

EÖTVÖS LORÁND UNIVERSITY
HEVESY GYÖRGY PHD SCHOOL OF CHEMISTRY

QUALITY ASSURANCE MEASURES



2019.

Official name: Hevesy György PhD School of Chemistry (HKDI)
Seat of the School: Pázmány Péter sétány 1/A, H-1117 Budapest, Hungary

Quality assurance measures

The quality assurance measures of HKDI are based on the principles and rules set forth in the Doctoral Regulations of Eötvös Loránd University (ELTE), Annex 6/6 of the Faculty of Science of ELTE and the Doctoral Regulations of HKDI. HKDI is supervised by the Doctoral Council of the Faculty of Science (TDT) and the University Doctoral Council (EDT).

HKDI ensures a high standard of doctoral training and doctoral procedures at all stages (admission, doctoral studies, preparation of dissertation, degree awarding) following the criteria set out by the relevant quality assurance measures.

The quality assurance plan includes procedures and institutions for the continuous review of the requirements of both doctoral students and faculty members.

Admission

PhD research topics listed at HKDI are collected by TDT and published on the School's website. The Council of HKDI ensures that the topics follow the scientific developments in the given field.

Candidates for doctoral programs will be interviewed by the Admissions Committee, which shall include at least three members coming from the three different Doctoral Programs of HKDI and student representatives. The Admissions Committee examines the candidates' professional skills, foreign language skills, previous academic activity, their academic performance, their diploma and the feasibility of their research plan. This shall ensure that only candidates who have the necessary knowledge to start a PhD program will be admitted. The Admissions Committee will submit the ranking list of admission interviews to the Council, and the Council will propose the candidates to TDT.

Core members, lecturers, supervisors

The academic performance of candidates for the School's internal and external core members, supervisors and lecturers, all with appropriate scientific degrees, are reviewed by the Council, and approved by TDT. Successful candidates will be involved in the operation of HKDI, and they are continuing to engage in high-level scientific research activities.

The professional work of the PhD students is supervised by a supervisor. The supervisor provides the doctoral student with the necessary professional knowledge regarding the study obligations and guides the research work based on the continuously updated research plan.

The credit system of doctoral studies

The credit system of doctoral programs in the Doctoral Regulations (7.§) sets out a verifiable framework for the requirements of the teaching and research activities, encouraging PhD students to persistent studies and research. Compliance with the study requirements is monitored by the supervisor and the head of the given Doctoral Program. Students who fail to

meet the required credit criteria may be excluded from the training and may be reclassified as tuition-paying student.

PhD courses

The Council of HKDI reviews the list of courses to be announced each year and invites lecturers to update the subjects of the courses, discusses and approves new course topics, and requests changes to them as necessary.

PhD students have the opportunity to take external doctoral courses, in addition to those offered by HKDI. Upon acceptance and certified fulfillment of these courses, the credit value is decided by the head of HKDI.

Part-time training abroad

HKDI supports the overall goal that PhD students take part in training at foreign institutions and programs. In order to ensure the quality of their studies and research abroad, PhD students must submit a detailed study and research plan in advance, which will be approved by the head of the Program. Recognition of foreign studies and research as credits is decided by the Program head on the basis of a certificate of performance.

Regular reporting

HKDI requires a progress report each year, where students present their achievements in their studies and research. Reporting shall take the form of a public oral presentation in English or a written report. The report shall include the fulfillment of study obligations, scientific results and publications in the past year. Oral presentations of about 15 minutes will take place in front of the faculty members and public, in the presence of supervisors, at a pre-announced meeting.

Requirements to obtain a PhD degree

The detailed requirements for obtaining the PhD degree are set out in the University's Doctoral Regulations (Section 58) and in its Annex 6/6 (Doctoral Regulations of the Faculty of Science). TDT discusses the applications for the graduation procedure and prepares a proposal for the composition of the Doctoral Committee of the public defense. The candidate's supervisor must formulate a written proposal for the initiation of the procedure and the submission of a dissertation.

The Council of HKDI shall review the list and subject matter of the Complex exam subjects on a regular basis, and, if necessary, revise them.

PhD students of HKDI must present their work at a pre-defense before submitting their dissertation in final form.

Annual report on the activities in the Doctoral School

HKDI reviews its operations annually and reports on its financial, educational, research and other activities to TDT and EDT if it is asked. EDT evaluates the functioning of HKDI as part of its annual report under the University Doctoral Quality Assurance Policy.