

Quality Assurance Plan of the Doctoral School of Earth Sciences

The Quality Assurance Plan of the ELTE Doctoral School of Earth Sciences is based on the principles and rules set out in the Doctoral Regulations of Eötvös Loránd University, its specific section for the Faculty of Natural Science and the Operational Regulations of the Doctoral School.

The operation of the Doctoral School is overseen by the Doctoral Council of Sciences (TDT) and the University Doctoral Council (EDT).

The Doctoral School ensures the high quality of the doctoral training and the doctoral procedure at all stages (admission, doctoral studies, complex examination, obtainment of the degree), following the criteria set out in the Quality Assurance Plan. As a quality assurance requirement, the Doctoral School maintains continuous contact with other doctoral schools in related fields in order to mutually benefit from training experiences and lessons learned.

The Quality Assurance Plan contains the arrangements and institutions for the continuous assurance and monitoring of the requirements for students and lecturers participating in the doctoral programmes.

Admission

The Council of the Doctoral School (DIT) collects and publishes the topics that can be announced at the Doctoral School. The DIT ensures that announced topics follow the developments of the field of science.

Applicants for doctoral studies will be interviewed by an admissions committee appointed by the DIT, if necessary, by every doctoral programme individually. The admissions committee will examine the applicants' academic achievements, professional qualifications, language skills, previous academic work, academic performance and the feasibility of their research plans, based on the documents to be submitted at the time of application. This practice ensures that only those applicants are admitted to the doctoral training who already have the necessary preliminary skills to enter the programme.

Core members, thesis supervisors and lecturers

The core members, supervisors and lecturers of the Doctoral School are university lecturers and researchers with academic degrees, who, on the basis of the TDT's recommendation, the DIT considers to be suitable for participation in the operation of the Doctoral School, and who maintain a high level of scientific activity in the disciplines and research areas of the Doctoral School. The professional work of doctoral students is guided by their supervisors. The supervisor monitors the fulfilment of his/her student's study obligations and guides their research based on their continuously updated research plan.

Students who do not meet the expected study and research requirements may be excluded from the programme or transferred to a self-funded training programme.

Courses

Each academic year, the DIT reviews the list of doctoral courses to be offered and invites lecturers to update the course syllabi. Doctoral students may, upon prior request, also register for courses offered by other doctoral schools.

Complex examination

In the theoretical part of the complex examination, the evaluation committee assesses the student's performance in each topic, and grades the examination on a two-point scale - pass, fail - for each topic and for the overall examination. If a student fails one of the theoretical topics of the complex examination, he/she may sit a follow-up examination for that topic on

the day make-up exams in the same examination period.

The method of assessment of the theoretical part of the complex examination and, based on the assessment, the grade to be counted towards the doctoral degree shall be determined by the Doctoral School as follows.

The sum of the grades (one for each topic) obtained in the theoretical part of the complex examination, expressed as a percentage of the maximum mark (10), is converted into a grade 4.

The DIT organises the complex examinations by each doctoral programme individually, formulates guidelines on their nature and requirements, proposes the composition of the evaluation committees to the TDT, and evaluates the experience of the complex examinations on an annual basis.

Part-time training abroad

The Doctoral School supports the doctoral student's participation in training abroad. To ensure the quality of the study and research abroad, doctoral students must submit a detailed study and research plan in advance and seek the approval of the Council of the Doctoral School. The DIT decides whether the studies and research work carried out during the study abroad can be acknowledged in credits on the basis of a certificate of achievement.

Regular reporting by students

Each academic year, the Council of the Doctoral School requests the students pursuing studies and research to report on their work. During the review, doctoral students are required to prepare a written report and/or oral presentation on the work they have done including the fulfilment of their academic obligations, their scientific achievements and publications to date, and the schedule of their future work.

Before the finalisation and submission of the dissertation, a public research centre disputation may be organised on the proposal of the supervisor, at the department competent in the topic, to help the doctoral student to successfully complete his/her research.

Publication requirements

The specific publication requirements for the obtainment of the doctoral degree are set out in the Operational Regulations of the Doctoral School.

The doctoral candidate must have two or more publications in a journal or volume of recognised professional standing in the field of the dissertation, which must attest to his/her independent scientific work. Doctoral students must upload their publications to the MTMT publications database.

Requirements for obtaining a doctoral degree

The detailed requirements for the doctoral procedure are set out in the EDSZ and its specific provisions of the Faculty.

The DIT discusses the merits of the applications submitted to initiate the doctoral procedure, covering all criteria. The candidate's supervisor must make a written declaration in which he/she proposes the initiation of the procedure and the submission of the dissertation. At least one of the 2 opponents of the submitted dissertation must be an external expert. The defence is open to the public, and the doctoral dissertation and its theses are available for inspection on the Faculty's website prior to the defence.

Preparation of annual reports

The Doctoral School shall annually evaluate its operation and report on its financial, educational, research and other academic activities to the University Doctoral Council.

Credit Regulations of the Doctoral School of Earth Sciences

For doctoral students starting their studies from 1 September 2016, the following credit regulations apply, taking the specificities of the field of study into account:

The following main rules should be taken into account when earning credits:

- the duration of doctoral studies is 8 semesters (48 months),
- the average number of credits to be earned in a semester is 30,
- the number of credits required for the completion of doctoral studies is 240,
- one credit is equivalent to 30 student study hours.

The credit regulations are the same for all programmes of the Doctoral School

§ 1

1. In the Doctoral School of Earth Sciences, credits can be earned for three different types of activity:

- a) for participation in organised doctoral training, which includes attendance of contact classes (lectures, seminars, practical training), preparation for examinations and assignments, successful completion of examinations and reports. The completion of the courses is graded with five grades (1, 2, 3, 4, 5),
- b) for acquiring the skills necessary for scientific research and for active participation in research work. The research activity should be evaluated on a three-point scale (excellent, pass, fail),
- c) for students' participation in educational activities according to the curriculum of the doctoral programme.

2. The doctoral student must complete at least 20 credits in each semester.

§ 2

Training (study) credits

Training (study) credits may be awarded for participation in the organised doctoral training. In a semester, 3 credits can be obtained by listening to a contact class and passing an examination (assessment). The completion of the course is certified by the lecturer of the class on the basis of the course taken and the required performance.

The courses to be taken and their credit value are set out in the doctoral student's study plan in accordance with the curriculum provided by the Doctoral School. The minimum number of training credits to be obtained is 36. The number of training credits (doctoral courses) may be modified (revised, extended) on the basis of a proposal of the DIT.