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**BUDAPEST UNIVERSITY OF TECHNOLOGY AND
ECONOMICS**

Doctoral School PhD School in Business and Management

Quality Assurance Plan

Budapest, 27 April 2023



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1. Applicable legislation

The quality assurance plan for the doctoral programme and the acquisition of the doctoral degree at the Doctoral School in Business and Management (hereinafter: Doctoral School (DI for short)) is governed by

the Code of Doctoral Studies and Habilitation of Budapest University of Technology and Economics (BME DHSZ)

- BME's Code of Studies and Examinations (BME TVSZ),
- the Operational Rules of the Doctoral School (DI Msz),
- the Quality Assurance Plan of the Doctoral School (this document),
- the Training Plan of the Doctoral School and
- ESG 2015 (Standards and Guidelines for Quality Assurance in the European Higher Education Area¹).

Below we describe the partially overlapping and additional requirements, without going into the mandatory quality assurance elements in the related legislation ([Act CCIV of 2011 on National Higher Education](#), Government Decree [387/2012. \(XII.19.\) on doctoral schools](#), the doctoral procedure and habilitation, and the relevant decisions of the Hungarian Accreditation Committee (MAB)).

The present Quality Assurance Plan of the DI follows the recommendation of the Hungarian Doctoral Council, in some places with higher requirements than those contained therein. The DI's quality assurance system is widely publicised to the professional and scientific community and is available on the DI website (<https://www.gtk.bme.hu/doktori-programok/>) [Organisation Doctoral School](#)) or [the website of the Hungarian Doctoral Council \(https://doktori.hu/\)](https://doktori.hu/).

2. Quality assurance principles

With its Quality Assurance Policy, the Doctoral School aims to give priority to the following quality assurance principles.

- The principle of professional control. The control of international and national professional and academic public opinion should be enforced throughout the whole process of doctoral training and degree acquisition.
- The principle of taking scientific ethical requirements into account. In the development and operation of the quality management system, the positions of the Scientific Ethics Committee at the Hungarian Academy of Sciences and the Code of Ethics of the BME must be applied.
- The principle of publicity. The main stages of the quality assurance system should be widely disclosed to the professional and scientific community.

¹ https://www.enqa.eu/wp-content/uploads/2015/11/ESG_2015.pdf

- The principle of feedback. Doctoral School lecturers, supervisors and members of the DI councils should receive continuous feedback on the quality of their work and should be provided an opportunity to give feedback on their experiences.
- The principle of quality-focus. Through the development and operation of the quality management system, we want to achieve that the level of expectations towards themselves and their environment of both our students and our lecturers continuously increases, while at the same time humility towards science becomes an integral part of their values, and initiative behaviour and creativity become one of the pillars of their thinking.
- The principle of protection of intellectual property. The development of the quality management system should also contribute to ensuring that the doctoral programme will continue to be fully in line with the European Union's and Hungary's efforts to protect intellectual property.
- The principle of individual responsibility. Setting up and running a doctoral school is a team effort, but it can only be successful if it is clear who assumes which roles and responsibilities in the training and research process.
- The principle of documenting procedures. It is required to document all the stages and decisions during the PhD programme. Document inspection is a fundamental function of the quality management system. Within the doctoral training as a whole, an important objective is to ensure that the administrative burden on the lecturers involved in the programme does not increase during the development and operation of the quality management system.

3. Mission statement of the Doctoral School (ESG 1.2)

The DI's mission is to train elite professionals in the fields of science and business, to provide a supply of lecturers and researchers in the DI's research areas, and to train highly qualified senior professionals capable of carrying out economic management and innovation tasks. Its aim is to produce professionals capable of independent research who have a systematic understanding of the interrelationships of business and management, carry out high-quality research in their field and publish their results internationally. They are able to manage research projects, transfer up-to-date knowledge, achieve and apply innovative results.

Key quality objectives:

Quality	Indicator	Objective
high scientific standard	publications related to the statements of the doctoral thesis	scientific publications are published in high impact (preferably D1, Q1-Q2) journals
promising research results in terms of their application	external institutional relations	increasing the level of innovation
international embeddedness	number of theses written in English and publications co-authored with foreign experts	at least 1/3 of theses should be in English.
widely applicable knowledge	employment statistics,	preparation for three career paths: research institute, higher education, competitive sector
efficiency	degree acquisition rate (F, F5 and Fk indicators, see below)	significantly above the national average for the discipline
high standard of lecturers/academic staff	student feedback	provide a decisive approach and solid knowledge for research work

Activities that substantially impact quality are monitored jointly by the Doctoral School Council (DIT) and the Habilitation Committee and Doctoral Council (HBDT) in accordance with the quality assurance plan detailed in these regulations.

The effective implementation of the above objectives will be monitored by measuring the following indicators.

Doctoral degree ratios:

- a) **Degree acquisition rate indexed to the calendar year of enrolment (F)**: the percentage of students enrolled in a given calendar year who have obtained a degree.
- b) **Degree acquisition rate within 5 years, indexed to the calendar year of enrolment (F)**: the percentage of students enrolled in a given calendar year who have obtained a degree within 5 years of enrolment.
- c) **Degree acquisition rate after complex examination, indexed to the calendar year of enrolment (Fk)**: the percentage of students who passed a complex examination in a given calendar year and obtained a degree within 3 years after the complex examination.

Lecturer/academic staff skills:

OHV rating: the average of the OHV results of the student participating in the teaching phase of the doctoral programme.

Scientific achievements, research skills:

This requirement is provided by the minimum publication requirements for the PhD degree, so no additional indicator is given.

Plans for indicators:

- The **F** number exceeds the corresponding indicator for the total number of doctoral students in business and management in Hungary.
- The **F5** number exceeds the corresponding indicator for the total number of doctoral students in business and management in Hungary.
- The **Fk** number is at least 70%.
- The OHV indicator for the DI's professors is at the same level as the average OHV results of the Faculty of Economics and Social Sciences professors calculated in a similar way.

These four indicators are measured annually by the DI and reported to the Doctoral School Council. The Vice-Dean for Scientific and International Affairs is responsible for organising the data collection.

4. Announcement of doctoral topics (ESG 1.2, 1.8)

The requirements and procedures related to the announcement of doctoral topics and the selection of supervisors are set out in Section 7 of the Operational Rules.

5. Admission to the doctoral programme (ESG 1.4, 1.8)

Doctoral programmes are only available through application to nationally announced programmes published at www.doktori.hu (and on the DI website, www.gtk.bme.hu), subject to a successful interview with the Admissions Committee.

Once a year (in spring), the DI issues a call for applications for admission, which contains the research topic proposals and the formal and substantive requirements for admission to the doctoral programmes.

Candidates must attend an admission interview to check that they are adequately prepared. The Admissions Committee is appointed on an ad hoc basis by the HBDT from among the core members, supervisors and announcers of the doctoral topics of the Doctoral School, and the head of the department hosting the doctoral studies. The Admissions Committee, consisting of at least 3 members, conducts an interview, ascertains the candidate's comprehensive professional knowledge, their ideas concerning the doctoral work, professional activities to date and language skills (BME DHSZ Chapter 8, Section 13(5)).

Invitation to the admission test is subject to a written confirmation by the supervisor and the host department, verifying their willingness to accept the candidate.

The admission process is overseen by the DI and a number of lecturers/researchers and bodies of the Faculty: on the basis of a report issued by the Admissions Committee, the DIT shall make a recommendation to the Faculty's Dean on admission and on the awarding of state scholarships. Decisions on admissions shall be made by the Faculty's Dean.

6. Subjects of the doctoral programme (ESG 1.5, 1.6)

The DIT decides before each term on the acceptance of subjects for the programme and the renewal of the pool of subjects. The subjects of the programme are reviewed every two years.

The suitability of the DI's academic staff is continuously monitored by the DIT: only lecturers and researchers with an academic degree who are considered by the DIT, on the recommendation of the Head of the DI, to be suitable to teach, research and work as supervisors may be involved in the given period. DI lecturers are listed in the school's ODT (Hungarian Doctoral Council) database, and if someone teaches at more than one doctoral school, they declare on the ODT form the percentage of their teaching affiliation to each school.

Regularly updated public information on the DI's current Training Plan, subjects and lecturers is available on the DI website.

7. Monitoring student progress (ESG 1.6)

Any matter, regarding the studies or exams of doctoral students, which is not referred to the competence of the Doctoral School Council by law or the University's code, shall be dealt with by the Doctoral Study Committee (DTB) (BME TVSZ Section 173). The DTB shall have at least four members and half of its members shall be doctoral students.

The academic performance and progress over a term of students is evaluated by the supervisors every term.

At the beginning of the term of the complex examination, the head of the DI personally reviews the fulfilment of the conditions with the students preparing for the complex examination and discusses with the student and the supervisor whether the criteria are expected to be fulfilled.

The DIT will also check that the criteria for admission to the complex examination are met at the beginning of the term of the complex examination.

In the 2nd phase of the programme (after passing the complex exam), the students' progress is evaluated at the PhD workshop in the 6th term and at the preliminary workshop debate at the end of the programme.

The Vice-Dean for Scientific and International Affairs operates an information system (e.g. mailing system, Teams group) through which they reach out effectively and widely to students and lecturers involved in the doctoral programme.

8. Requirements for the PhD degree

The general requirements for the doctoral degree are regulated in detail in Section 17 of the BME DHSZ and Section 14 of the Operational Rules. The publication requirements prescribed by the DI, which are stricter than those of the BME DHSZ, are developed by the HBDT and are included in Annex 2 of the Operational Rules.

According to Section 15(6) of the BME DHSZ, the detailed doctoral requirements developed by the Disciplinary Habilitation Committee and Doctoral Council (HBDT), which also take into account the specificities of the field, must be fulfilled in order to obtain the degree. These are published on the DI's website, see Operational Rules.

The degree requirements developed by the HBDT are also approved by the Habilitation Committee and Doctoral Council of the University (EHBDT), in accordance with Section 7(g) of the BME DHSZ. The EHBDT sets general (BME level) minimum requirements for the approval by the EHBDT of the priority publication requirements, which are published on its website.

In addition to the continuous monitoring of the quality of the complex examinations within the doctoral programme, the HBDT reviews the complex examination subjects every two years. Exam committees for the complex exams are appointed by the HBDT in all cases.

9. Doctoral degree acquisition procedure (ESG 1.4)

The rules of the degree acquisition procedure are described in detail in the BME DHSZ (Section 15 - 23). The procedure is conducted by the DI Habilitation Committee and Doctoral Council (HBDT).

The requirements for the doctoral degree are the acquisition of the absolutorium, the submission of the doctoral thesis within three years of the complex examination (Higher Education Act Section 53(4)), and the successful defence of the doctoral thesis in a public debate organised by the HBDT (the three-year deadline may be extended by up to one year in cases of special merit, at the discretion of the DIT).

The doctoral thesis must be submitted for a preliminary workshop debate before submission. The aim of the workshop debate is to assess the adequacy of the thesis and thesis statements and to prepare for the public debate. In the debate, the thesis will be assessed by two reviewers (minimum one external and maximum one internal) who have at least PhD degrees. The course of the debate and, in particular, the opinions and findings relating to the modification of the thesis must be recorded in the minutes. The minutes record that the research community, consisting of the immediate circle of academic staff and other invited participants, recognises the candidate's results, stated in the thesis statements, as independent results. The opinions of the two reviewers and the candidate's replies to those observations are annexed to the minutes. In the case of a major revision of the thesis, the preliminary workshop debate should be repeated. The Vice-Dean for Scientific and International Affairs should be invited to the preliminary workshop debate, in addition to the members of the organisational unit.

After the submission of the thesis, the HBDT will examine whether the review procedure can be started and the members of the Thesis Committee, appointed by the HBDT in accordance with Section 20 of the DHSz, will receive the complete procedural material. The members of the Thesis Committee receive the reviewers' opinions electronically after the submission of both reviews and receive the candidate's replies to the reviewers' opinions no later than one week before the defence. When the public debate is announced, the thesis and the thesis booklet will be made public on the DI website and on the www.doktori.hu.

The scientific publications presented in the doctoral thesis containing your own results should be linked to the thesis statements. In the form specified by the DI, co-authors, except the supervisor, must declare that they consider the scientific claims made in the statements to be the Candidate's result (see DHSz Section 18(2)c)).

To submit a doctoral thesis to the reviewers, the publications linked to the thesis statements must comply with the DI's detailed publication requirements, which are part of the DI's Operational Rules (publicly available in the database at www.doktori.hu and on the DI's website). A further condition for starting the review procedure is that the language requirements are met.

The identity of the reviewers is not public until the review is complete.

The thesis sent to the reviewers cannot be modified afterwards. If the Thesis Committee finds that the thesis is professionally incorrect or does not accept the thesis statements, the relevant part of the Committee's minutes is appended to the thesis (also in electronic form) and the defended thesis is published with this appendix (library, repository).

10. Follow-up of students with a degree (ESG 1.1, 1.7, 1.9)

The DI continuously monitors the career paths of students who have obtained a degree. The follow-up survey, which is repeated every two years and includes interviews with supervisors, covers all students who have obtained a degree. Follow-up tasks are organised by the Vice-Dean for Scientific and International Affairs and the results are evaluated by the DIT.

At the end of each academic year, the DI publishes on its website statistical data on the programme and the acquisition of degrees (number of students, F, F5 and Fk degree acquisition rates). Related tasks are organised by the Vice-Dean for Scientific and International Affairs and the results are evaluated by the DIT.

11. Review cycles (ESG 1.8, 1.9)

Review the subjects of the programme,

- the related policies (Quality Assurance Plan, Operational Rules, Training Plan),
- carry out a questionnaire survey of lecturers and students to identify the strengths and weaknesses of the programme, and
- update the information on the employment of doctoral graduates on the DI website in line with ESG guidelines.

12. Concluding remarks

Where these Rules impose a requirement that is not set out in legislation or in other BME codes, or is more stringent than those, a modification to the extent permitted by the higher-level regulation may be permitted as an exception. Such authorisation (on the basis of a written request with detailed justification) may be granted by the DIT in the case of doctoral programmes and the HBDT in the case of doctoral degree acquisition procedures, with such a decision entered in the records.

These Operational Rules were discussed and approved by the BME EHBTD on 27 April 2023. The Code shall enter into force immediately.

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School