assurance

Standard: <i>Institutions must undergo external quality assurance at regular intervals in accordance with the ESG.</i>

The external quality assurance of the Doctoral School of the University is carried out by the MAB in accordance with the applicable legislation.

Clause: The Quality Assurance Plan shall be subject to review every three years and the Doctoral School Council shall be informed of the results. The next review shall be due by: 10 December 2028.

Date: 10 December 2025

Prof. Dr. Zsolt Radák

University Professor, Head of DI