

Hevesy György PhD School of Chemistry, ELTE Faculty of Science

Quality Assurance Policy

1. Standards for the Quality of Operation

The Hevesy György Doctoral School of Chemistry (hereinafter: HKDI) operates and fulfils its responsibilities in full compliance with the applicable legal regulations.

HKDI operates in accordance with the regulations of ELTE, the ELTE Faculty of Science, and its own internal regulations, with particular emphasis on the avoidance of conflicts of interest, impartiality, and evidence-based decision-making.

The operation of HKDI takes into account accreditation requirements as well as the findings of accreditation and quality evaluation procedures.

HKDI promotes the establishment, maintenance, and continuous development of quality awareness and a quality culture among the organizations and professionals responsible for its operation.

The quality of operation is subject to consistent scrutiny by the scientific community.

HKDI follows the principles of efficiency, effectiveness, and transparency in the use of public funds.

The consistent application of transparency during the operation of HKDI ensures the fulfilment of the stated expectations and objectives.

2. Instruments for Achieving Quality Objectives and the Internal Quality Assurance System

In order to ensure the achievement of quality objectives, the Doctoral School operates an internal quality assurance system. The main elements of this system are as follows:

2.1. Continuous monitoring of compliance with legal requirements relating to the operation of the Doctoral School and systematic tracking of changes in the regulatory environment.

2.2. Regular review of the Operating Regulations of the Doctoral School and the relevant internal university regulations, including the review of regulations affecting the operation of the Doctoral School and the amendment of internal regulations where necessary.

2.3. Regular review and updating of compliance with accreditation requirements.

2.4. Regular measurement of the satisfaction of stakeholders involved in the activities of the Doctoral School, and the implementation of necessary measures based on the results.

3. Documentation

The quality assurance system of HKDI avoids excessive formalisation and documentation-centred approaches, focusing instead on substantive content and actual operation. Nevertheless, documentation is unavoidable for all decision points related to doctoral training and degree acquisition.

The documentation of the quality assurance system consists of the following elements:

3.1. Elements of the quality assurance system

(current versions of the core documents of the quality assurance system)

ELTE Quality Assurance Regulations

Operating Regulations and Quality Assurance Policy of HKDI

Published decisions related to the operation of the Doctoral School

3.2. Quality assurance archive

(previous versions of the core documents of the quality assurance system)

4. Control Points, Decision-Makers, and Responsibilities

(For the purposes of this section, the decision-maker is HKDI in all cases; formally, proposals are submitted to the Faculty of Science Doctoral Council and the University Doctoral Council, which are authorised to adopt final decisions in accordance with the ELTE organisational and operational regulations.)

4.1. Core Members

Continuous monitoring of compliance with core membership requirements and the implementation of annual adjustments

Responsible: Head of Doctoral School

Preparation of proposals for the accreditation of new core members

Responsible: Head of Doctoral School

4.2. Supervisors and Lecturers

Assessment of the suitability of supervisors in accordance with the principles of the Hungarian Accreditation Committee

Responsible: Head of Doctoral School (topic announcements), Programme Heads (Evaluation Day)

Accreditation and evaluation of lecturers
Responsible: Programme Heads

4.3. Doctoral Candidates

Review of application materials at admission, detailed evaluation of prior academic progress, conduct of admission interviews, establishment of rankings, and submission of results to the Faculty of Science Doctoral Council

Responsible: Admission Committee elected by the Doctoral School Council and the Head of Doctoral School

Continuous monitoring of the doctoral candidate's research activities and academic progress

Responsible: Supervisor, Programme Head

Verification of the implementation of the research plan during the Evaluation Day

Responsible: Programme Heads

Issuance of the absolutorium

Responsible: Supervisor, Programme Head, Head of Doctoral School

Verification of compliance with requirements at the initiation of the degree-awarding procedure, including the fulfilment of publication requirements in accordance with the Operating Regulations

Responsible: Supervisor, Programme Head

4.4. Training Plan

Semester-based updating of the range and content of courses, and the introduction of new courses where necessary

Responsible: Head of Doctoral School, Programme Heads

Invitation of domestic and international lecturers and support for the international mobility of doctoral candidates

Responsible: Head of Doctoral School, Programme Heads

4.5. Research Plan and Topic Announcements

Annual review of research topics

Responsible: Head of Doctoral School, Programme Heads

4.6. Infrastructure

Procurement of new equipment, books, and databases, and the continuous improvement of infrastructure

Responsible: Head of Doctoral School