

Quality Assurance Regulations and Procedures of ELTE Doctoral School of Sociology 2019 - 2024¹

Approved in Resolution No. 8.4 of the EDT (November 21 2019)

Mission statement

The Doctoral School of Sociology aims to set professionals on their paths towards their domestic and international academic and teaching careers, and assisting professionals already working in the field in the processing of their experiences on a scientific level to enable them to interpret and analyse social phenomena in their interrelatedness, cultural and historical definition, broader economic and social context and the diversity of their methodological approaches in order to prepare them to pursue independent research resulting innovative solutions and their presentation in the international space of communication as well as to employ their research results for the benefit of the society. The programme prepares the students for the obtainment of the academic degree and the pursuing of high-quality research, teaching and practical activities in harmony, both in content and form, with the international standards of academic education. In its everyday operation, the Doctoral School maintains tolerance and open-mindedness. It supports diversity and respects human dignity and human rights.

The Doctoral Council of Eötvös Loránd University (ELTE)

and, in its scope of authority regulated in section 6 (r) of the University Doctoral Regulations, the Doctoral Council of the Field of Social Sciences (TTDT), observing the opinion of the Faculty Council and Board of Quality Improvement of ELTE Faculty of Social Sciences, on the basis of the University Quality Improvement Programme approved on October 24 2016 and the Quality Assurance Manual,

with respect to the fundamental values stipulated in the Programme (quality, preservation of value, creation of value, openness, transparency, tolerance, predictability) and the principles listed in the Hungarian Doctoral Council's recommendation on the quality assurance of the doctoral training and doctoral procedure (professional control, publicity, feedback, personal responsibility, documentation),

approves the quality assurance regulations of ELTE Doctoral School of Sociology pertaining to the period 2019-2024 as follows:

The normative bases of the quality assurance regulations and the aims of quality assurance

¹ During the preparation of the Quality Assurance Regulations we took into consideration the accreditation guide of MAB and the most important and relevant expectations and recommendations of The Standards and Guidelines for Quality Assurance in the European Higher Education Area (ESG 2015). We also took into account the recommendations of the Board of Strategic and Quality Improvement of ELTE Faculty of Social Sciences and of the Doctoral Students' Union.

The quality assurance plan of the Doctoral School of Sociology (hereinafter: Doctoral School) complying with the principle of lawfulness stipulated in the Quality Improvement Programme of ELTE on the basis of Act CCIV of 2011 of the National Higher Education and Government Decree 387/2012. (XII.19.) on doctoral schools, the regulations of doctoral procedures and habilitation is based on the rules guaranteeing the quality of the doctoral training and the doctoral procedure specified in Annex 6, University Doctoral Regulations and in the Operational Regulations of the Doctoral School, within it The Faculty Doctoral Regulations and the Operational Regulations of the Doctoral School included in Volume 2 of ELTE Organisational and Operational Regulations, Academic Regulations for Students, accepted in ELTE Senate Decree CXCV/2016.(VI.27.). These rules are binding, their full observance is continuously monitored by the University Doctoral Council.

The aims of quality assurance

The Doctoral School, its heads and staff including every lecturer, researcher and administrative employee are committed to the implementation of quality-centered education, research, and student services. The chief purpose of activities aiming at quality assurance is to develop regulated procedures which involve every member of the community of the Doctoral School and make them concerned in the continuous improvement of the conditions and fruitfulness of education, research and services, as well as the services provided for students to protect the values specified in the mission statements of the Faculty and the Doctoral School to make the Doctoral School's operation transparent and regularly assess its activity. The TTDT formulates its specific aims of quality assurance annually, and these comprise part of the quality aims of the Faculty.

The quality assurance regulations of the doctoral training

1. The training

The doctoral training has been continued in the Doctoral School of Sociology since 1994. The Doctoral School was one of the first among the accredited schools at the accreditation of doctoral schools.

The training programmes of the Doctoral School are:

- Doctoral Programme of Sociology (Hungarian) (Started in 1994)
- Interdisciplinary Social Research Doctoral Programme (Started in 2009)
- Social Policy Doctoral Programme (Started in 1994)
- Doctoral Programme of Sociology (English) (Started in 2016)

The detailed description and requirements of the doctoral programmes are articulated in the training programme of the Doctoral School.

2. The announcement of research topics, the evaluation of topic announcement and supervision

The Doctoral School continuously publishes on its website the suggested research topics (<https://tatk.elte.hu/felvetelizoknek/phd>, <https://tatk.elte.hu/en/doctoralschool/sociology-en/appl>) that may help applicants choose a research topic relevant to their interests. Irrespective of these, applicants may bring their own research topics. An advantage of choosing from the offered topics is that they are connected to the current research of the lecturers and researchers of the Faculty of Social Sciences. After the assessment of the academic activities of the announcers and the scientific relevance and feasibility of the topics, the Doctoral Council of the Field of Social Sciences (TTDT) decides on the announced topics. The TTDT recommends those lecturers to announce topics who are pursuing continuous active research, that is, whose scientific publications of the previous 5 years significantly exceed the publication requirements prescribed for the doctoral procedure at the Doctoral School. The scientific activity is to be verified by data recorded and regularly refreshed in the Hungarian Scientific Bibliography (MTMT).

Applicants are to indicate the name of the suggested supervisor in the application form. In the case of admission, the head of the doctoral programme may approve the supervision or suggest a different supervisor.

The heads of the doctoral programmes organise a personal consultation with the students at the beginning of the first semester of their studies, where they briefly discuss the chosen research topics, confirm the supervisors or, if the student has not been able to find a supervisor, agree on a supervisor, who may be a lecturer or researcher of the Faculty or an external supervisor (lecturers of domestic and foreign universities, research institutes or other professionals).

The TTDT withdraws the status of topic announcer or supervisor from those lecturers who fail to fulfil their obligations stipulated in the doctoral regulations of the University or in the above-mentioned agreement. Doctoral students may change their supervisors within 3 semesters from the beginning of their studies. Students are to request the consent of the head of their doctoral programme and the head of the Doctoral School prior to the change. The relevant procedure is stipulated in section 14 of the Operational Regulations of the Doctoral School. After the official decision, the previous and the new supervisor shall send their written statements on the change to the Secretariat of the Doctoral School.

In justified cases, the students of the Doctoral School may request the appointment of a co-supervisor. Students are to request the consent of the head of their doctoral programme, then submit a written request to the head of the Doctoral School, who makes the final decision on the matter.

The TTDT evaluates the announced research topics annually and, on the basis of the admissions experiences and, taking into consideration the suggestions of the Doctoral Students' Union of the, may recommend the topic announcers to modify the topics or announce new topics.

3. Admission to the Doctoral School

Applicants to the Doctoral School have to hold an MA degree in the field of humanities or social sciences (including social studies) and possess one B2-level language certificate (previously known as Intermediate, C-type certificate) in the languages indicated in the

Operational Regulations of the Doctoral School. Applicants with a "rite" or "average" degree (GPA lower than 3.5) can only be admitted if they have achieved 1st, 2nd or 3rd place at international academic student competitions or at the National Scientific Students' Association's Conference, or their publication activity prior to the application verifies their ability to pursue scientific research. (Annex 1, Application form)

The admission procedure takes place in every doctoral programme separately. The entrance examination boards are approved by the TTDT. The entrance examination boards review the applicant's research proposal, its feasibility and the conditions necessary at the place of research for the realisation of the research. Applicants can only be admitted if the Doctoral School is able to provide the appropriate supervision and professional assistance necessary for the completion of the doctoral procedure, as well as the monitoring of the research progress. At the evaluation of the applications the entrance examination boards may take into consideration the applicants' previous scientific achievements: awards won at international scientific competitions, at the National Conference of Scientific Students' Associations or other competitions, 1st-3rd place at conferences of Faculty Scientific Students' Associations, membership of scientific colleges. The exact method of evaluation is detailed in the Operational Regulations of the Doctoral School. Minutes are taken at the entrance examination (Annex 2).

Besides the application form and the standard application documentation (CV, motivation letter, list of publications, university transcript, letter of recommendation etc.) applicants are requested to submit a detailed research proposal and a reference work (in no more than 6000 words), a previous work of the applicant, such as a project report, short version of a thesis, published scientific article etc.)

Following the advice of the entrance examination boards, the TTDT makes a decision on the admissions.

For the admission to the doctoral programme on an individual course schedule, applicants have to verify with previous publications in noted academic journals their ability to complete the training and to have received their degree at least three years before the training. The rules pertaining to the doctoral training with individual course schedule are stipulated in paragraphs (5)-(8) section 6 of the KDSZ. Students admitted with an individual course schedule are required to submit their publications and other documents verifying their achievements after their admission to the Doctoral School. The head of the Doctoral School shall appoint a professional to carry out the habitus investigation. The appointed professional shall review and assess the submitted documents and give credits for the individual achievements. If the number of credits given reaches 100, the student is permitted to take the comprehensive examination (as with the 20 credits due for the comprehensive examination the 120 credits required during the training and research phase is fulfilled). If the number of credits is less than 100, the student prepares an individual training plan with the supervisor, which the head of the relevant doctoral programme and the head of the Doctoral School officially authorise.

4. The study plan

Doctoral students prepare their study plans in the beginning of every academic year over the course of their studies. This plan includes the student's detailed plan regarding course work, research and teaching activities, publications and conference participations. The deadline for the submission of study plans is October 15.

The head of the Doctoral School and the heads of the doctoral programmes approve the study plans for the academic year, which the students have prepared with their supervisors and the head of the relevant doctoral programme has authorised and, if necessary, share their observations with the students and the supervisors. At the end of every academic year, students have to prepare a progress report on the work they have accomplished, which their supervisors authorise. (Annex 3, Aspects of evaluation) The deadline for the submission of the progress reports is May 15. On the basis of the opinion of the head of the relevant doctoral programme, the head of the Doctoral School accepts or rejects the reports. The head of the Doctoral School monitors, primarily on the basis of the data recorded in the Electronic Registration System, the students' study and research progress.

5. The doctoral training programme

The course requirements, the training structure and the course descriptions are detailed in the training programme of the Doctoral School. The course descriptions are to be reviewed at least in every third academic year. Course descriptions are required to contain Hungarian and international publications that have been published within the last 5 years. Auxiliary sciences that help the students' publication activities, such as literary research, the use of reference softwares, knowledge transfer concerning international publications etc. constitute an organic part of the training programme. The TTDT is entitled to decide on the update of course descriptions. On the basis of the recommendation of the ELTE EDT, the Senate of ELTE shall decide about the modification of the training programme.

The timetable of the doctoral programmes are compiled by the heads of the programmes in every semester. The timetables comply with the requirements of the curriculum. The lecturers are appointed by the heads of the programmes.

After designing the timetable, the heads of the four programmes discuss which courses they recommend for the students of the other programmes in order to ensure that some of the courses are available for every student.

If their doctoral research and theses require, students of the Doctoral School may register for courses outside the Doctoral School. They may choose from among courses offered on BA or MA level at the Faculty or other Faculties of the University, or at other universities. The supervisors' support is a prerequisite for the registration for these courses. The request for the permission for registration for courses outside the doctoral programmes is to be submitted with the supervisor's supporting signature to the head of the relevant doctoral programme and the head of the Doctoral School. After the completion of the course, the documents verifying the completion (lecturer's evaluation, course description) are to be submitted to the head of the

Doctoral School. The recognition of the credits is verified by the Faculty Education and Credit Transfer Committee.

6. Lecturers of the doctoral training

The courses of the doctoral programmes are specified in the curriculum of the Doctoral School's training programme of 2016. (To those applying to the Doctoral School in 2020, the training plan modified in 2019 will be applicable.)

The lecturers of the obligatory and optional courses are lecturers of the Faculty of Social Sciences pursuing outstanding research activities and other Hungarian and international professionals. The compiled course schedules specifically aim to convey the most recent domestic and international research results of social sciences, including social policy, to the students.

The Doctoral School aims at featuring in the course schedule at least two courses offered by international professors or professionals from international research institutions or scientific institutions in every semester. The dean, the vice-dean for international affairs and the core members and supervisors of the Doctoral School are entitled to recommend the international lecturers and the topics of the courses.

7. Progress evaluation

In the training and research phase, the fundamental documents the evaluation is based on are the study plan submitted at the beginning and the progress report filed at the end of the academic year. The assessment of course work follows the rules stipulated in the current HKR. The course descriptions are published at the beginning of each semester on the study interfaces of Neptun and Coospace. The course descriptions include the aims of the course, the schedule of the semester, the literature to be processed and the requirements for the completion of the course. The evaluation of research activities is based on the results of the tutorial consultations, the doctoral seminar and the students' progress report.

8. The comprehensive examination

The quality assurance of the doctoral training is primarily ensured by the comprehensive examination. Before the exam registration, the supervisors prepare a written assessment on the students' accomplishments performed in the training and research phase and sign their statements about whether the students can be permitted to register for the examination. (Annex 4, Registration form for the comprehensive examination)

During the comprehensive examination, the examinees present their knowledge of relevant literature, give a presentation on their research results, discuss their research schedule for the research and study phase and the schedule for writing the doctoral thesis and the publication of the research results.

The examination board evaluates the students' progress on the basis of their research activities carried out in the first phase, the finalised research plan and the submitted chapter of the thesis, and decide if they consider the students able to finish their research in the following two years and complete their theses in a high quality.

An important element of quality assurance is that the examination board has three members, and at least one member is not a public servant employed by the University. Another important element is that an external professional knowledgeable in the field of the examinee's research shall be invited to participate at the exam as an external examiner to assist the board in making the decision. In this way, professional objectiveness and impartiality can be assured. The evaluation of the comprehensive examination is pass or fail. Minutes are taken at the examination (Annex 5).

Doctoral students may repeat a failed comprehensive examination on one occasion, within the same exam period. The requirements of the comprehensive examination (topics of theory and methodology and the necessary literature) are available for the students on the Doctoral School's website.

9. The doctoral students' research activities

Owing to the characteristics of its different areas, research in the field of social sciences is fundamentally based on individual research, and the participants' individual research areas are easy to delineate even within collaborations. Therefore, it is extremely important for the Doctoral School that in the first phase of the training the students develop their individual study plans, a part of which is the detailed research schedule prepared for each semester. Doctoral students finalise the research plans submitted in their application documentation during the first academic year. Besides the co-operation with their supervisors, the doctoral seminars also help the students with their work.

In case the research topic makes it necessary, the supervisors and the head of the doctoral programme may recommend the student consultations with researchers specialised in specific aspects of the given topic.

The Faculty's research and travel grants also assist the research and publication activities of doctoral students.

In the second, research and dissertation phase of the training, the research is based on the research schedule evaluated at the comprehensive examination. The written assessment on the research documentation includes the evaluation of the research schedule compared with the results of the progress reports on the first four semesters. The feasibility of the research schedule is evaluated on this basis in the second phase of the training.

In the Doctoral School, besides fulfilling the study and research requirements, the pre-degree certificate can only be issued if the student has had at least two printed or electronic publications of at least 40 000 n in their research area. In the case of articles published in journals, only writings can be accepted that comply with the A, B, C categories of the list of Hungarian and

foreign-language publications of MTA IX. Section of Economics and Law - including sociology, demography and political sciences. Any of these and publications in journals included in the supplementary list approved by the TTDT can be accepted (cf. Doctoral school / Regulations / List of journals).

<http://mta.hu/doktori-tanacs/a-ix-osztaly-doktori-kovetelmenyrendszer-105380>

<https://www.tatk.elte.hu/doktori/szabalyzatok>

10. Involving students in teaching at the Faculty

The Doctoral School considers it especially important that the students should have teaching experiences besides their research. Offering teaching opportunities is the Doctoral School's responsibility.

The Doctoral School asks the heads of departments to indicate in which courses they think doctoral students can be involved. The heads of the doctoral programmes discuss these options with the students.

Furthermore, the head of the Doctoral School reviews the course descriptions the students submit for approval, evaluates them, and creates a list of suggested courses that he/she presents to the vice-dean for education in order to facilitate that by matching supply and demand, the Faculty may enable the realisation of as many courses as possible. The list of offered courses are sent to the programme directors of the Faculty, and they decide which courses they can partly or fully introduce into their programmes. The Doctoral School only supports those teaching possibilities, where lecturers agree to provide regular consultations to the student teaching the given course.

Lecturers (often the student's supervisor) may also offer teaching assistantship to students, who may give certain classes in a course during the semester.

The Doctoral School also supports every proposal put forward by students who wish to fulfil the teaching requirements outside the Faculty or at other institutions of higher education, and recognizes these accomplishments with credits.

The recognition of scientific and teaching credits is to be initiated by the students (Annex 6, Request form). The calculation of credits and the credit value of achievements are stipulated in the Training Programme of the Doctoral School, and the number of earned credits are verified by the supervisor and the head of the Doctoral School.

11. Student support and services

The Faculty of Social Sciences and the Doctoral School offer the following options to support the research activities of doctoral students:

- The doctoral programmes organise annual, when possible bilingual (Hungarian and English) doctoral conferences, where the active students of doctoral programmes and former students who have received their pre-degree certificates no earlier than five years previously can give presentations. The students of the Interdisciplinary Social Research Programme have a conference at the end of each academic year.
- The Interdisciplinary Social Research Programme invites professionals from various fields (science, business, culture, state administration, civil societies) in every semester to discuss their work, career paths and the most important characteristics of their fields of profession in the form of a tea-party.
- Studies written from selected presentations of the doctoral conferences are published in our online annual entitled *Kötőjelek/Hyphens* <https://tatk.elte.hu/content/koto-jelek-aktualis-evkonyv.t.2770>. Studies are selected for publication on the basis of experts' recommendations.
- Using the subsidy received from support grants, the Faculty gives support to doctoral students to purchase books, make research trips abroad, participate at conferences, pay for the proofreading of their articles and cover the expenses of minor research assignments.
- Since the academic year 2016/2017, the New National Excellence Program offers scholarships for the active students and doctoral candidates.
- Within the framework of EFOP-3.6.3-VEKOP-16-2017-00007 project, the Doctoral School of Sociology supports, among other things, the development of courses in foreign languages, the invitation of visiting professors, the participation of doctoral students and lecturers active in the field of talent support at international and domestic conferences and the creation of bilateral education and scientific cooperations (the project ends on August 31, 2021).
- In accordance with the needs of doctoral students, the Doctoral School continuously provides for the procurement of primarily international literature necessary for the students' research, which are stacked separately in the Faculty library. The University Library enables free access to several literature databases (e.g. JSTOR).
- A PhD room equipped with two computers, a high-capacity printer, an also high-capacity copy machine and a scanner is available to the students of the Doctoral School.
- The Faculty's three computer labs used for education purposes can, on lecturers' request, provide infrastructural background for the methodology classes necessary in the doctoral training. The Doctoral School also has three projectors, which can be used concurrently in the doctoral programmes.
- Since 2010, the Doctoral School participates as a consortium member in the Sess.EuroPhD (The European PhD in Socio-Economic and Statistical Studies) programme operating on a European level. Within its framework, excellent students of

the Doctoral School may obtain a European doctoral degree. <https://tatk.elte.hu/en/content/sess-europhd.t.7028?m=372> This offers opportunity for the students to acquire international experiences and learn the standards of international PhD research and theses.

In the case of financial support, ad hoc committees of the Doctoral School or the Faculty evaluate the applications.

The doctoral procedure

12. The publication requirements of the doctoral procedure

The actuation of the doctoral procedure may be requested when the student possesses at least two publications in the area of the topic of the thesis published in noted, peer-reviewed journals or collections of essays or, in the case of international publications, studies accepted for publication. The data of published materials have to be entered into the MTMT database.

In the critique procedure of those who finished their studies in the doctoral training with the operational regulations effective before 2016, the members of the comprehensive examination board and the assessment committee (in the new training structure there is only an assessment committee) receive the doctoral thesis in an electronic format, the printed version of the thesis is available for inspection at the secretariat of the Doctoral School during the entire doctoral procedure. At the announcement of the public discussion, the theses booklet is published on the www.doktori.hu website.

The publicity of the theses is ensured and the copyright of the doctoral candidates is protected by the fact that at the start of the doctoral procedure the thesis has to be uploaded to the ELTE Digital Institutional Repository (EDIT). This also ensures that the thesis cannot be changed during the critique procedure. Following the successful obtainment of the degree, the University Library makes the doctoral thesis publicly available partly by preserving it and providing access to it in the Library, and partly by making the electronic version publicly available in the EDIT, and at the same time creating the data connection with the MTMT.

13. The critique procedure

In the case of students who started their studies in the academic year 2016/17 or later, the critique procedure can be initiated when the student has carried out the necessary modifications after the pre-defence and finished the thesis. The requirements of submission are the following:

The document verifying the second language proficiency, which can be a state-recognized language certificate or language certificate obtained at the departments of foreign languages of the University or other certificates equivalent to those, shall be submitted two months prior to the organisation of the pre-defence.

The thesis can be permitted to be defended if the candidate has at least two professional publications that are closely connected to the topic of the thesis. One of these can be a co-authored paper, where the candidate is the first author.

To students enrolled before the academic year 2016/2017 and to doctoral candidates the legislations and University and Faculty regulations effective at their enrolment or obtainment of the doctoral candidate status are applicable.

14. The pre-defence

The purpose of the pre-defence is to allow the first full version of the thesis to be discussed by a professional community selected by the doctoral student, whose constructive criticism may help the student finish the thesis. Every lecturer of the Faculty and, if possible, representatives of other relevant departments of institutions of higher education or research institutes of sociology shall be invited to the pre-defence. Two experts shall be invited to the pre-defence to criticise the thesis. The critics shall make a statement about whether the thesis is suitable or with what modifications it can be suitable for the actuation of the doctoral procedure or the continuation of the doctoral procedure). The comments, remarks and statements are recorded in a minutes. (Annex 7, The minutes of the pre-defence)

15. The thesis defence

The constitution of the academic bodies participating in the doctoral procedure, the proportions of Faculty members and external collaborators (at least one-third of the members shall be external professionals) and the rules of conflict of interest are detailed in the University Doctoral Regulations and in the Faculty Doctoral Regulations. These rules are binding, no deviation from them on any grounds is possible. The head of the doctoral programme shall recommend the members of the assessment committee, and the TTDT shall approve it. (Annex 8, Registration form for the public defence)

The public defence is to be announced on the www.doktori.hu website, the Doctoral School's website and the Faculty notice board. (Annex 9-10, The procedure and the minutes of the public defence)

The publicity of the theses is ensured and the copyright of the doctoral candidates is protected by the fact that at the start of the doctoral procedure the thesis has to be uploaded to the ELTE Digital Institutional Repository (EDIT). This also ensures that the thesis cannot be changed during the critique procedure. Following the successful obtainment of the degree, the University Library makes the doctoral thesis publicly available partly by preserving it and providing access to it in the Library, and partly by making the electronic version publicly available in the EDIT, and at the same time creating the data connection with the MTMT.

The members of the Assessment Committee decide about the conferment of the doctoral degree by ballot. The numeric result of the ballot expressed in points shall be announced at the public defence and the result shall be publicly justified.

The lawful and correct running of the public defence is monitored by the TTDT. The TTDT recommends the conferment of the doctoral degree to the EDT if the procedure ran according to the legislation and the doctoral regulations, and the Assessment Committee expressed its positive recommendation.

Before making a decision on the conferment of the doctoral degree, the EDT ascertains, on the basis of the submitted documents, the proper proceedings and the validity of the TTDT's recommendation.

16. Request for the national recognition of academic degrees obtained abroad

The Doctoral School offers the possibility for the recognition of doctoral degrees obtained abroad. The applicant needs to credibly verify the obtainment of the degree and that they fulfilled the education requirements necessary for the obtainment. The documents to submit for the recognition are specified in Government Decree 33/2008. (II. 21.) 5/C. § (1). The head of the Doctoral School hands the thesis over to a critic for assessment. On the basis of the submitted documentation and the critic's evaluation, the TTDT reviews the request and recommends the conferment of the doctoral degree to the EDT. (Annex 11, Request for national recognition of the degree)

17. Monitoring and the regular review of the training programme

The head of the Doctoral School, the Council of the Doctoral School and the TTDT monitor the quality of the doctoral training. The continuous surveillance and assessment are enabled by the following procedures:

- The TTDT proposes the nomination of the core members of the Doctoral School, approves the nominations of supervisors and topic announcers and the announced topics;
- The TTDT approves the annual reports of the Doctoral School and submits it to the EDT;
- The TTDT makes a final decision on admissions to the Doctoral School;
- The TTDT decides on the permission given to students to take the comprehensive examination, the composition of the comprehensive examination boards, the examination requirements, and monitors, on the basis of the written assessment of research documentations and the examination minutes, the examination procedures;

- The head of the Doctoral School, the heads of the doctoral programmes and the Council of the Doctoral School follow and evaluate the supervisors' work, oversee that no supervisor should have more than three supervised students or, in the case of distinguished founders of new schools of thought, 6 as prescribed in the requirements of MAB;
- The head of the Doctoral School and the heads of the doctoral programmes monitor and evaluate the study plans of the doctoral students and the assessments of their execution written by the supervisors;
- The constitution of the comprehensive examination boards (the proportions of Faculty/external members, their academic ranks and the rules referring to conflicts of interest) guarantee the theoretic-professional quality of the examination and, if the exam is successfully passed, the scientifically well-founded nature of the research carried out in the second phase of the training;
- The students' publications can be inspected in the MTMT database.

Utilising the conclusions of monitoring the training programme, the TTDT formulates, within its annual report, the Doctoral School's annual aims of quality improvement, which constitute a part of the Faculty's aims of quality assurance.

18. Students' opinion and feedback

The most important conveyor of students' opinion and feedback is the Doctoral Students' Union (DÖK). The head of the Doctoral School maintains continuous contact with the DÖK's democratically elected representative. They meet in every semester or as need arises to discuss current issues and questions and suggest solutions to problems.

The other important tool of quality assurance is the students' feedback system. The feedback the students provide enables the observation of the quality of the training and its continuous improvement. In the case of the doctoral training, however, questionnaire-based feedback is not feasible on course-level since the number of students participating at seminars is so low that they cannot be expected to yield statistically valid results. Furthermore, in the case of small numbers, the principle of anonymity cannot be ensured as the respondents are easily identifiable.

The development of a questionnaire regarding the entire Doctoral School, which is going to be tested with the DÖK's help and which will cover several areas (education, research, administration, representation of rights).

A student's feedback system is continuously operating in the Doctoral School, namely the heads of the four programmes keep intensive personal contact with the students, which is made possible by the relatively small number of students. The collegial relationship based on trust between the heads and the students raises questions concerning the quality of the operation of the doctoral programmes every day. The comments, critiques or suggestions raised thereby

appear in the decisions concerning the structure of the training, the offered courses or personal decisions such as whom to (or not to) invite to teach in the programmes.

It is very important to ensure that the students can discuss education-related issues with the lecturers in every semester or at least every academic year.

19. Complaint and appeal procedures

With their complaints and appeals students may turn to the relevant academic boards of the Faculty. The Faculty Disciplinary Committee makes its decision in ethical issues concerning the lecturers, researchers, other employees and students. Every employee and student of the Faculty may lodge a complaint to the Committee. On the dean's request the Disciplinary Committee co-operates in the disciplinary investigation proceedings following the provisions of the Academic Regulations for Students.

The Faculty Ethics Committee proceeds against members of the University who breach the ELTE code of Ethics.

With issues and complaints concerning their studies, students can turn to the Faculty Education and Credit Transfer Committee.

The Doctoral School provides opportunity for disabled students to receive different kinds of support to the successful completion of their studies. In order to receive support, disabled students shall register themselves with the disability co-ordinator of the Faculty.

20. Regular external quality assurance

External professional evaluation and feedback concerning its work in direct or indirect form is extremely important for the Doctoral School. The Doctoral School keeps continuous contact with the most important institutions and professionals of the field. Our co-operation is close with the Doctoral School of Sociology of the Corvinus University (we support our students' participation in each other's programmes on the basis of a mutual agreement) and our relationship is similarly close with the universities of Debrecen, Pécs and Miskolc. We have a partner's agreement with the Institute of Higher Education of Kőszeg, where we organise regular conferences and continue professional discourse with its leadership and the Hungarian and foreign professionals working there. Our relationship is close with several research institutes. The network of the research institutes of the Hungarian Academy of Sciences is exceptional among these; researchers of the MTA regularly teach at the Doctoral School, work as supervisors, participate at pre-defences, comprehensive examinations and critique procedures. We have also organised conferences together.

If serious reasons call for it, the Doctoral School may invite an external organisation of quality assurance to examine and vet its operation and, if necessary, perform the quality

assurance of its courses.

21. Reinforcing the connection between research and innovation

The Doctoral School seeks to reinforce its connection with the economic and business sphere. It is especially important to know the business sphere's expectations of the Faculty and the Doctoral School and to learn which professional skills that the Doctoral School considers important comply or will comply with these expectations now or in two or five years. We find it important to learn which competencies, skills and knowledge the representatives of the business sphere find the university trainings fall short of and in which areas the business sphere struggles with a shortage of professionals, as well as how the University could use the knowledge and competencies the representatives of the business sphere possess. The forms of contact we maintain are: workshops, the invitation of the representatives of the business sector to give lectures, joint research-development projects etc.

22. The internationalisation of the training

The Doctoral School considers the improvement of international relations an especially important objective. The most important step towards this objective was the accreditation of the English-language Sociology Doctoral Programme, which started in 2017 and has continued annually. The scholarships provided by the Spondium Hungaricum Scholarship Programme and the scholarships offered for Christian students based on the agreement concluded with ELTE play an important role in the Hungarian education of international students. The most important result of the English-language training is that the education has become bilingual, which has created the students' cultural diversity in the Doctoral School. The students and lecturers of the Doctoral School regularly take part in the Erasmus exchange programme. The Doctoral School provides continuous financial support to students' presentations at international conferences and seminars. It also seeks to invite foreign professors to give lectures and intensive seminars to satisfy the students' need. The Doctoral School emphatically aims at expanding its professional and education collaboration with international universities and research groups. In recent years, the Doctoral School has joined several international co-operations. (Details about these co-operations are to be found in the Doctoral School's reports and self-evaluation.)

23. Communication with alumni and following their careers

Several students who obtained their degrees in the last five years have become public servants or commissioned lecturers at the Faculty. We are in daily work contact with them, therefore no other measures of follow-up are necessary.

The scientific work of students who have received their pre-degree certificates but have not yet obtained their doctoral degree is also motivated by the fact that if they have received their pre-degree certificates within the past five years, they can participate at doctoral conferences of the Faculty and publish studies in the annual of the Doctoral School.

Keeping track of those alumni who have received their degrees is different in the case of those who did not join the teaching and research staff of the Faculty. For them we are planning to create an ALUMNI section on the website of the Doctoral School (in progress), where they can find information about the actual events of the Doctoral School, conferences, book launches and calls for applications. If we receive their electronic contact data, they can regularly receive notification about these. We consider the systematic follow-up of alumni appropriate on a university level, as long as the conditions for it can be created at the ELTE Office for Quality Assurance.

24. Social sensitisation and preparation for active citizen's involvement

The sensitisation of people planning to engage in the field of social sciences is especially important in the area of the public political and social utilisation of social sciences. The intensification of the students' sensitivity is one of the Doctoral School's primary concerns. This approach permeates the curriculum of the Doctoral School and the extra-curricular activities that complement the field of knowledge and education shaped by the curriculum.

Besides the obligatory and optional courses, students are offered every year field trips that yield, apart from the acquired academic knowledge and skills, other opportunities to gather personal experiences and first-hand information about the most sensitive social problems and conflicts. One of the most important issue directly connected to the profile of the Sociology PhD is the immediate understanding of the phenomena of social inequalities, marginalisation, deprivation and the related bias, stigmatisation and social discrimination from the perspective of personal experiences.

Information handling

Information related to the operation of the Doctoral School and the students' work is recorded on several interfaces. The most important of these are the following:

The registration of coursework and exams takes place in Neptun (Electronic Registration System).

The complementary system assisting the education is the CooSpace site.

Actions pertaining to the doctoral activities are recorded on the www.doktori.hu website.

Theses shall be uploaded at the beginning of the doctoral procedure in the ELTE Digital Institutional Repository (EDIT).

The registration of publications takes place in the Hungarian Scientific Bibliography (MTMT).

The handling of electronic and printed data is important in the day-to-day administration of the Doctoral School. The Doctoral School handles all information fully complying with the rules and principles that ensure the strict rules of access to personal data and copyright while also guaranteeing publicity and transparency. Collecting and analysing data is essential to the effective quality assurance of the Doctoral School.

The most important surface of access to public information is the Doctoral School's website. The most important documents of the Doctoral School, the curricula of each doctoral programme, the course descriptions, essential information on the lecturers and the requirements of the comprehensive examination.

25. Ethical aspects

Students have to be attentive to the ethical norms throughout the doctoral training. This refers to the handling and publication of data, in the case of participants of research the personal rights of pollees, the protection of human dignity, anonymity, the principle of conflict of interest and the appropriate handling of copyright. These issues are of specific importance in class, in courses of theory and especially methodology. The prohibition of plagiarism is a specifically important aspect. It is the ethical obligation of researchers to use the methods and results of others' work and publications appropriately, with the use of proper scientific quotations and references. Plagiarism is a serious offence, which may result in the offender being expelled from the doctoral training, therefore lecturers emphatically draw the students' attention to it in class. In cases of suspicion of plagiarism, the Faculty Ethics Committee proceeds and investigates the issue. If the plagiarism is proven, the dean and the vice-dean of the Faculty take action and make a decision. In issues of research ethics and data protection the preliminary obtainment of ethical approval is necessary.

Budapest, November 02. 2019.

Prof. Dr. Antal Örkény
chair

Annex 1 (Annex 5 of the University Doctoral Regulations)

APPLICATION FORMS

FI80798



**EÖTVÖS LORÁND UNIVERSITY
Doctoral (PhD) Programme Application Form**

I. Required fields:

Name:

Birth name:

Mother's maiden name:

Citizenship:

Place of birth (City/Country):

**Year of
birth:**

Month:

Day:

ELTE Electronic Registration System identification code (applicable for former ELTE students):

ID number if Electronic Registration System code not applicable:

In the case of non-Hungarian citizens, the title of residence and type and number of residence permit (in the case of persons entitled to free movement and residence in Hungary, the type and number of document certifying residence rights):

Permanent address (Country/Postal Code/City/Address):

Correspondence address (Postal Code/City/Address):

Alma mater (institution/city/country):

University/MA/MSc/degree certificate no.:

Date of Issue:

Major(s):

Language proficiency:

Language 1:

Level/type:

Certificate no., DOI:

Language 2:

Level/type:

Certificate no., DOI:

Name of selected doctoral school:

Name of doctoral programme within doctoral school:

Name, academic degree of topic supervisor:

Topic supervisor's place of employment:

Title of selected topic:

What form of training are you applying for?

organised state-financed programme /organised self-financed programme/ individual programme*

Language of programme: HUN/foreign ([please specify]) language*

Have you applied to other doctoral schools/doctoral programmes? Yes/No*

1. Name of other institution: Doctoral school:

Doctoral programme:

2. Name of other institution: Doctoral school:

Doctoral programme:

Do you have a student status with another doctoral school? Yes/No*

Name of other institution: Doctoral school:

Doctoral programme:

Has your student status with another doctoral school been terminated within the last five years? Yes/No*

Name of other institution: Doctoral school:

Doctoral programme:

Date of termination:

II. Optional fields**

ID Number (ELTE identification code if applicable):

Residence permit/Permanent residence permit/Passport number (ELTE code if applicable):

Phone number: E-mail address:

Employer name:

Work address:

Work phone number:

Tax identification number: TAJ (social security) number:

Bank account number:

Are you eligible for GYES/GYED/GYET/?* Yes/No*

I declare under penalty of perjury that in case any of the above information is found to be false or untrue or misleading or misrepresenting, I am aware that I may be held liable for it.

Budapest,, 20...

Applicant's signature

Please print or type the application form.

* Please underline.

** Filling out the fields under part II is not mandatory but the details will be useful in later administrative procedures. By signing this application form the applicant agrees to the University's handling of the details provided.



EÖTVÖS LORÁND UNIVERSITY
FACULTY OF SOCIAL SCIENCES

1/A PÁZMÁNY PÉTER SÉTÁNY, BUDAPEST 1117, HUNGARY
PHONE: (36 1) 372 6650, E-MAIL: DOKTORI@TATK.ELTE.HU

MINUTES OF THE ENTRANCE EXAMINATION TO THE
DOCTORAL SCHOOL OF SOCIOLOGY

Date: _____ (yyyy. mm. dd.)

room:

name of applicant:

program:

The applicant has identified his/herself with undernamed identification document:
..... (ID number) ID card/Passport (underlined)

Questions:
.....
.....
.....

Suggestion of the committee:
.....

Members of the committee (name and signature):

.....
.....
.....
.....
..... (student)

Annex 3

ASPECTS OF THE EVALUATION OF THE STUDY- AND RESEARCH PLAN

The coursework carried out during the academic year covers the credit requirements stipulated in the Curriculum

Successful accomplishment of maintaining regular consultations with the supervisor

The minimum frequency of consultations between the supervisor and the doctoral student during the study period is 4 weeks. The students will upload a short summary of each consultation to the folder provided for this purpose.

Progress in the processing of literature, in acquiring a knowledge of domestic and international experiences related to the topic, and in the theoretical founding of the research concept

Clarification of questions of research methods

Finding and obtaining data and information necessary for the research

Preparation of the research

Accomplished research activity

Research analysis

Finished parts of the doctoral thesis

Conference participation

Finished articles and studies

Teaching activity

Answering the questions of research ethics if they should arise

Annex 4 (Annex 5 of the University Doctoral Regulations)



**EÖTVÖS LORÁND UNIVERSITY
Complex Exam Application Form ***

FI80798

I the undersigned hereby request permission to take the complex exam in the academic discipline of _____ in the academic field of _____ at the Doctoral School of _____

Applicant's name:

Birth name:

Mother's maiden name:

Citizenship:

Place of birth (City/Country):

Year of birth:

Month:

Day:

ELTE Electronic Registration System identification code:

ID number if Electronic Registration System code not applicable:

Language of doctoral programme: HUN/foreign ([please specify] _____) language

Doctoral programme type: State-financed/Self-financed:

Name of faculty (institution, research facility) handling applicant's doctoral programme:

Name, academic degree of topic supervisor:

Topic supervisor's place of employment:

Language of doctoral procedure: HUN/foreign ([please specify] _____) language

Doctoral topic:

Budapest,, 20...

**Applicant's
signature**

Please print or type the application form.

* Applicants not taking part in a doctoral programme applying to take the complex exam must also fill out the Doctoral (PhD) Programme Application form.

Annex 5

ELTE, Faculty of Social Sciences
Sociology Doctoral School
FI 80798

Ikt.sz.

MINUTES OF THE COMPREHENSIVE EXAMINATION

Name: Student identification:
Tutor: Teacher ID:
(Co-Tutor: Teacher ID.....)
Field of study: **s o c i a l s c i e n c e s**
Program:

Committee of the comprehensive exam:

NAME	ID	SIGNATURE
president:
members:

Time of the exam: yyyy. mm. dd. Place: ELTE TáTK 2.139 (Tanári Klub)

I. Theoretical part

Theory:

Methodology:

Questions asked:

Evaluation of the answers:

Opinion of the committee – theoretical part (*number of votes*):

Passed: ... Failed: ...

Reg. No.:

Doctoral School of Sociology,
 Eötvös Loránd University, Faculty of Social Sciences
REQUEST
 for the acceptance of credits for
SCIENTIFIC MODULES

Student's name: _____

Neptun code _____

Programme: _____

Hereby I am requesting the acceptance of my scientific/teaching* credits.

Number of credits:

Name and code of the scientific/teaching* module:.....

Academic semester Academic year:.....

This request is based on my work detailed below:

Date: Budapest,

.....
signature

Number of credits suggested by the supervisor	Consent of the Head of the Doctoral School:

*please underline

Doctoral School of Sociology,
Eötvös Loránd University, Faculty of Social Sciences
REQUEST
for the acceptance of credits for
TEACHING MODULES

Reg. No.:
|
|
|

Student's name: _____

Neptun code _____

Programme: _____

Hereby I am requesting the acceptance of my scientific/teaching* credits.

Number of credits:

Name and code of the scientific/teaching* module:.....

Academic semester Academic year:.....

This request is based on my work detailed below:

Date: Budapest,

.....
signature

Number of credits suggested by the supervisor	Consent of the Head of the Doctoral School:

*please underline

Annex 8 (Annex 5 of the University Doctoral Regulations)



FI80798

EÖTVÖS LORÁND UNIVERSITY
Application for initiating critique procedure

I the undersigned hereby request the initiation of the critique procedure in the academic discipline of _____ in the academic field of _____ at the Doctoral School of _____

I. Required fields:

Applicant's name:

Birth name:

Mother's maiden name:

Citizenship:

Place of birth (City/Country):

Year of birth:

Month:

Day:

ELTE Electronic Registration System identification code:

Home and correspondence address (if not recorded in the Student database or changed):

Language proficiency:

Language 1:

Level/type:

Certificate no., Date of Issue:

Language 2:

Level/type:

Certificate no., Date of Issue:

Name of doctoral school (doctoral programme) to issue pre-degree certificate:

Pre-degree certificate date of issue:

Language of doctoral programme: HUN/foreign ([please specify]
) language*

Doctoral programme type: State-financed/Self-financed *

Name, academic degree of topic supervisor:

Topic supervisor's place of employment:

Language of doctoral procedure: HUN/foreign ([please specify]
) language

²³ Amended by Senate resolution CCIII/2016. (IX.26.). Effective September 26, 2016. * Appropriate text applicable.

* Please underline.

Declaration:

I hereby declare that I do not have an ongoing doctoral procedure in the academic discipline of my doctoral dissertation, and that I have not had an unsuccessful defence of my doctoral dissertation within the last two years.

II. Optional fields **

Phone number:

E-mail address:

Employer name:

Work address:

Work phone number:

I declare under penalty of perjury that in case any of the above information is found to be false or untrue or misleading or misrepresenting, I am aware that I may be held liable for it.

Budapest,, 20...

**Applicant's
signature**

Please print or type the application form.

** Filling out the fields under part II is not mandatory but the details will be useful in later administrative procedures. By signing this application form the applicant agrees to the University's handling of the details provided..

Annex 9

THE PUBLIC DEFENCE OF THE DOCTORAL THESIS - PROCEDURE

The Chair opens the thesis defence and introduces the Assessment Committee:

The Faculty Doctoral Council of ELTE Faculty of social Sciences has appointed the members of the Assessment Committee:

Chair:

Secretary:

Critics:

Further members of the Committee:

The candidate's supervisor:

The Chair asks the Secretary to present the Candidate's curriculum vitae.

The Chair asks the Candidate to present his/her theses.

The Chair asks the Critics to present their opinions. If one of the Critics is not present, the Chair asks the Secretary to read out the opinion.

The Chair asks the Candidate to respond to the Critics' opinions.

The Chair asks the Critics if they accept the Candidate's answer. The Critics' statement of acceptance is recorded in the minutes.

The Chair invites the members of the Committee and the participants of the disputation to

- ask questions from the Candidate and
- offer comments.

The Chair has the right to ask the first question.

Further questions and remarks.

The Chair asks the Candidate to

- answer the questions asked and
- respond to the comments.

The Chair closes the disputation and announces a recess. The Committee stays in the room, and after learning the Supervisor's opinion the Chair orders a ballot.

The result of the defence:

EDSZ. 70.§ (7): Every member of the Assessment Committee evaluates the Candidate's performance with a number from 1 to 5. The defence is successful if the total number of points given to the Candidate reaches at least 60 percent of the maximum points receivable.

The honors of the public defence: "summa cum laude", 90-100%;

"cum laude", 75-89%;

"rite", 60-74%;

"insufficenter", if the total number of points given is less than 60% of the maximum.

The Committee records its opinion in the minutes.

The Chair gives permission to the Candidate and the public to re-enter the room, and publicly announces the result of the ballot, asking the Secretary to read aloud the Committee's evaluation. The Chair adjourns the public defence.

Annex 10

**EÖTVÖS LORÁND UNIVERSITY
FACULTY OF SOCIAL SCIENCES
SOCIOLOGY DOCTORAL SCHOOL
Doctoral Program:**

FI80798

MINUTES OF THE PUBLIC DEFENCE OF THE DOCTORAL THESIS

Name of the student:

Student identification:

University degree:

Field of study: social sciences

Title of the dissertation:

Name of the supervisor:

Lecturer identification:

Place of the public defence: ELTE TáTK

Time:

Language: English

Members of the committee:

President:

Opponents:

Secretary:

Other members:

The official suggestion of the critics regarding the acceptance of the doctoral thesis:

1. Critic:.....
2. Critic:.....

.....
.....
.....
.....
.....
.....
.....
.....
.....

The members of the committee secretly voted about the acceptance and evaluation of the dissertation and the public defence:

The scores given by the voting members:

- 1
- 2
- 3
- 4
- 5
- 6

Overall points.

The qualification of the defence as an average of the votes%
.....qualification.

The final result of the public defence: *

Dated: Budapest, yyyy. mm. dd.

*to be filled out by the Faculty Doctoral Council.

.....
chair

.....
secretary

.....
critic

.....
critic

.....
member

.....
member



EÖTVÖS LORÁND UNIVERSITY

**Request for the national recognition of an academic degree
obtained abroad as a PhD degree**

I the undersigned hereby request the national recognition of my academic degree obtained abroad as a doctoral (PhD) degree in the academic discipline of _____ at Eötvös Loránd University.

I. Required fields:

Applicant's name:

Birth name:

Mother's maiden name:

Citizenship:

Place of birth (City/Country):

Year of birth:

Month:

Day:

ID (or permanent residence permit) number* :

Permanent address (Country/Postal Code/City/Address):

Place of residence/Correspondence address (Postal Code/City/Address):

Name, address of institution to issue university/MA/MSc/degree certificate:

**University/MA/MSc/degree certificate
no.:**

Date of Issue:

**Higher education qualifications,
major(s):**

Language proficiency:

Language 1:

Level/type:

Certificate no., DOI:

Language 2:

Level/type:

Certificate no., DOI:

Certificate no., DOI of degree certificate to be recognised nationally:

Name, address of institution to issue degree certificate:

Title of doctoral dissertation:

* Please underline.

II. Optional fields: **

Phone number:

E-mail address:

Employer name:

Work address:

Work phone number:

I declare under penalty of perjury that in case any of the above information is found to be false or untrue or misleading or misrepresenting, I am aware that I may be held liable for it.

Budapest,, 20...

**Applicant's
signature**

Please print or type the request.

** Filling out the fields under part II is not mandatory but the details will be useful in later administrative procedures. By signing this application form the applicant agrees to the University's handling of the details provided.