

The József Hatvany Doctoral Council for Information Science

Quality Assurance Plan

September 2025

The principles and practical tasks of the Doctoral School's quality assurance system are governed by the principles laid down in the Quality Assurance System of the University of Miskolc, the regulations governing doctoral training and the award of doctoral (PhD) degrees at the University of Miskolc, and the School's Operating Regulations. The following activities are of particular importance in the quality assurance of the training provided by the Doctoral School:

- Announced doctoral topics
- Admissions system
- Monitoring student progress
- Selection of doctoral programme subjects
- Credit system for doctoral training
- Requirements for obtaining a PhD degree
- PhD degree award procedure
- Doctoral School website.

The developed quality assurance plan supplements and specifies in detail the higher-level operating rules (Government Decree 387/2012. (XII.19.) on doctoral schools, the doctoral procedure and habilitation; the amended version of the Nftv. (Act CCIV of 2011 on national higher education) amended version; Regulations of the University of Miskolc on doctoral training and doctoral degree acquisition)

Summary of key quality objectives:

Quality	indicator	objective
raising scientific standards	Number of publications supporting research results	Scientific publications in high-quality journals, conference proceedings, books
Practical research results	links with the competitive sector, employment statistics, number of industrial doctoral students	Increasing the level of innovation
international embeddedness	number of English-language publications produced jointly with foreign co-authors, number of foreign students	significant proportion of dissertations written in English
Increasing the efficiency of communication channels	Number of applicants and partners	Improve value

Quality assurance applies to all elements of doctoral training and degree acquisition.

1. Selection of core members

Core members are expected to engage in continuous, high-level scientific activity. To assess this, core members must have at least five scientific publications from the five-year period preceding the current year, of which at least three must be international journal articles. In addition, the ten most important and representative scientific publications of the core member's scientific career, including those published in the current year, must include topics that are relevant to the scientific/research areas included in the doctoral school's training plan.

2. Selection of supervisors

The Doctoral Council of the Faculty solicits proposals for doctoral training topics on an annual basis. In accordance with ODT regulations, the general requirement for supervisors is active publication activity. The supervisors and co-supervisors of the Doctoral School co-supervisors may be selected from among university or external persons who, after obtaining their degree, have authored at least three international scientific journal articles in the five years preceding the current year, and who, applying the reduced number of authors, have an authorship score of at least 1.00 in journals with a minimum Q3 rating. Supervised PhD students are not counted in the author count. In addition, supervisors and co-supervisors must also have an appropriate level of foreign language proficiency. A supervisor may supervise the work of a maximum of six doctoral students at the same time. Supervisors must also have an appropriate level of foreign language proficiency. The topics announced each year are approved by the Doctoral Council of the Faculty, which examines the scientific and professional performance and foreign language proficiency of the prospective supervisor over the past period.

3. Admission system

Applicants must submit a written outline of their proposed research topic and complete an admission form. The oral interview will include a discussion of general and professional issues and an assessment of communication skills in a foreign language. The scoring system takes into account the activities carried out during the graduate programme, the actual level of language proficiency, research experience, and ideas related to the chosen doctoral topic. Admission of applicants with a state scholarship can only be recommended if they score 70 points out of a maximum of 100 points.

4. Monitoring student progress

Semesterly assessment of the completion of the curriculum agreed with the supervisor, the topic group and the topic area leader. Preparation of a concise written report on the progress of the research topic for the supervisor every semester. The student shall report publicly on the partial results they consider significant at least twice at the research site of the thesis supervisor or at wider public forums organised by the Doctoral Council of the Faculty. Presentation of an annual research report at the research site of the supervisor or at wider public forums organised by the Doctoral Council of the Faculty. The submitted written material is reviewed in advance by an invited expert. Taking into account the critical comments made by the reviewer, the student modifies the report as necessary. (At the end of the first year, the critical analysis of the literature forms the main part of the research work). On the occasion of Hungarian Science Day, in accordance with established practice, the Faculty of Mechanical Engineering and Information

Technology organises the Doctoral Students' Forum scientific event every year. Within this framework, the Information Sciences section provides an opportunity for the School's doctoral students to report on their latest achievements, thereby documenting the extent of their scientific and professional progress on a regular basis each year. The presentations given at the section meetings are also published in a high-quality publication. At the end of each academic year, the Doctoral Council is responsible for requesting a concise written report from the supervisor of each doctoral student enrolled in the Doctoral School in order to monitor the professional progress of the doctoral students. This report evaluates the effectiveness of the work performed by both the supervisor and the doctoral student.

5. Selection of doctoral programme subjects

The subjects of doctoral training are approved by the Doctoral Council of the Faculty. The primary criteria for selecting subjects are the relevance of the subject area, the quality of related research and the quality of the lecturer. The general requirements for lecturers, in accordance with ODT regulations, are: - publication activity, - PhD degree, - senior lecturer. The list of subjects and lecturers is updated every three years. Regularly updated, publicly available information on the Doctoral School's current training plan, subjects and lecturers can be found on the School's website.

6. Credit system for doctoral training

It is the ongoing task of the supervisors of the Doctoral School to gradually introduce doctoral students to international academic life by creating and supporting opportunities for them to participate in conferences. We consider it a general principle that supervisors should continuously strive to ensure that the student's truly high-quality results (partial results) are made known to the international scientific community in the form of publications of the highest possible prestige. Organising a joint doctoral forum at least once a year for all current doctoral students of the József Hatvany Doctoral School of Information Sciences. Based on experience to date, this forum has a number of advantages:

- all participants can learn about the scientific topics of their fellow doctoral students in different years within the Doctoral School's training system, as well as the continuous progress of current students in developing their topics, their publication activities and their scientific and professional plans for the future;
- the forum provides an opportunity for doctoral students working in related fields – and, where justified, even in more distant fields – to ask questions about any details that are unclear, insufficiently detailed or possibly contain hidden errors or mistakes in the reports they have heard. This allows the internal event to offer the community of doctoral candidates at any given time a chance to check things out without any negative consequences and to gain experience with lots of benefits.
- it is desirable that as many supervisors as possible participate in the joint academic seminar. This is also an advantage in that supervisors can compare the effectiveness of their work with that of other supervisors, while at the same time expressing their opinions in the form of comments, evaluations and critical remarks on the spot;
- the periodic obligation of public appearances, which is announced in advance and takes place at the end of each semester, may encourage the current community of doctoral

students to engage in healthy professional and scientific competition. As a result, we expect an improvement in professional and scientific work, a strengthening of research discipline and an increase in the quality of publications;

- If required, there is an opportunity to give presentations in English, which promotes the acquisition of English, now considered the universal language of communication in the professional world, both in writing and orally.
- A minimum of 20 credit points must be earned each semester.

7. Requirements for obtaining a PhD degree

The minimum publication requirements for the degree award procedure encourage the production of high-quality publications. Candidates must achieve a reduced journal count of 2.0 from peer-reviewed, foreign-language scientific journal publications containing their own results related to their field of research (based on MTMT). The reduced number is the value of each publication divided by the number of authors without supervisors ($1/(N-K)$, where N is the number of authors and K is the number of supervisors). At least one of the reported publications must be from a journal with a Q3 rating in at least one scientific field, based on the MTMT system's current classification.

8. PhD degree award procedure

The submission of the doctoral thesis must be preceded by a workshop discussion. In the discussion, the thesis is evaluated by an external and an internal opponent, both of whom must hold at least a doctoral degree. The course of the discussion and, in particular, the opinions and findings relating to the modification of the thesis must be recorded in the minutes. The appendices to the minutes shall be the opinions of the opponents and the attendance sheet. In the event of a significant revision of the thesis, the workplace discussion must be repeated. The members of the Examination Committee conducting the public defence shall receive the complete procedural material in both printed and electronic form. The members of the Examination Committee shall receive the opinions of the opponents in electronic form after both reviews have been received, and the candidate's responses to these opinions shall be received in electronic form at least one week before the defence. Upon announcement of the public discussion, the dissertation and the thesis booklet shall be made public on the website of the Doctoral School.

9. Doctoral School website

The Doctoral Council of the Faculty shall ensure the continuous operation of the Doctoral School's website and the updating of its content. Public information related to the programme shall be published on the website, including

- the regulations of the Doctoral School and ,
- the education and research programme, advertised courses,
- the members of the Doctoral Council of the Faculty,
- announced research topics,
- materials presenting the scientific results of doctoral students,
- the location and time of scientific workshops,

- the location and time of defences,
- dissertations in downloadable form,
- announcements of events.