

QUALITY ASSURANCE REGULATIONS

The Quality Assurance Regulations of the György Málnási Bartók Doctoral School of Philosophy at the University of Szeged (School) accord with the following standards and regulations:

- ESG 2015 quality assurance standards and recommendations
- the aims and recommendations of the European Higher Education Area
- the Quality Assurance Guidelines and strategic aims of the University of Szeged
- the Doctoral Regulations Manual of the University of Szeged
- the relevant decrees and recommendations of MAB (Hungarian Accreditation Committee)
- all relevant national higher education statutes and laws.

I. Procedural Regulations

- Quality assurance regulations are determined, updated and monitored by the Committee of the Doctoral School (CDS) according to the following procedures
 - determining and ascertaining standards and regulations of quality assurance
 - application thereof to the special needs and conditions of the School
 - ascertaining their compliance with current institutional guidelines and strategic aims
 - monitoring
 - professional work and performance of core members, lecturers, supervisors
 - progress and professional performance of students
 - complications, problems, difficulties, suggestion for solutions
 - regular assessment of the overall progress of the School (successful studies, exams, doctoral defenses)
 - available infrastructure
 - administrative, organisational and technical issues
 - checking, collecting feedback, assessing incoming data, upgrading,
- and with the participation of the following actors (including feedback from them)
 - Faculty (core members, Sub-Program leaders, supervisors, lecturers)
 - School administrator
 - School Secretary (Quality Assurance Officer)
 - students enrolled in the program
 - alumni (career monitoring, feedback)
 - feedback from employers (high schools, higher education institutions, research institutes, companies)
 - potential students inquiring about the School
 - high school teachers.
- The Quality Assurance Regulations are supervised and adjusted every three to four years, or according to regulative changes as follows:
 - following checking, assessing feedback and other information, the CDS makes appropriate adjustments and accepts the supervised Regulations at its annual meeting

- the CDS makes an annual Quality Assurance Report and submits it to the Doctoral Institute of the University; one copy is preserved at the Secretariat of the Department of Philosophy.
- The CDS is the overall responsible agent concerning quality assurance; coordination of processes is done by the Secretary of the School or (if not identical) the Quality Assurance Officer.

II. General Quality Assurance Guidelines

- Sub-Programs
 - offer attractive, competitive training programs in line with current and classic national and international teaching and research trends and quality standards
 - research fields are represented at high professional level
 - promote cooperation among and synergy of various Sub-Programs
 - promote cross-institutional cooperation, acknowledge credits acquired at foreign universities
 - pre-set expected learning results
 - training structure is tailored to the progress of students
 - individually plan professional progress of students.
- Student-centered learning, teaching and assessment, as follows:
 - flexibility of compulsory courses, consultations, tutoring, with special regard to the needs of those with a job and/or family
 - customized pedagogical methods
 - support for students in independent research, promotion of researcher autonomy
 - professional assessment and exam methods
 - clear and public assessment criteria announced prior to assessment
 - customized feedback, advice, tutoring concerning performance and progress
 - impartiality, objectivity and equity of assessment
 - consideration for student feedback, special needs and complaints
 - opportunity for formal appeal.
- Student admittance, progress, credit acknowledgement, education support
 - publicity of entrance criteria and score system
 - publicity of Doctoral Regulations
 - publicity of curriculum, exam and credit system
 - training progress, mobility, acknowledgement of credits and of prior performance or (relevant) training (credits)
 - publicity of the criteria for awarding the doctoral degree
 - training performance assessment is impartial; the impartiality of milestone assessments (Complex exam, internal and external defense) is guaranteed by the participation of external examiners
 - availability of education support (infrastructure, information systems, databases, library, administrative and education staff).
- Information management

The CDS collects, processes and assesses the following data:

 - performance indicators

- student cohorts (Stipendium Hungaricum, national, with or without fellowship)
- progress of students (completed credit units, professional performance, milestone exams), number of drop-outs, possible reasons
- satisfaction of students with the curriculum, teaching, tutorials, infrastructure, other support
- career path of alumni.
- **Publicity of information**
Provision of clear, up-to-date and easily accessible information on
 - Sub-Programs and their alterations
 - admittance criteria and grading system
 - expected learning results
 - teaching and assessment methods and criteria
 - statistics on professional performance and successful defenses
 - job opportunities.
- **Monitoring, regular assessment and adjustment of training programs depending on the following:**
 - the latest trends and challenges of philosophical research
 - alterations of social environment
 - workload and progress of students
 - efficiency of student assessment
 - special needs and satisfaction of students
 - compliance of education environment and support services with the general guidelines of the programs.
- **Regular external quality check**
 - the School submits itself to the programed quality check conducted by the Hungarian Accreditation Committee
 - follows changes in the legal environment and guidelines and complies with them
 - provides public information about the quality of its operation
 - incorporates quality recommendations and improvements suggested during previous quality checks and makes an assessment of progress
 - makes an annual Quality Survey Report and submits it to the Doctoral Institute.

III. Special Quality Assurance Guidelines

1) Core Members (CM), Supervisors (S)

- are internationally acknowledged scholars in their research areas
- pursue professional organizing activities
- regularly publish in national and international journals, collections of articles, etc. and give papers in national and international conferences or workshops
- are awarded individual or research group fellowships or support
- undertake expert evaluation activities (e.g., evaluation of doctoral dissertations, participation in complex exams committees)
- are ordinary or board members of professional national and international organizations or institutes
- undertake supervision in the School, announce their research topics in the ODT database (National Doctoral Database)
- regularly give courses in the School

- regularly report the progress (and/or problems) of their students to the CDS.

2) Lecturers

- are at least nationally acknowledged scholars in their research areas
- regularly publish in high quality journals and give papers in conferences
- have foreign language publications
- are awarded individual fellowships
- undertake expert evaluation activities (e.g., evaluation of doctoral dissertations, participation in complex exams committees)
- are members of at least national professional organizations.

3) Students

- prior to admittance they have some professional performance or participation (OTDK prize, publication, conference participation or organization, etc.)
- submit a research proposal with their application, receive a letter of recommendation from one or another member of the School (prior contact is compulsory) and submit it with the application
- complete their training obligations, participate in conferences and other professional activities of the School, make the required number of publications before submitting their dissertations
- strive to achieve original and innovative research results in their publications, papers and dissertations
- strive to participate in and contribute to international research or research projects and professional life (e.g. through giving papers at international conferences, making international professional contacts, become members of international organizations).

IV. Responsibilities

1) Council of the Doctoral School (CDS)

Beyond obligations prescribed by the Doctoral Regulations of the University, the Council of the Doctoral School is responsible for the following internal quality monitoring activities:

- developing the quality assurance system, its checking and modification (if necessary), monitoring its observation
- safeguarding the moral integrity and freedom of research
- monitoring and coordinating Sub-Programs, safeguarding their integrity
- regular monitoring and checking of the scientific performance and supervisory activity of supervisors
- regular monitoring and checking of student performance and credit progress; notifying students and supervisors of shortfalls or problems with expected results
- collecting, processing and assessing data
- providing public information about the School (application, credit system, expected learning results, success rates, etc.)
- helping handicapped or disadvantaged students, solving their problems
- sanctioning any form of intolerance or discrimination
- sanctioning any form of fraud
- collecting and responding to complaints, resolving problems or conflicts; collecting feedback, suggestions and special needs of students.

2) Sub-Program leaders

- develop, monitor and modify the structure of programs according to emerging needs
- monitor the quality of the subjects taught
- collect student feedback and needs related to the programs and subjects taught and forward them to the CDS
- monitor and report to CDS on new societal needs
- monitor the progress of students participating in the program, report quality problems to CDS.

3) Supervisors

- monitor and manage the professional works of their students
- consult their students on a regular basis
- help them in proofreading their papers, give them professional advice
- prepare them for giving professional conference papers
- monitor their teaching activity
- check and evaluate their research work and research reports
- participate in research group reports and evaluate the performance of their students
- provide professional advice to help them write their dissertations in a planned, realistic and timely manner
- give them advice on other professional activities (editing, proofreading, translation, writing abstracts, conference organization, etc.)
- detect fraud (in papers or dissertations)
- provide written comments on the draft dissertation and the student's work for the complex examination
- propose to the CDS the members of the complex examination committee, the internal defense committee and the doctoral examination committee
- report regularly to the CDS on the progress of their students
- report to the CDS the difficulties or problems of their students (including individual needs related to disadvantage or disability).

4) Students

- meet the study obligations prescribed by the curriculum
- regularly consult their supervisors
- in each semester submit a Research Report to their supervisors and the CDS on the progress of their research work, their professional performance (papers, conference participation, workshops, other) and plans for the next semester
- schedule their publications, conference participations and teaching activity according to the prescribed numbers and complete them on time
- participate in the annual Research Group Report, where they present the progress of their research, the plan and conception of their dissertations, the state and development of writing its chapters; respond to questions, consider suggestions received from the members of the Research Group
- present the outline of the content of the dissertation (with chapters) at the Research Group Report no later than the semester of the complex examination (preferably before), and submit a complete sample chapter (about 15-20 pages) for the Complex exam
- participate as much as possible in the editing of the School's journal (*Különbség*) and contribute to its publications
- participate in events organised by the School, the Department of Philosophy and the Pro Philosophia Szegediensi Foundation, and help organise them upon request

- submit their complete dissertations for internal defense, which they prepare and schedule well in advance with the help of the Secretary of the School (minimum 3-4 months)
- plan and schedule the latest submission date of the dissertation for public defense with the help of the Secretary of the School well in advance (minimum 4-5 months).

5) Administrator

- helps lecturers and students with administrative issues
- collects, summarizes and forwards data as requested
- uploads School data into the Hungarian Doctoral Database
- coordinates data submission to the Hungarian Doctoral Database
- announces courses, manages the Neptun system.

V. Quality check

1) Core members, supervisors

- Every three or four years, the CDS reviews the core member and supervisor cohort, and teaching staff, and if necessary proposes new members or other changes (e.g. change of supervisor) or deletions (termination of core membership), taking into account the following:
 - compliance with professional quality standards
 - continuous provision of the operation of the School (age or other personal circumstances, pension, rejuvenation of staff cohort)
 - expansion of research profiles and topics, in line with the changing social environment and needs.
- New research topic leaders and lecturers can be proposed by the CDS and the supervisors; new members must meet the professional criteria specified for supervisors or lecturers (see III.1-2). New members are proposed to and approved by the Doctoral Council of the Faculty of Humanities.
- Every four or five years, the CDS evaluates the work of supervisors in light of the following:
 - successful professional progress of the student(s) (fulfilment of training requirements, publications, conference participation, conference organisation, other professional or teaching/research/organisation activities)
 - successful completion of the Complex exam of their students (at the end of the training period, i.e., the fourth semester)
 - successful completion of the internal defense of their students
 - successful completion of the public defense of their students (in the sixth year from the beginning of the training at the latest),
 and in light of the following monitoring/evaluation indicators (annually):
 - Performance Evaluation System of the Faculty of Humanities (TÉR)
 - Research Evaluation System of the Faculty of Humanities (KIR)
 - Student Evaluation System of the Faculty of Humanities
 - feedback and complaints from students (personal or cohort).
- The mandate of a supervisor is revoked by the CDS if
 - his or her student significantly falls behind the completion of the training and exam requirements in the first four semesters (e.g. fails to complete several compulsory courses, publish papers and/or participate in conferences)
 - his or her students scores below average at his or her Complex exam

- if his or her student reports personal problems with the supervisor (in this case, the CDS assigns a new supervisor, who must be approved by the Doctoral Council of the Faculty of Humanities).
- External supervisors might be assigned in the following cases (proposal by CDS and approval by the Doctoral Council of the Faculty of Arts are necessary):
 - in the event of a student's supervisor's appointment being withdrawn, if there is no suitable expert available from the School's supervisor cohort for the research topic, or if a suitable supervisor has more than three students
 - if the student's research area is generally in line with the School's research profiles, but there is no supervisor available who is a specialist in the specific research topic or he or she has more than three students.

2) Lecturers

- The evaluation of lecturers is done annually in light of the following indicators
 - Performance Evaluation System of the Faculty of Humanities (TÉR)
 - Research Evaluation System of the Faculty of Humanities (KIR)
 - Student Evaluation System of the Faculty of Humanities
 - feedback or complaints from students (personal or cohort).
- The CDS provides feedback on the above to lecturers and proposes improvement methods.
- In the event of constant underperformance, the CDS removes the person concerned from the School's teaching staff (and assigns a new supervisor).

3) Professional requirements

- Maintaining and improving the quality of the School's scientific research, training and teaching is primarily ensured by the above quality control system for staff members, supervisors and lecturers (in particular V.1-2).
- Research topics are annually reviewed and upgraded by the CDS according to the following:
 - topic descriptions that have become obsolete due to staff changes are deleted
 - topic descriptions by newly elected members are added
 - old or new members can propose new topics (especially those responding to new social challenges) to be approved by the CDS.
- The topic of compulsory and optional courses are upgraded every three or four year with a view to novel research areas, social challenges and the interest of the student cohort.
- The transfer of theoretical and practical knowledge is ensured by the training framework, through the teaching of compulsory and optional subjects and the completion of practical professional know-how (publications, conference participation, research reports, research group reports).
- In order to maintain and improve the academic quality of the School and to increase its performance indicators, it places emphasis on quality-oriented recruitment of students (cf. V.6.).

4) Training and research environment

- In order to continuously improve the teaching and research environment (especially digital developments), the Doctoral School takes into account the following:
 - the needs of the teaching staff (infrastructure of digital material, development of teaching, new methodological developments, training)
 - the needs of the students (database access, expansion of the library stock, inter-library loans, conference participation)

- the allocated university or research grant funding.
- A modern digital board has been purchased for the use of the Doctoral School, which allows online conferences, courses, Complex exams, internal or public doctoral exams, entrance exams, the involvement of external (even foreign) experts.

5) Training, requirements for students

- The existence and development of personnel and material conditions are provided for by quality assurance requirements enlisted in V.1-4.
- The training structure and methods of assessment are monitored and improved as follows:
 - the framework curriculum ensures continuous, steady progress and monitoring of students' performance from semester to semester
 - the topics of compulsory and optional courses are reviewed every three year by the CDS as follows:
 - current student cohort (dominant research areas)
 - staff capacity
 - extension of research profiles
 - learning about and using the latest survey methods and tools, as well as physical and electronic access to research material are provided by the following:
 - University Library use (books, journals, up-to-date databases, also by remote access)
 - Department Library use (loan, on the spot reading, Library database access)
 - information, advice provided by supervisor
 - Research Methodology seminar (learning about new research trends, tools and methods)
 - support for the advancement of the academic career of students are provided by the following:
 - occasional financial support for participation at national and international conferences (travel, registration fee, accomodation) (only for accepted speakers)
 - international mobility grants (Erasmus, individually gained research grants)
 - *open access* publication opportunity (in the School's journal)
 - occasional support for book purchase (only for books unavailable through interlibrary loan)
 - student membership in national professional organizations (networking)
 - internal organization of national or international conferences; PhD conferences organized by students are highly encouraged, low budget financial support is occasionally provided (networking)
 - participation opportunity in the editorial work of the journal of the School
 - participation opportunity in the editorial work of article collections or conference proceedings.
- Students publish the bibliographic data of their publications in the MTMT database, if possible, uploading them to the University Repository.
- Students' performance is assessed by the Sub-Program leaders, the supervisor and the members of the CDS as follows:

- Sub-Program leaders and supervisors continuously monitor the progress of students as described in IV.2-3. and provide feedback to CDS
- at the end of each semester students submit a written Research Report to their supervisor and the CDS, in which they report on the progress and the development of the conception (first three semesters) and the writing stage of their dissertations (from the fourth semester), their professional involvements (conferences, workshops, editorian work, teaching), their publications and outline a plan for the next semester's projected work; they can include in the Report any complaints, suggestions, remarks, feedback on the training, administration, etc. or personal issues relevant to their progress; the Research Report is graded by the supervisor
- students participate in and present their work in front of the plenum of the School (students, lecturers, supervisors, CDS) at the annual Research Group Report, where they focus on the presentation of their dissertation (its central conception, structure, written chapters, further planning), share their theoretical or practical difficulties and receive feedback, suggestions, criticism on their dissertations; the Research Group Report is evaluated by the present members of the CDS and the supervisor and the grade is registered by the Director or the Deputy Director of the School
- the grading of the Research Report and of the Research Group Report as well as feedback received at the latter provides students with further orientation, advice and feedback from a wider professional audience in order to improve the quality of their research and dissertation
- Research reports, the results of the Research Group Report, the feedback of the Sub-Program leaders and supervisors on the students, the feedback and complaints of the students, as well as data on drop-outs are collected, processed, evaluated and summarised by the CDS at its annual meeting
- the CDS reports the problems to those concerned, decides on the appropriate adaptations and measures, and after one year monitors their implementation.

VI. Application procedure

- The minimum professional standards for members of the selection board are those applicable to lecturers (cf. III.2).
- The procedure, the subject matter and the scoring system used in the admission procedure are publicly available on the School's website.
- The impartiality of the ranking established in the admission procedure is ensured by a detailed scoring system which takes into account professional performance and criteria.
- Students are informed in writing by the Students' Office about the technical details of the admission procedure (offline or online admission or interview).
- The quality-oriented admission of students is ensured by the high prior academic and professional performance requirements, the research proposal to be submitted with the application and its convincing oral presentation.
- The annual quality assurance report of the Doctoral School contains the annual experiences of the admission procedure.

VII. Complex examination

- At the end of the fourth semester, students take a Complex examination before a Committee, the successful completion of which is a prerequisite for continuing their studies.
- The members of the Complex Examination Committee must meet at least the professional standards required of lecturers (cf. III.2).
- The chairperson of the complex examination board must be a doctor of sciences (MTA qualification).
- The impartiality of the assessment of the complex examination is ensured by the involvement of external examiners and the uniform system of requirements.
- The complex examination assesses
 - the student's professional knowledge in one major and one minor subject (the list of subjects is publicly available on the School's website)
 - the student's progress in terms of the dissertation's topic, table of contents, planned chapters and conception
 - the professional quality and plausibility of the planned dissertation, the student's preparation and ability to carry it out.
- The procedure of the complex examination is the following:
 - preliminaries: the Table of Contents with a Bibliography and a complete, written sample chapter are sent well in advance (at least three weeks before the complex exam) by the student to the CDS Secretary, who forwards them to the members of the committee
 - assessment of professional knowledge in one major and one minor subject (the topics and compulsory literature are provided to the student before the beginning of the fourth semester at the latest)
 - oral presentation of the dissertation topic, the Table of Contents, the content and the conception of the planned chapters (with dissertations and/or working hypotheses)
 - presentation of its professional embeddedness and novelty (a bibliography of at least three pages, including a substantial bibliography in foreign languages, should be attached to the Table of Contents)
 - a short oral presentation of a completed written chapter, answers to questions, criticism or objections.
- Assessment criteria for the examination:
 - professional competence (knowledge of the authoritative national and international literature related to the broader and narrower topic of the dissertation, knowledge of the latest research trends and methods)
 - the degree of elaboration of the dissertation, the structure and thoughtfulness of the table of contents, the plausibility of the central conception (theses, working hypotheses)
 - the professional embeddedness and novelty of the central conception, compliance of the sample chapter with the table of contents and the central conception
 - sound grammatic, linguistic, professional and formal (bibliography, footnotes, quotes) quality, the plausibility of argumentation, the appropriate treatment of the literature (reflection on similar and/or opposing conceptions, appropriate employment of footnotes)
 - the feasibility of the completion of the dissertation within two years.
- The assessment criteria for the complex examination will be reviewed and, if necessary, revised by the CDS every three years.

VIII. Awarding the doctoral degree

- The foreign language (SH students are exempt) and publication requirements set as a prerequisite for the awarding of the degree
 - will be checked by the Secretary of the School before the planned degree awarding procedure (at the latest six months before the projected start of the procedure), drawing attention to any deficiencies
 - will be checked by the Doctoral Office of the Faculty of Humanities immediately before the degree awarding procedure is started
 - without the fulfilment of all the conditions the procedure cannot be started.

A) Internal defense

- Before the official (public) degree procedure is started, the dissertation must be submitted for a workplace discussion (internal defense). No doctoral procedure can be started without a successful internal defense. Participants are the following:
 - members of the CDS, supervisor, lecturers of the School, two opponents (at least one external), students of the School, invited students or lecturers (at the request of the supervisor and/or the student)
 - Evaluation Committee, consisting of at least five qualified lecturers (the supervisor cannot be a member) and two opponents (at least one external qualified expert).
- Preliminaries of the internal defense:
 - the student submits the dissertation to the supervisor and the members of the CDS and requests permission for an internal defense (at least 9 months before the projected date of the public defense)
 - the supervisor checks the linguistic, formal and professional adequacy of the dissertation (at the latest by the time of submission of the request) and declares to the members of the CDS whether the dissertation can be granted an internal defence
 - if the dissertation is deemed to be granted internal defense, the supervisor sends it for checking to the plagiarism search service of the TIK (Education and Information Center) (at the latest by the date of submission of the internal defense request)
 - the result of the plagiarism search is evaluated (in writing) by the supervisor and the result is sent to the members of the CDS together with the evaluation
 - in case of suspected plagiarism, the internal defence cannot be organised
 - dissertations written in a foreign language must be linguistically reviewed and proofread before submitting it to the supervisor for final check, before plagiarism check and before submitting it to the CDS
 - dissertations of inadequate language quality (in Hungarian or in a foreign language) or incorrect formal quality (bibliography, notes, quotes) may not be approved for internal defense (decision is made by the CDS)
 - the final approval for internal defense is made by the CDS, taking into account the professional recommendation/opinion of the supervisor; the Secretary of the CDS notifies students of the approval
 - in the case of a positive decision on the admissibility for internal defense, the CDS invites opponents to evaluate the dissertation (the opponents must at least meet the professional requirements for lecturers: III. 2) and appoints other members of the Internal Defense Committee
 - without a positive decision by the CDS dissertations are not allowed to be submitted to the opponents, or to the members of the Evaluation Committee

- the supervisor makes a proposal to the CDS concerning the persons of the opponents and the evaluation committee; the CDS accepts them or proposes other opponents/members
 - once the opponents and the members of the doctoral defense committee are approved of by the CDS, its Secretary sends the dissertation to the opponents and the members of the Evaluation Committee
 - the supervisor negotiates a suitable date for the internal defense with the opponents, the opponents and the CDS
 - the members of the evaluation committee may submit written opinions and comments, which are sent to the CDS Secretary before the internal defense
 - the opponents send their written evaluation to the CDS and the Evaluation Committee (minimum one week before the projected date of the internal defense) the Secretary forwards them to the student
 - the internal defense can only be scheduled in case of two positive opponent evaluations
 - if one of the opponent evaluations considers the dissertation insufficient for a public defense, a third opponent must be invited to review the dissertation; if the third opponent's evaluation is positive, an internal defense may be scheduled
 - if there are two positive evaluations, the student will prepare a written response to the opponent's evaluations (this does not need to be sent to anyone before the internal defense).
- The procedure of the internal defense:
 - the internal defense is organised and moderated by the supervisor; he or she introduces the Evaluation Committee and the opponents and opens the discussion
 - the student presents the topic, structure, central conception, main theses and argumentation and novelty of his/her dissertation orally in a free presentation (max. 30 minutes)
 - the opponents read or briefly present their evaluation and criticisms, state whether they consider the dissertation to be acceptable for public defense or not
 - the student reads or briefly presents his/her answers (max. 15 minutes)
 - the opponents may ask further questions, make suggestions to the student, the student may answer
 - the members of the Evaluation Committee or the CDS may ask further questions, make suggestions, the student may answer (the written opinions and comments submitted in advance are also presented here)
 - other lecturers and students present may ask further questions, make comments, the student responds
 - the Evaluation Committee retires and decides whether the dissertation may be submitted for public defense and, if so, under what conditions (with or without minor revisions or not at all); opponents also declare at this point if the dissertation is in need of minor revision or can be submitted without revision (or not at all)
 - the decision of the Evaluation Committee is announced to the participants
 - the decision is recorded in minutes signed by the Evaluation Committee and the opponents and kept by the Doctoral Office (Annexes: opponent evaluations, comments and opinions submitted in writing beforehand); the

supervisor makes sure the minutes are signed by the participants and forwards them to the Doctoral Office.

- Criteria for the assessment of the internal defense:
 - the adequacy of the dissertation in terms of both form and content:
 - it reflects the knowledge of the authoritative national and international literature related to its broader and narrower topic, reflects on and makes use of the latest research trends and methods
 - demonstrates the professional embeddedness and novelty of the topic and the conception, is clearly structured, the table of contents is logical, its chapters are proportionate, well thought out, they build on each other; its conception, main theses are well supported (with texts, facts) and plausible
 - its theses are clearly explained and presented (e.g. in its conclusion, it summarizes the essence of the conception, the results of the research, possible further research directions arising from the dissertation; it does not simply describe the content of the chapters, yet it does not get carried away by rhetoric, it focuses on the conception, theses, argumentation; and formally meets the established professional standards (footnotes, bibliographic data, bibliography, quotes, typography)
 - uses primary and secondary literature of appropriate quantity and quality, listing the works used in the bibliography in accordance with the established formal rules
 - adequacy of the author's oral presentation (convincing argumentation, adequacy of responses to objections, receptiveness in reacting to criticisms, openness to suggestions for revision)
 - evaluation of opponents, statement on the admissibility of the public defense
 - evaluation of the Evaluation Committee.
- The assessment criteria for the internal defense will be reviewed by the CDS as necessary, but no more than every three years, on the basis of the experience of the lecturers, supervisors and student/dissertation feedback, and modified as necessary.

B) Public defense

- The procedure of the public defense complies with the regulations contained in the Doctoral Regulations of the University of Szeged (Chapter V), the recommendations of the Hungarian Accreditation Committee and existing Hungarian laws of higher education.
- The preconditions for submitting the dissertation are contained in the Doctoral Regulations of the University of Szeged (Chapter V).
- The CDS reserves the right to receive and inspect dissertations prior to submission (including uploading to the Repository) and to approve or reject the submission (including uploading to the Repository) as the highest forum of the School, based on the supervisor's plagiarism search and peer review, recommendation, and the linguistic, formal and technical adequacy of the dissertation.
- Before submission to the CDS, the manuscript of the dissertation to be submitted must be presented to the supervisor, who will either approve it for submission or suggest further revision or corrections.

- If the dissertation is deemed to be granted internal defense by the supervisor, he or she sends it for checking to the plagiarism search service of the TIK (Education and Information Center) (at the latest by the date of submission for public defense request sent to the CDS).
- Prior to uploading the dissertation to the Repository, the result of the plagiarism search is evaluated (in writing) by the supervisor and the result is sent to the members of the CDS together with the evaluation and the supervisory approval of the dissertation.
- In case of suspected plagiarism, the supervisor and the CDS are entitled refuse the submission of the dissertation (including uploading it to the Repository) and the submission process cannot be initiated by any of the actors.
- Dissertations written in a foreign language must be linguistically reviewed and proofread before submitting it to the supervisor for final check, before plagiarism check and before submitting it to the CDS.
- The impartiality and objectivity of the evaluation of the dissertation is ensured by the regulations concerning the composition of the dissertation committee (University Doctoral Regulations Chapter VI).
- The objective evaluation criteria of the dissertation are the same as those of the dissertation submitted for the internal defense (VIII.A above).
- The formal procedure for the defense is laid down in the Doctoral Regulations of the University of Szeged, but the points which are referred to the CDS by law are reviewed every three years; the requirements and evaluation criteria for the defence are revised by the CDS, under the authority of the Doctoral Council of the Faculty of Humanities, in the light of changes in the law.
- The CDS has a specific policy (different from the practice laid down in the Doctoral Regulations) for the submission of documents by 1) the candidates and 2) the members of the evaluation committee prior to the defence: 1) the School does not require candidates to prepare and submit a written response to the opponents' evaluations to the Doctoral Office (and the members of the Evaluation Committee) prior to the public defense. It is sufficient to read out his/her (pre-prepared) answer at the defense or to give a free oral presentation (not using .ppt), or to summarise it. 2) Nor is it necessary for members of the Evaluation Committee (except for opponents) to send a written evaluation to the Doctoral Office and Evaluation Committee members prior to the defense. Committee members may ask/present their questions and comments orally at the time of the defense (or submit them in writing to the Committee Secretary prior to the defense).

C) Dissertations and defense procedure in a foreign language

- In the case of foreign-language training, the quality guarantees for the degree procedure are the same as for the Hungarian-language training, with the following additions:
 - a dissertation of an inadequate linguistic standard cannot be submitted for either an internal defense or a public degree awarding procedure
 - the verification of the linguistic standard is primarily the responsibility and right of the supervisor
 - however, the CDS reserves the ultimate right to determine whether or not the dissertation must be proof-read (either before the internal or the public defense or both) after assessing the linguistic quality of the dissertation submitted in a foreign language

- proof-reading is the responsibility of the student, the School cannot guarantee financial support for it; it will, however, endeavour to provide it as far as its budget allows.
- In the case of Hungarian-language training
 - the default language of the doctoral dissertation is Hungarian, but in justified cases, with the prior permission of the CDS, it may be written and submitted in a foreign language (request thereof must be submitted to the CDS after the Complex exam and before the last four semesters)
 - the CDS decides in which languages it will accept the dissertation for a basic fee, and in which it requires a higher procedural fee
 - in the case of dissertations prepared in a foreign language the degree awarding procedure must be conducted in Hungarian (including the home defense and the oral defense), unless a foreign contributor (opponent or member of the evaluation committee) is present in the committees
 - dissertations of inadequate linguistic standard cannot be submitted for either an internal defense or a public degree awarding procedure
 - the verification of the linguistic standard is primarily the responsibility and right of the supervisor
 - however, the CDS reserves the ultimate right to determine whether or not the dissertation must be proof-read (either before the internal or the public defense or both) following the assessment of the linguistic quality of the dissertation submitted in a foreign language
 - proof-reading is the responsibility of the student, the School cannot guarantee financial support for this; it will, however, endeavour to provide it as far as its budget allows.

IX. Action against intolerance, discrimination and fraud

- The possibility of fraud is excluded by
 - the professional commitment and strong sense of responsibility of our students
 - the publicity of their work to other students and lecturers
 - the close and continuous supervision of their work by their supervisors
 - the impartiality of all examination procedures
 - the internal defense and its impartiality
 - the repeated investigation of plagiarism (before both internal and public defense)
 - the obligation to make dissertations available to the public prior to the public defense.
- Fraud is primarily the responsibility of supervisors to detect. If any fraud does occur, it will result in immediate exclusion from the programme (CDS decision), possible withdrawal of the student scholarship and removal from student status.
- The CDS has the authority to deal with student status issues.
- The CDS is responsible for combating discrimination and intolerance. The CDS shall take action against all forms of discrimination and shall support and assist students with disabilities or disadvantages by all means in its competence in accordance with the relevant University regulations and support facilities.

X. Student representation, involvement and feedback

Students are represented by a doctoral student of their choice, who is a member of the CDS with advisory rights. Rights and responsibilities:

- to represent the students' expectations, requests and proposals concerning quality
- to communicate to the CDS the students' critical comments, requests and complaints
- to participate in the regulatory, quality assurance and information management processes with the right to be consulted
- to inform other students about these, represent the needs and interests of disadvantaged, disabled and socially disadvantaged students
- to stand up against intolerance and discrimination
- to represent students in the event of complaints and appeals.

XI. Formal appeal, complaints

Appeals or complaints about the functioning of the School, the activities of the lecturers and supervisors, the impartiality of the procedures and assessments may be made orally or in writing to any of the following persons (individually or through the student representative, even anonymously):

- CDS members
- Sub-Program leaders
- Supervisor
- Quality assurance officer
- chairperson of the Doctoral Council of the Faculty of Humanities.

In all cases, the CDS will investigate the complaints, warn and hold accountable the parties involved, and take and implement appropriate action.

The CDS has jurisdiction in matters concerning student status.

XII. Public documents and information

Access to the School's website in Hungarian and English, its regulations and forms:

<http://arts.u-szeged.hu/philo/szte-malnasi-bartok/szte-malnasi-bartok>

ODT Database:

<https://doktori.hu/index.php?menuid=111&lang=HU>

Disclaimer

In matters not regulated above, the Doctoral Regulations of the University of Szeged and the legislation in force shall prevail.

The main governing body of the Doctoral School is the Doctoral Council of the Faculty of Humanities.

The above Quality Assurance Regulations (as an amendment to the Quality Assurance Plan adopted by the Council of Doctoral School on 16.03.2022) were discussed and unanimously adopted by the Council of the Doctoral School on 13.10.2022.

University of Szeged
György Málnási Bartók Doctoral School of Philosophy

Council of the Doctoral School
and
Prof. Dr. Zoltán Gyenge
Director of the School

Szeged, 2022.13.10.