The Hatvany József Informatics Sciences Scientific Doctoral Council Quality Assurance Regulations

September 2016

Quality Assurance Principles

The Doctoral Council of the Scientific Field is responsible for quality assurance. system principles and practical tasks is in accordance with the Quality Assurance of the University of Miskolc, the University Doctoral Training and the Obtaining of a Doctoral (PhD) Degree regulations and the School's Operating Regulations .

The quality assurance elements in the doctoral school training are focusing on the following activity elements :

- Announced doctoral topics
- Admission system
- Student progress checking
- Doctoral training subjects selection
- Doctoral training credit system
- Obtaining a PhD degree requirements
- PhD degree proceedings
- Website of the Scientific Doctoral Council .

The elaborated quality assurance plan complements, in detail specifies the higher level operational rules : Government Decree 387/2012. (XII.19.) on doctoral about schools , about doctoral proceedings on the order and habilitation ; Nftv ., Act CCIV of 2011 on the National on higher education and the that amending Act CCVI of 2015 ; and the doctoral programme of the University of Miskolc training and doctoral degree regulations based on

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1 Announced doctoral topics

The Doctoral Council of the Discipline invites proposals for doctoral training topics annually. The general expectations for supervisors are in accordance with the Hungarian Doctoral Council (ODT) regulations:

- active publication activity,
- PhD degree,

- suitable for performing supervisor duties based on the scientific work after obtaining the PhD degree,

- a supervisor may supervise the work of a maximum of 6 doctoral students at the same time.

The topics to be announced annually are approved by the Doctoral Council of the Discipline, examining the scientific and professional performance of the prospective supervisor in the past period.

When accepting a scientific topic, the impact of the topic on the discipline and its possible social (e.g. industrial, service, environmental) usability must be examined.

2 Enrollment procedure

Applicants prepare a research plan in writing on the planned research topic and fill out the admission form. The oral interview will discuss general and professional issues and demonstrate communication skills in a foreign language. The scoring system takes into account the activities carried out during the graduate training, the actual level of language proficiency, the research background, and the ideas related to the chosen doctoral topic. The applicant can only be recommended for admission to the scholarship program if he/she obtains 70 points out of the maximum 100 points that can be obtained. In the case of individual preparation, the candidate must also achieve the minimum credit score required to begin the “research and dissertation” phase of the doctoral training and must successfully pass the complex exam.

3 The students progress control

Semester-wise evaluation of the completion of the curriculum agreed with the Supervisor, the head of the topic group and the topic area. Preparation of a concise written report on the progress in the research topic for the Supervisor every semester.

The student must complete at least three public reports (research seminars) on the partial results he or she considers important during the training and research phase of the doctoral training (first 4 semesters), and then at least three more in the research and dissertation phase (second 4 semesters), at the research site of the Supervisor of the topic or at broader forums organized by the Doctoral Council of the Science Branch, one of which may be replaced by the scientific workshop discussion of the dissertation part of the complex exam or the scientific workshop discussion of the dissertation. The submitted written material is reviewed in advance by an invited expert. Taking into account the critical comments made by the reviewer, the student must necessarily modify the report. (At the end of the first year, critical analysis of the literature forms the focus of the research work). On the occasion of Hungarian Science Day, in accordance with the best practice so far, the Faculty of Mechanical Engineering and Informatics organizes the Doctoral Students Forum scientific event every year. In the Informatics Sciences section, it is also possible for doctoral students to report on their new achievements to the Doctoral Council of the Science Branch, thereby regularly documenting the extent of scientific professional progress from year to year. The presentations given at the section meetings are also published in a publication.

The task of the Doctoral Council of the Science Branch is to request a concise written report from the Supervisor for each doctoral student affiliated with the Doctoral School at the end of each

academic year in order to monitor the professional progress of the doctoral students. This report qualifies the effectiveness of the work performed by both the Supervisor and the doctoral student.

4 Doctoral training subjects selection

The subjects of the doctoral training are approved by the Doctoral Council of the Discipline. The primary criteria for selecting subjects are the relevance of the topic area, the level of related research and the quality of the lecturer. The general expectations for the lecturer of the subject are in accordance with the Hungarian Doctoral Council (ODT) regulations:

- publication activity,

- PhD degree,

- senior lecturer.

The list of subjects and lecturers is updated every three years. A regularly updated, public information about the current training plan of the Doctoral Council of the Discipline, as well as its subjects and lecturers, can be found on the website of the Doctoral Council of the Discipline.

5 Doctoral training credit system

The continuous task of the Supervisors of the Doctoral Council of the Science Branch is the gradual introduction of doctoral students into international scientific life, by creating the opportunity to participate in conferences and supporting them. We consider it a general principle that the Supervisor continuously strives to make the student's truly high-quality results (partial results) known to the international scientific community in the form of prestigious publications.

Organizing a joint doctoral forum at least once a year for all doctoral students of the Hatvany József Doctoral Council of Informatics Sciences, including doctoral students with I-II-III-IV. years of scholarship and those participating in individual training. According to experience so far, this forum has many advantages. Such as:

- every participating doctoral candidate can learn about the scientific topics of their fellow doctoral students belonging to different years within the training system of the Scientific Doctoral Council, as well as the continuous progress of the current doctoral candidates in developing their topics, their publication activities and their scientific and professional plans for the future;
- The forum provides an opportunity for doctoral candidates working in related fields – and in justified cases, even in fields that are distant from each other – to ask questions about any details that are unclear from the report they heard, are not sufficiently detailed, or may contain hidden errors or mistakes. In this way, the internal event offers the community of doctoral candidates a check without adverse consequences and the acquisition of experience with numerous advantages;
- It is desirable for as many Supervisors as possible to participate in the joint scientific seminar. This also provides an additional advantage in that Supervisors can compare the

effectiveness of their work with other Supervisors, and at the same time express their opinions in the form of comments, evaluations and criticisms on site;

- The periodic obligation to appear in public, which is announced in advance and is also due at the end of each semester, can encourage the community of current doctoral candidates to develop healthy professional and scientific competition among themselves. As a result, we expect the improvement of professional and scientific work, the strengthening of research discipline and the increase in the quality of publications; upon request, there is the opportunity to give a presentation in English, which promotes the better acquisition of English, which is now treated as a uniform professional language of communication worldwide, both in writing and orally;

In the development of the credit point system, the evaluation of prestigious publications was given a special role (Q1 journal article: 80, Q2: 60, Q3: 40 credit points).

Doctoral students participating in organized doctoral training take a complex exam at the end of the fourth semester, as the conclusion of the training and research phase of the training and as a condition for starting the research and dissertation phase. The prerequisite for the complex exam is obtaining a minimum of 95 credit points, which students can complete with exams in four mandatory subjects and optional subjects, three research seminars, and at least 10 credits from publications. Students applying for individual preparation must take the complex exam as part of the admission process, before their doctoral student status is established. In this case, candidates can meet the minimum 95 credit points required as a prerequisite for the complex examination by passing the exams prescribed by the Doctoral Council and by publishing. A doctoral student who has obtained the required 240 credit points in the doctoral training obtains an absolutium. The condition for starting the doctoral procedure is obtaining an absolutium.

6 PhD degree requirements

When evaluating the candidate's scientific work, it must be ensured that

- the results given in the thesis are authentic;

- the candidate has published his/her results sufficiently.

Before the public defense and the appointment of the evaluation committee, the doctoral council checks the candidate's publication activity. The publication results must be registered in the MTMT. The minimum requirements are:

- two peer-reviewed, foreign-language journal publications in scientific journals (based on MTMT) related to the research area, of which the doctoral candidate is the first author,

- at least one of which is a journal publication classified as Q3 in at least one scientific field, based on the classification currently used in the MTMT system.

The candidate must declare that he/she includes his/her own results in his/her thesis.

7 PhD degree programs proceedings

The submission of the doctoral dissertation must be preceded by a scientific workshop debate. In the debate, the dissertation is evaluated by an external and an internal opponent with at least a doctoral degree. The course of the debate, and in particular the opinions and findings related to the modification of the dissertation, must be recorded in minutes. The annexes to the minutes are the opponents' opinions and the attendance sheet. In the event of a significant revision of the dissertation, the workplace debate must be conducted again. The members of the Evaluation Committee of the public defense receive the complete procedural material in both printed and electronic form. The members of the Evaluation Committee receive the opponents' opinions after the receipt of both reviews, and the candidate's responses to them in electronic form no later than one week before the defense. When the public debate is announced, the dissertation and the thesis booklet become public on the website of the Doctoral Council of the Science Branch.

8 Scientific Doctoral Council website

The Scientific Doctoral Council ensures the continuous operation of the Scientific Doctoral Council website and the updating of its content. Public data related to the training must be published on the website of the Scientific Doctoral Council, including

- the regulations of the Scientific Doctoral Council,
- the educational and research program, announced subjects,
- the members of the Scientific Doctoral Council,
- announced research topics,
- materials presenting the scientific achievements of doctoral students,
- the place and time of workplace discussions,
- the place and time of defenses,
- theses in downloadable form,
- announcements of events.