

Plans and Processes for Quality Assurance

University of Pannonia – Doctoral School of Information Science and Technology

(accepted on 12th November 2019)

The quality of the PhD training is based on 5 elements: (1) the entrance exam, (2) the study phase of the training, (3) the research phase and the supervision, (4) the complex exam, (5) getting the degree.

Aims:

- I. As a result of the training the students need to be able to carry out individual research activity even in international environment and high-quality publishing activity.
- II. The graduated students need to be able to supervise PhD students after some years of effective period of research and education.

The Doctoral Council, the Regulations of the Doctoral School of Information Science and Technology monitor the quality assurance. Furthermore, the training plan also contains elements ensuring the quality assurance.

I. The entrance exam

During the selection procedure the candidate's progression is his/her studies, his/her language knowledge, his/her previous scientific activity and his/her performance at the entrance exam play a crucial role in the selection procedure. At the Faculty of Information Technology the preparation of the most outstanding students is carried out during which students can participate in research. During the face-to-face consultations like project laboratory, thesis work) the talented students can prepare for the PhD entrance exam.

The selection procedure is regulated in the Regulations and in the processes of the University of Pannonia, where the evaluating viewpoints can be found as well. Scores are attached to these evaluating viewpoints by the Doctoral School of Information Science and Technology and it regulates the composition of the entrance exam committee.

The Regulations of the Doctoral School of Information Science and Technology regulates the entrance procedure of the students of individual training separately, these regulations can be found in Appendix M.2.

II. Study part of the training

In case the student participate in individual training, his/her work plan needs to be accepted by the Doctoral and Habilitation Council.

The PhD students can choose subjects from the list of the IT subjects of University of Pannonia or from that of an international IT training after consulting the supervisor. Regarding the interdisciplinary nature of IT students are encouraged to attend subjects of

other doctoral trainings as well. In this case the agreement of the Doctoral and Habilitation Council is needed.

III. The research and the supervision part

Supervision can be conducted by teachers, researchers having academic degree conducting high-level scientific activity. Prior to announcing the topics the Doctoral Council decides on the eligibility of a supervisor who is not-core member.

It is a crucial requirement for the supervisor is that his/her number of publications need to exceed that of the requirement of the student 5 years prior to announcing the topic.

The progress of the students is monitored by a half-year and an annual report where the students present their research work. Both reports are in English. The report contains a written and an oral part as well. No exemption can be given from the written part. The evaluations are prepared in a written form which are sent to the students as well as to the supervisors.

The committee has 3 members, the chair is a professor or a professor emeritus core member of the Doctoral School of Information Science and Technology the members are two active supervisors at the Doctoral School of Information Science and Technology.

To ensure the high-quality of the doctoral school the reports are announced on the homepage of the Faculty of Information Technology, of the doctoral school and it is presented on the homepage of the University of Pannonia as well.

Credit acceptance can be given to publications recorded in MTMT.

IV. Complex exam

The quality of the complex exam is ensured by the rules recorded in the Regulations. As a sub-subject only those subjects can be chosen from which at least two subjects have been accomplished successfully. The examiner is either a professor or a professor emeritus who is possibly responsible for the subject.

To be able to apply for the complex exam students need to participate in the complex exam besides the publication requirements.

The chair is always a professor or a professor emeritus. Furthermore, two external examiners have to be invited, who are experts of the special field.

To ensure the high-quality of the doctoral school the reports are announced on the homepage of the Faculty of Information Technology, of the doctoral school and it is presented on the homepage of the University of Pannonia as well.

V. Getting the degree

The research results have to be published according to the conditions of the Regulations of the Doctoral School. At least two publications in refereed journals with SCI index are necessary. The doctoral schools analyse the eligibility of the applicant in all cases.

To ensure the quality of the doctoral theses at least one of the reviewers is professor or a professor emeritus.

To ensure the quality of the doctoral vivas, the chair of the examining committee is always a professor or a professor emeritus.

The regulation of the doctoral viva can be found in the appendix M.4.

To ensure the high-quality of the doctoral school all the vivas are announced on the homepage of the Faculty of Information Technology, of the doctoral school and it is presented on the homepage of the University of Pannonia and on www.doktori.hu as well.

VI. Theories for quality assurance

The quality assurance plan and its processes aim at the quality assurance theories as follows:

Control:

During the training and during getting the degree the control of the scientific public need to be ensured.

Public sphere:

Several phase of the quality assurance system must be published widely.

Feedback:

The teachers, the students, supervisors get continuous feedback about their activity.

Individual responsibility:

It must be clearly stated who is responsible for what in the doctoral training.

Documentation:

All the issues regarding the doctoral training and the degree-getting must be stored electronically as well.