

Doctoral School of Literary and Cultural Studies (DSLCS) of the University of Szeged
Quality Assurance System in the Programmes Started in September 2016

The continuous maintenance of quality has conceptual, institutional, and personal guarantees. These are consistent, both in terms of content and structure, with the document entitled *Quality Assurance Guidelines for Doctoral Training Programmes and Doctoral Degrees at the University of Szeged*, issued by the University Doctoral Council on February 22, 2022, and are hereunder summarised along the logic of planning/control/feedback.

The quality assurance principles and general goals of the DSLCS

The principles and goals are identical to the general/common quality assurance principles of the University of Szeged (SZTE):

- quality-oriented approach
- broad social access to doctoral programmes
- student-oriented point of view
- scientific control; excellence in scientific ethics; rule-following behaviour, especially taking into account MAB (Hungarian Accreditation Committee) and ODT (National Doctoral Council) requirements
- intellectual property protection; complete documentation
- publicity and transparency
- feedback
- individual responsibility
- strengthening of mutual trust
- increasing accountability and enhancing the quality of training in the doctoral programmes
- increasing student and teacher satisfaction and well-being
- extensive provision of the benefits of internationalisation and digitisation
- strengthening the culture of quality assurance
- reducing intolerance, strengthening equality.

General result indicators of quality assurance in DSLCS

These indicators are identical to SZTE's general/common quality assurance result indicators:

- achieving the level and quality of doctoral programmes at leading European universities
- enhancing the quality and quantity of scientific and educational indicators
- key indicators: number of publications by supervisors and doctoral students, number of citations (MTMT – Hungarian Scientific Bibliography Database), number of graduated doctoral students with a successful defence, research projects.

Quality guarantees in the management and organisation of the DSLCS

- the criteria for core membership in the doctoral school are laid down in the applicable regulations in force, they must be complied with
- the minimum requirements for the directors of the training programmes are set out in § 40 of the Regulations for Doctoral Training and Doctoral Degrees of the University of Szeged

Every year, at the first meeting of the new academic year the DSLCS performs the following tasks:

- reviews compliance with programme directors' eligibility conditions and the key indicators, as well as the activities of the programme managers based on the results of the evaluations of instructors submitted by the students (OMHV), and provides feedback for the directors of the training programmes
- reviews compliance with the minimum requirements related to the operation of the training programmes, set out in point 39 of the Regulations for Doctoral Training and Doctoral Degrees of the University of Szeged, as well as the activities of the programme based on the key indicators
- elects its quality assurance officer, which position can be held repeatedly by the same person without time limitations
- checks if there is no conflict of interest with other positions held in the DSLCS
- in the reporting period (in the previous academic year), the person holding the position of quality assurance officer prepares the DSLC's annual quality assurance report in the first month of the new academic year
- the report is sent to all core members, programme directors and students of the DSLCS, and any of the recipients can make comments on the report within 10 days of receipt

- the quality assurance report, together with any comments received, will be discussed at the next meeting of the DSLCS, modified and accepted if necessary, and then published on the DSLCS website
- the previous year's quality assurance report is kept in the archive of the website and remains accessible there
- in parallel with the acceptance of the quality assurance report, the DSLCS reviews and, if necessary, amends its training regulations and quality assurance plan and other documents, including, in particular, its calculation methodology during the admission procedure, and the degree requirements
- the above documents are updated, if necessary, on the DSLCS website and are made permanently available there
- the DSLCS students can submit their complaints to the head of the doctoral school, who is obliged to submit them to the Doctoral School Council; the head of the school is also required to deal with administrative issues, especially regarding the student's legal status and credit calculation, at the Registrar's Office and the Doctoral Office of the Faculty of Humanities and Social Sciences.

Quality guarantees for the instructors of the DSLCS

- the requirements for core membership of the doctoral school are set forth in the applicable regulation in force, and cannot be deviated from
- persons and potential thesis supervisors carrying out the tasks of thesis supervisors and instructors must have at least 5 years of teaching experience and a scientific degree, as well as continuous, high-level scientific work (with records in the MTMT database)
- at the first Council meeting, the DSLCS reviews the composition of the core members and the teaching staff, examines whether their activities in the past period met the expectations set out in the previous point based on the key indicators
- in order to expand the range of pursuable topics and to increase the range of competency, external supervisors can also be involved in the work of the DSLCS, provided that they fulfil the current requirements for the supervisors and their involvement is supported by the DSLCS Council with a simple majority
- the students of the doctoral school evaluate the performance of the supervisors and instructors, the condition and adequacy of the available infrastructure after each completed academic year (evaluations of instructors submitted by the students, OMHV)
- the programme directors provide the students of the program with a forum once a year, which creates an opportunity to discuss the students' needs and experiences
- once a year, the head of the doctoral school and/or its core members and/or its secretary and/or quality assurance officer provide a forum for the students of the doctoral school to

present and discuss their needs and experiences, and to discuss possible solutions to emerging problems (evaluations of instructors submitted by the students, OMHV)

- if an objection arises, the head of the doctoral school is obliged to investigate the matter
- the head of the doctoral school is obliged to submit the results of the above inquiry to the DSLCS Council, which can revoke the appointment of supervisors and instructors if necessary
- the head of the doctoral school takes the necessary steps to solve the deficiencies experienced in the field of infrastructure - if necessary, with the involvement of the management of the faculty.

Guarantees of quality in relation to the scientific requirements defined by the DSLCS and the doctoral admission procedure

- a) at the beginning of each academic year, at its first meeting, the DSLCS reviews the current topic announcements
- if it is justified by personal or other scientific reasons, the DSLCS changes, deletes and/or publishes new topic announcements
- the DSLCS makes the subject matter of the admission procedure, the admission score system and the principles of ranking applicants available on the DSLCS website
- also makes technical information about the admission interview available (online/offline)
- the admission interview committee is made up of the DSLCS program directors
- the potential supervisors to whom students have applied will be invited to the admission interview
- the annual quality assurance report includes the annual experience of the admission procedure as a mandatory element

Guarantees of quality during the doctoral training within the framework of the DSLCS

- the Council of the DSLCS annually reviews the material conditions of the training according to a system of criteria which had been established and accepted in advance (and which it publishes on its website), including the introduction and application of the most recent assessment methods and tools, as well as physical and electronic access to research materials
- the DSLCS Council annually checks and revises the topics and the course descriptions of the mandatory and optional courses
- the Council of the DSLCS, in cooperation with the Faculty Registrar's Office, annually reviews the monitoring of the progress of the students' doctoral training

- the Council of the DSLCS annually reviews whether the support for the academic progress of students is appropriate, including international mobilities, broadening the network of contacts and open access publishing; the integration of the doctoral students in research groups and the effectiveness of the individual programs are reviewed on the basis of the key indicators
- through its internal regulations, the DSLCS ensures that student publications are placed in university repositories and bibliographic data are uploaded in the database of publications (MTMT)
- through its internal regulations, the DSLCS ensures that the process and requirements of the complex examination, the quality requirements imposed on the members of the examination committee, and the evaluation criteria are clearly defined
- the Council of the DSLCS reviews these regularly (annually), implements the necessary changes and incorporates them in its regulations
- the DSLCS quality officer continuously collects student feedback (in particular, comments regarding student satisfaction with training, courses, instructors, supervisors, administrative procedures, learning resources and study support tools) and ensures the collection and processing of data related to student progress (especially regarding dropouts)
- includes all the above information and data in the annual quality assurance report
- the DSLCS Council ensures the monitoring of the implementation of the decisions pursuant to the quality assurance report.

Guarantees of quality during the procedure of obtaining a doctoral degree within the framework of the DSLCS

- the submission of the doctoral thesis and the starting of the degree procedure can commence if the pre-defence (in line with the requirements set forth in the regulations) has taken place and has been successfully concluded, and the student has the number and quality of scientific publications and foreign language certificate required by the regulations
- the director of the relevant programme makes a proposal to the DSLCS Council to start the degree procedure after she / he has made sure - in consultation with the Faculty Registrar's Office - that the prerequisites have been met in terms of both publications and foreign language certificates, and that the plagiarism detection software operated by the Attila József Study and Information Center of SZTE did not reveal any signs of plagiarism when checking the contents of the dissertation
- with regard to the scenario and requirements of the formal public defence, the DSLCS follows the regulations laid down by the Area-Specific Doctoral Council of the Faculty of Humanities and Social Sciences
- the DSLCS monitors the actual application of the above regulations at individual doctoral defences

- the DSLCS includes the experiences in the annual quality assurance report
- if necessary, the DSLCS recommends the amendment of the regulations to the Area-Specific Doctoral Council of the Faculty of Humanities and Social Sciences (SZTE BTK TDT)

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