

## **Quality Assurance Plan of the Doctoral School of Biology at Eötvös Loránd University**

The Quality Assurance Plan of the Doctoral School of Biology (DSB) is based on principles and regulations codified in the Doctoral Regulations of Eötvös Loránd University (UDR), its special provisions pertaining to the Faculty Doctoral Regulations of the Faculty of Science and on the Organisational and Operational Regulations of the Doctoral School of Biology. The operations of the DSB are supervised by the Doctoral Council of Sciences (TDT) and the University Doctoral Council (EDT).

The DSB ensures the high quality of all stages of the doctoral programme and the doctoral degree procedure (admission, doctoral training, obtaining the doctoral degree) through its adherence to its Quality Assurance Plan.

The quality assurance plan contains all the regulations and institutions used to set and assess the doctoral school's requirements of its students and lecturers.

### ***1. Doctoral topics and supervisors***

Doctoral topics may be announced by anyone deemed acceptable by the DSBC. It is expected that an announcer of doctoral topics is active in scientific research and his/her scientometric values of the previous 5 years considerably exceed what is required for obtaining a PhD degree. To this end, candidates are required to fill out and submit the table found in Annex 1 to the DSB programme leader in charge of the topic in question, who will then submit it to the DSBC after the approval of the programme council.

Doctoral topics to be announced in the DSB are approved by the DSBC. The DSBC is also responsible for making sure that topic announcements are up to date with the latest developments seen in the given discipline.

Topic announcers become topic supervisors, once a student is admitted to the announced research topic and enrolls to the DSB. Each PhD student is assigned to one supervisor who is responsible for aiding the PhD student's studies, research and preparation for the obtainment of the doctoral degree. If justified, a co-supervisor may assist the work of the supervisor. One supervisor may be assigned no more than three PhD students who have not yet received their pre-degree certificates (with co-supervising duties counted proportionately). Permission to deviate from this rule, in justified cases, can be given by the DSBC.

### ***2. Admission to the doctoral programme***

The prerequisite to be admitted to the doctoral programme is the online application via [www.doktori.hu](http://www.doktori.hu) to any announced doctoral topic, and a successful entrance exam in front of an admission committee.

The entrance exam is conducted by a committee of at least three members for each programme of the doctoral school in the form of a conversation. The committee examines the research and language competence, former research achievements, degree certificates and past academic scores of the applicant, as well as the feasibility of their doctoral research plan. This procedure ensures that only those applicants are admitted to the programme who

possess the required knowledge. The entrance exam is scored in accordance with the rules laid out in Annex 2. Recommendations on admissions are made to the TDT by the DSBC.

### ***3. The doctoral programme***

Decisions on the incorporation of courses into the doctoral programme and the updating of their topics are made by the DSBC.

#### *Core members, supervisors and lecturers*

The core members, supervisors and lecturers of the DSB must be professors or research scientists with a PhD degree and a high-level academic track record and be seen by the TDT as qualified to take part in the operations of the doctoral school based on the recommendation of the DSBC. The personal data the doctoral school's lecturers and supervisors appear in the electronic database of Hungarian Doctoral Council.

The supervisor oversees the work of the PhD student. They provide the doctoral student with the necessary information to choose the appropriate doctoral courses and supervise their research activity.

#### *Credit system of the doctoral programme*

The doctoral programme's credit system laid out in the doctoral regulations of the faculty provides an organised framework for the academic requirements, encouraging doctoral students to carry out continuous study and research work. Students who do not meet the required credit criteria may be excluded from the state fellowship and reallocated to self-financed programme.

#### *Courses*

The DSB's programme councils are to conduct a yearly review of the list of courses to be announced and require lecturers to update the topics of the subjects. The programme councils discuss and approve the topics of the new courses and request changes to them if necessary. ~~PhD students also have the opportunity to take courses advertised outside of the BDI. The approval of the courses and the credit value awarded at the time that the completion of the course is certified is decided on by the respective programme council.~~ The DSBC encourages and facilitates the invitation of foreign and domestic external lecturers.

#### *The comprehensive examination*

The programme councils regularly review the material covered by the subjects of the comprehensive examination and update them when necessary. The exam subjects are listed in the DSB's Plan of Study.

### ***4. Research***

Doctoral students are expected to conduct individual research work during the four-year programme. Students are required to give a presentation about the progress in their research each year, preferably in English. The doctoral school supports at least short-term visits of its doctoral students to foreign universities or research institutes where research related to their topics is conducted.

## ***5. Monitoring***

The doctoral school's programme councils require their students pursuing doctoral studies and conducting research to give reports on their progress each year. The PhD students present their academic findings and publications and outline their plans for the remainder of their studies in the presence of their supervisors.

## ***6. Publication requirements for obtaining the PhD degree***

The prerequisite to submit a PhD dissertation is publication of a minimum of two research papers, at least one of which is to be first-authored (or co-first-authored), related to the topic of the dissertation in an English-language peer-reviewed journal. The two publications are to be published in Q1 or Q2 journals as per SCImago ranking, taking into consideration the journal's highest ranking.

The prerequisite to apply for the doctoral procedure in the case of PhD candidates pursuing an individual preparatory doctoral programme, is publication of a minimum of research papers of which at least three must be first-authored and be published in a Q1 journal.

## ***7. The doctoral procedure***

### *Requirements for the doctoral dissertation and obtaining the doctoral degree*

The requirements of the doctoral procedure are laid out in detail in the UDR and its special provisions pertaining to the Faculty. The candidate's supervisor is to give a written statement recommending the start of the doctoral procedure and the submission of the dissertation.

The DSB does not support the preparation of a thesis-like dissertation compiled of articles. Co-first-authored dissertations must include a Co-author Statement documenting co-authorship signed by the first authors (Appendix 3). A Co-author Statement is also to be attached to the dissertation if the given article is used by other PhD students in their own doctoral procedures.

A pre-disputation about the dissertation may be organised by the research department or institute prior to its submission if initiated by the programme leader and approved by the supervisor. In this case the dissertation is reviewed by an expert "opponent" who possesses a PhD degree. Minutes should be written containing the evaluation, especially suggestions and/or requests to modify the dissertation. If significant revision is requested, the departmental or institute disputation should be repeated.

The relevant programme council is to hold a detailed discussion on the requests to begin the doctoral procedure. Two opponents shall be selected to evaluate the PhD candidate's dissertation, at least one of whom is not employed by the University. ~~Deviation from this rule is only allowed in amply justified cases and with the approval of the relevant programme council.~~ The defence of the dissertation shall be open to the public. The dissertation and its theses can be viewed at [www.doktori.hu](http://www.doktori.hu) prior to the dissertation defence. The identities of the opponents are not made public until the evaluation reports are finalised.

A dissertation sent out to the opponents can no longer be modified. In the event that the Evaluation Committee finds factually incorrect statements in the dissertation or does not accept certain theses, it is to be noted in the committee's minutes and attached to the dissertation (both in print and electronic form). The doctoral dissertation is to be made public together with this appendix (in libraries or electronic repositories).

## ***8. Closing remarks***

### *Annual report*

The BDI shall conduct an annual review of its operations and compile a report on its financial, educational, research and other academic activities for the EDT. The EDSZ evaluates the operations of the BDI as part of its annual report based on its quality assurance plan.

*Approved by the University Doctoral Council on March 19<sup>th</sup>, 2021.*

*Appendix 1*

<b>Name:</b>	
<b>Job/Title:</b>	
<b>Hungarian Scientific Publications Database link:</b>	
Year of obtainment of PhD degree:	
Number of first-author publications of last 5 years	
Number of last-author publications of last 5 years	
IF of last 5 years of publications (published+accepted)	
Current applications	
Duration:	
Source:	
Sum:	
Number of theses, Scientific Student Associations' Conference (TDK) papers advised	

## Calculating the Admission Point Score at the Doctoral School of Biology at Eötvös Loránd University

### I. The student may be awarded a maximum of 5 academic points for their past academic achievements as follows:

**- In the case of students taking part in single-cycle programmes:**

- the average grade of the comprehensive exams, rounded to the nearest tenth.  
*Points are not awarded for an average below 2.5.*

**- In the case of students taking part in a dual-cycle programme, the candidate's score is calculated by adding the doubled value of the average calculated in point 1 (see below) to the value calculated in point 2 (see below) and dividing the sum by three.**

1. The average of exam grades in *fundamental biology subjects and biology core subjects* in the MSc programme rounded to the nearest tenth.  
*Points are not awarded for an average below 2.5.*
2. The average grade for *specialisation subjects* rounded to the nearest tenth  
*Points are not awarded for an average below 2.5.*

**- In the case of students taking part in teacher training programmes, the score corresponds to the end-of-module exam.**

### II. The student may be awarded a maximum of 19 points by the Admission Committee as follows:

- during the admission procedure
  - 5 points** may be awarded for past work,
  - 5 points** may be awarded for the work plan;
  - +2 points** may be awarded by the committee to a maximum of two candidates per programme for exceptional academic performance.  
*The committee may also award half points during the procedure.*
- for TDK (top 3) placements and special awards  
*the candidate may be awarded a maximum of **3 points** (1.5+1.5 points for 1st-place finishes in faculty and national TDK conferences, 0.5 points for a special award)*
- A maximum of **2 points** may be awarded for published articles\*  
(meaning 1 article is worth 1 point, but the candidate will still earn a maximum of 2 points even if they have more than 2 published articles).
- A maximum of **1 point** may be awarded for published abstracts  
(meaning 1 abstract is worth 0.5 points, but the candidate will still earn a maximum of 1 point even if they have more than 2 published abstracts).
- **1 point** may be awarded for an "Excellent Student of the Faculty Award" or an equivalent title.

**The maximum possible point score shall be: 5+5+5+2+3+2+1+1=24 points, or see \***

\* If the candidate has a first-authored article (which was published in a journal approved by the relevant programme), the BDI Council can award a maximum of **5 points** for the achievement.

### Co-author Statement

I, the undersigned,..... *(co-author's name)* hereby declare that  
..... *(PhD candidate's name)* has consulted with me on the  
use of the article(s) resulting from our shared work, registered with joint authorship / co-first-  
authorship, and on how the results are to be used in the dissertation submitted for the  
obtainment of the PhD degree. Below, I certify the candidate's role in achieving the results  
and agree to present the candidate's new findings in certain parts of the dissertation:

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

*(Publication title)*

*(A brief description of the work carried out by the PhD candidate, similar to the listing of  
contributions to scientific publications, and a brief mention of the candidate's own new  
findings in the PhD dissertation / theses.)*

*(Separate descriptions are required in the case of multiple publications)*

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Date, .....

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*(Name, signature)*