



NEMZETI
KÖZSZOLGÁLATI EGYETEM
A HAZA SZOLGÁLATÁBAN

KÖZIGAZGATÁS-TUDOMÁNYI DOKTORI ISKOLA

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THE DOCTORAL SCHOOL OF PUBLIC ADMINISTRATION QUALITY ASSURANCE PLAN

2017

Quality assurance plan

I. The aim of quality assurance

The Doctoral School of Public Administration (KDI) is committed to ensuring that its doctoral students, as dedicated and highly qualified doctoral candidates, provide the Faculty of Public Administration and Public Administration, as well as other higher education institutions, with an adequate supply of new graduates.

II. Quality assurance system of the Doctoral School of Public Administration

The KDI operates a functional quality assurance system within the National University of Public Service (NUPS). The KDI does not employ a quality assurance specialist in an independent position. The Quality Manager, appointed by the KDI Council, is responsible for quality assurance. The Quality Manager assists the Head of the KDI and attends the meetings of the KDI Council as a permanent invitee.

Responsibilities of the KDI Quality Manager:

- a) proposes the annual quality objectives of the KDI;
- b) prepare the annual quality assessment of the KDI for discussion;
- c) participate in the annual review of the KDI C-SWOT analysis;
- d) annually review and evaluate the curricular coverage of research subjects;
- e) monitor the status of student feedback, summarise and evaluate the results;
- f) makes a recommendation to the KDI Council for the necessary intervention and regulation.

The KDI's quality assurance system validates the specific requirements of doctoral training activities. Accordingly, the KDI has a separate quality assurance plan.

KDI's monitoring system collects all data, factors and opinions (including those of students, clients and other external bodies) that can be used to assess and compare the current status and quality of training, research, teaching and student performance, organisational structure, curriculum and educational infrastructure, and to determine the causes and extent of any deviations from requirements.

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KDI's quality assurance covers:
- a) for the admission procedure,
 - b) for doctoral training and
 - c) to get a degree.

The quality assurance of doctoral training is coordinated by the Head of the Doctoral School.

III. The principles of quality assurance

Quality assurance requires a multi-level and feedback analysis and a rapid response to factors that threaten the functioning of the School, in order to ensure a high level of scientific training. In order to preserve the character of scientific training and to ensure the transfer of basic and applied scientific methods and knowledge in research, quality assurance should operate along the following principles:

1. Meeting the needs of the scientific community and students. This means assessing requirements, evaluating results, clarifying the tasks to be performed by students, examining student satisfaction and using the lessons learned to improve the School's training programme and the doctoral degree.
2. Functioning in accordance with the NKE quality assurance system and requirements. To this end, the KDI Board assumes responsibility for the quality of the Doctoral School's training programme, the quality of the degree awarding process, setting specific quality objectives and ensuring compliance with the regulatory environment.
3. Organising the doctoral training process. For the process from admission to the doctoral school to the award of the doctoral degree, the doctoral school must have an appropriate internal regulatory system, i.e. a Training Plan, a Code of Conduct and a Study and Examination Regulations. The Head of the Doctoral School and the KDI Council must ensure that these regulations are fully complied with.
4. Continuous quality improvement. This means that the doctoral training process and the doctoral degree awarding process are regularly evaluated in terms of quality, taking into account the University's quality assurance policy, and as a result the School draws lessons, corrects mistakes and incorporates suggestions.
5. The principles of openness, transparency and documentation. All decisions relating to doctoral training and the awarding of degrees are documented in the operation of the Doctoral School. The professional and academic public is widely informed about the functioning of the Doctoral School through the website of the Doctoral School of Public Administration of the Faculty of Public Governance and Public Administration.
6. The principle of professional control. In order to achieve this, the work and performance of the doctoral students, lecturers and supervisors of the Doctoral School is evaluated, which is the basis for the continuous monitoring of the quality of teaching, research and student activities.
7. The principle of quality focus and the application of scientific ethics. The Doctoral School is committed to improving quality and to fully meeting the requirements of scientific ethics. These principles must be fully reflected in the operation of the School.
8. The principle of applicability. The fundamental aim of the Doctoral School is to ensure that the training programme, the definition of research areas, the choice of topics for doctoral theses and the results of research contribute to the formulation of answers to strategic and practical questions relating to the functioning of the state and public administration.

IV. Levels of quality assessment

1. Announcement of doctoral topics. The Rector of the NUAS issues an annual call for applications for doctoral studies at the University. The call is also a prospectus, which contains information on the purpose of the training, the location, the organisations organising the doctoral training and their directors, the forms of training, the conditions of application, the research topic groups, the topics and supervisors, the procedure for selecting the topics, the way of submitting the application, and the content and procedure of the admission procedure.

The head of the research area may be a full-time professor or associate professor of the University, considered for accreditation purposes by the University. One person may be the head of one research area at the University. The head of a research area must have at least one doctoral student with a doctorate.

The applicant for a doctoral thesis is a researcher or teacher with a scientific degree, who has been awarded a degree for at least two years and who, during this period, has regularly published his/her own research results and may also be able to act as a co-author of a thesis. The topic leader, the topic author (topic leader), must have a continuous and active research and publication activity in his/her topic prior to the publication of the topic and must keep his/her data up to date in the National Doctoral Council (ODT) and in the national scientific bibliographic database, the Hungarian Scientific Works Repository (MTMT). The topic author must have a continuous record of publications not older than two years, related to his/her research topic and displayed in the ODT interface. In addition, the research area leader must have at least one doctoral student with a Master's degree. It is a requirement that all core members of the KDI publish a research topic.

To apply for doctoral studies, you need to submit a topic outline for the advertised research topics. The KDI reviews its research topics and topic leaders annually. The research needs of the funding bodies (ministries and government agencies) are always taken into account when the topics are announced. Research topics and topic leaders are approved by the University Doctoral Council (EDT) on the basis of a proposal from the KDI.

2. Quality requirements for subjects and teaching materials. The development of KDI training must fundamentally respond to future changes in the structure of education and research. The KDI therefore attaches particular importance to subjects and teaching materials dealing with public administration and public administration science. Accordingly, it is a requirement that all subjects taught should have teaching materials and specific teaching and learning themes. These materials must be checked by anonymous proofreading.

In order to ensure the quality of the range of subjects and topics, the Head of the research area submits the topics to the KDI Council for approval at the time of admission. The themes are examined by the relevant Head of the Research Area at the beginning of each academic year and any necessary amendments are made. The subjects' themes are continuously refined by the lecturers in charge of the subjects, but at least every two years.

3. The guidelines and requirements of the admission procedure are set out in the NU Doctoral Regulations. The aim of the admission procedure is twofold:

- a) to assess your readiness, to ensure your suitability as a researcher;
- b) the ranking.

The order and basic criteria of admission assessment ensure uniformity, equal enforcement of requirements and thus objectivity. Chairperson of the Admissions Committee

the head or deputy head of the KDI, the head of the research area and an expert in the research area. The applicant's supervisor and the doctoral student representative may attend the admission interview with advisory rights.

During the admission procedure, the committee examines and assesses the candidate's scientific (publication) activity, professional background and language skills. During the habitus test, candidates must show that they have a thorough knowledge of public administration and public policy, and an in-depth knowledge of their field of research. The decision on admission is taken by the EDT on the basis of the aggregated scores, subject to the minimum scores set by the University Doctoral Regulations (UDR), on the recommendation of the Admissions Committee and the KDI.

4. Quality control of doctoral training. The quality of the training is essentially determined by the teaching, the trainers, the knowledge taught and the conditions under which the training is provided. Only teachers and researchers with an academic degree (PhD or doctorate) are eligible to teach at the KDI. The School's management monitors the quality composition of the teaching staff on an annual basis, informed by the KDI Quality Manager and the Heads of the Research Area.

KDI training is part of the university's unified doctoral training system. The curriculum has been developed taking into account the Credit Regulation. Courses are divided into compulsory, compulsory optional and optional subject groups. The doctoral student prepares a study plan for the whole period of training, based on the range of subjects offered, in agreement with the research area leader and the subject leader, and approved by the KDI Council.

Only a person with an academic degree and a recognised qualification in the field, with at least 2 years of professional and teaching experience since obtaining the PhD degree, may be a lecturer. The inclusion of a subject in KDI training is approved by the KDI Council on the basis of a proposal from the Head of the Research Area. The KDI aims to provide a compulsory core subject for all research areas and a wide range of up-to-date specialised subjects. The status of this is reviewed and evaluated annually by the KDI.

Ensuring the quality of the presentations. Adjunct professors with a PhD degree may participate in doctoral training on the recommendation of the head of the department. It is always the responsibility of the subject supervisor to ensure the quality of the lectures.

Each doctoral student will give an opinion on a subject or a lecturer at least twice during his/her training. The results are summarised and evaluated annually by the KDI Quality Manager, who submits his/her recommendations to the KDI Council. The aim of the Doctoral School is to ensure that the lecturers carry out high-quality teaching activities under quality-controlled conditions, and that the subject supervisors do not only assist their doctoral students with their research when they apply at specified intervals or when they report to the Doctoral School, but also actively monitor the work of the doctoral students on an ongoing basis.

Regularly held plenary meetings for all subject leaders and all students are an intensive, interactive forum for discussing results and problems. These forums should be used to evaluate training and to meet needs as far as possible.

An integral part of quality assurance in doctoral education is the provision and development of conditions. The KDI has the basic conditions necessary for doctoral training. The university library is available to doctoral students. The development of the library is supported by the

is continuously evaluated by KDI as part of its quality assurance. The IT support provides access to the university Intranet and Internet network. The infrastructure of the institutes should provide the research conditions for full-time doctoral students. The computer facilities of the institutes should be available to doctoral students through the subject leader. The role and adequacy of this should be examined and continuously evaluated in the context of student feedback (satisfaction survey) at the level of the research area and the KDI.

The KDI's current curriculum, subjects and lecturers are available on the Doctoral School's website.

5. It is essential to monitor and improve the quality of accountability during training. The subject colloquia will be taken by the subject supervisor and/or the subject teacher. The practical grade is set by the head of the research seminar.

At the end of the fourth semester of the doctoral programme, at the end of the training and research phase and as a prerequisite for the start of the research and dissertation phase, a complex examination is required to measure and evaluate the progress made in study and research. Passing the complex examination is conditional upon the acquisition of the training credits specified in the Training Plan for the training and first research phase of doctoral studies.

In the theoretical part of the complex examination, candidates will be tested on two topics, which vary according to the research area. One topic will assess their overall knowledge of the research area, while the other will test their knowledge of the research topic. The specific topics for the theoretical part are approved annually by the EDT on the proposal of the DIT. In the second, dissertation part of the complex examination, the candidate will give a free presentation of his/her research results and further research plans on the basis of a written "Research Report" submitted in advance. The complex examination must be taken in public, before a board consisting of one member per research area. The complex examination will be graded in two stages, pass or fail.

6. Monitoring the doctoral student's research performance. Based on the prescribed study and examination requirements and their individual study and research programme, doctoral students prepare a study plan every semester, which is approved by the head of the research area on the recommendation of the supervisor. The work plan (study plan) includes the teaching tasks for the semester, the research tasks and the publication plan. At the end of each semester, the doctoral student shall report in writing to his/her supervisor on the tasks carried out and attach a cumulative list of publications.

The supervisor evaluates the performance of the doctoral student in writing at the end of each semester and at the end of the course for the award of the diploma, according to the following criteria:

- a) fulfil the doctoral student's academic obligations;
- b) research and publication activities;
- c) meet the language requirements.

The forms for the doctoral student's report and the supervisor's evaluation can be found and downloaded from the Doctoral School's website.

7. Publication requirements. During the period of training, the academic publication activity is certified by the supervisor through the award of credits. The report of the supervisor certifying the scientific activity must be accompanied by a list of the publications

in the Hungarian Archives of Scientific Works. The same publication can be counted only once during the whole period of the training.

It is required that the doctoral student has the publications required for the award of the degree and specified in the Training Plan by the end of the training period, according to the DSZ Publication Points Table. The content of the publications may be accepted if they contain the doctoral student's own research results in Hungarian or in a foreign language.

The publication requirements for the degree are approved by the EDT.

8. Verification of graduation. Degree acquisition is a complex process involving training, research, conference presentations, teaching, etc. The main focus of the process is the direct examination, i.e. the internal discussion of a part or chapter of the thesis, followed by a workshop discussion of the thesis. To this end, it is necessary to ensure the quality of the workshop discussions through professional publicity, with the participation of the academics and researchers involved in the doctoral research area concerned, from academia, academia and other research institutions, as well as representatives of the world of practice. To this end, up-to-date lists of titles should be drawn up in the various fields of public administration and public administration, which will help to create a database in the main disciplinary areas of these disciplines. The invitations should be sent to the invited persons in the most efficient way, and the Doctoral School should organise and supervise the distribution of the invitations.

The workshop debate is organised by the research unit on behalf of the Council of the Doctoral School, which provides an opportunity for the doctoral thesis submitted for the research unit debate to be subjected to quality control by the Council of the Doctoral School and the Head of the Doctoral School. The detailed rules for the organisation and conduct of the workshop debate are laid down in the University Doctoral Regulations.

The most important area of quality assurance in this process is the public defence of the thesis. Only a thesis which has met all the formal and substantive requirements of the workshop and which has been unanimously accepted without changes in the workshop can be submitted for public defence.

V. Support for research

1 The KDI's requirements for topic writers and tutors are to involve doctoral students in the completion of institute research projects, thereby increasing their research experience. The semester's research work is assessed by the supervisor and acknowledged by the head of the research area. The Head of the Doctoral School may request information from both the student and the supervisor on the completion of the study plan and may propose additions to the supervisor's evaluation.

The KDI aims to ensure that doctoral students on state scholarships spend at least one semester abroad. During the doctoral training, the EDT authorises the part-time studies abroad and the KDI Council recognises the studies and research work carried out there, with credit being awarded.

2. The KDI supports the participation of doctoral students in national and international conferences. Written versions of the presentations are published in university journals and periodicals. At the annual Doctoral Forum, students at an advanced stage of their research present their topics and research results to a panel, fellow doctoral students and other participants of the Forum.

3. The Faculty of Public Governance and Public Administration provides support to doctoral students for the purchase of textbooks; for the costs of study trips abroad or conference appearances, and for the student to travel to a foreign university/institution where research related to the doctoral topic is being conducted.