



Pannon Egyetem
University of Pannonia

Quality Assurance Plan

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Responsible: Dr. Navracsics Judit Head of the Doctoral School

Veszprém

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1. Preamble

University of Pannonia (hereinafter: “the University”) adopted an Integrated Quality and Environmental Management Manual, which came into force on 31 October 2025, defining the starting point, objectives, framework and procedures of quality assurance at the University, as well as the tasks and responsibilities of the individuals and organisational units involved in the operation of the quality assurance system.

This Quality Assurance Plan has been established in accordance with the Doctoral and Habilitation Regulations (DHR).

This Quality Assurance Plan is one of the key documents of the University’s quality assurance system for doctoral programmes. This document sets out the quality assurance activities of doctoral programmes, building upon and supplementing external regulations and expectations, as well as the University’s internal regulations, in particular the DHR and the Integrated Quality and Environmental Management Manual of the University of Pannonia.

2. Quality assurance principles for doctoral programmes

- 1) In the operation of its doctoral schools, the University shall uphold the following quality assurance principles, in accordance with the University’s quality management system.
 - a) **Continuous improvement:** in the development and operation of the quality assurance system, the University shall follow a quality improvement approach ensured through the systematic application of quality planning, development, evaluation and control (the PDCA principle).
 - b) **Partner-centred approach:** the University shall regularly review the expectations of those involved in the operation of the doctoral schools, ensure continuous compliance, and take stakeholders’ perspectives into account during the implementation of operations and development.
 - c) **Supportive leadership and staff involvement:** the University shall involve staff and experts participating in doctoral schools in setting and achieving objectives related to doctoral programmes, , in providing feedback, and in developing processes. It shall ensure the necessary conditions for such involvement.

- d) **Evidence-based decision-making:** the University shall continuously analyse data relating to the quality of teaching and operations in doctoral schools, in order to assess the effectiveness of the quality assurance system and to support development measures.
 - e) **Sharing of good practices:** the University shall continuously identify, evaluate and share good practices and solutions that serve the development of doctoral schools.
- 2) In ensuring the quality of doctoral programmes, the University shall apply the following quality assurance principles:
- a) **The principle of professional oversight:** the oversight of the international and domestic professional and academic community shall be applied throughout the doctoral programme.
 - b) **The principle of compliance with scientific ethical requirements:** the resolutions of the Hungarian Academy of Sciences' Committee on Scientific Ethics shall be applied in the design and operation of doctoral programmes.
 - c) **The principle of transparency:** in the quality assurance of doctoral programmes, the expectations established and compliance therewith shall be transparent and publicly accessible.
 - d) **The principle of feedback:** in establishing and operating the quality assurance system, the University shall ensure that those involved in doctoral training receive regular feedback on the standard of their work and on possible and/or necessary directions for improvement.
 - e) **The principle of quality focus:** through the development and operation of the quality assurance system, the University shall ensure that doctoral students, tutors, and supervisors continuously raise their standards in relation to themselves and their environment, while fostering humility towards science as an integral part of their values, and ensuring that initiative and creativity as fundamental elements of their thinking.
 - f) **The principle of individual accountability:** the establishment and operation of a scientific school shall be based on teamwork, however its effectiveness shall require that responsibilities and remits are clearly defined, including who is responsible for what in the process of improving the quality of education.

Requirements relating to the quality assurance system for doctoral programmes

2.§

- 1) The University shall establish the quality assurance system for doctoral programmes in accordance with the quality-driven requirements of the 'Standards and Guidelines for Quality Assurance in the European Higher Education Area' (hereinafter abbreviated as ESG 2015), and shall commit to a culture of self-evaluation and continuous improvement in this area.
- 2) In establishing the quality assurance system for doctoral programmes, the University shall take into account the relevant provisions of the higher education legislation, with particular regard to doctoral education.
- 3) In developing the quality assurance system for doctoral programmes, the University shall take into account the relevant recommendations and requirements of the Hungarian Accreditation Committee.
- 4) The University shall take into account the fundamental requirement that the quality assurance system for doctoral programmes must be consistent with the University's current quality assurance regulations, thereby serving the implementation of the institution's quality policy.

The starting points of the quality assurance system for doctoral programmes

3.§

- 1) The quality assurance system for doctoral programmes shall define objectives, establish tasks and ensure the systematic monitoring of their fulfilment in order to achieve and maintain the objectives and quality improvement values set out in the Integrated Quality and Environmental Management Policy of the University of Pannonia.
- 2) The quality assurance regulations for doctoral programmes shall define the characteristics of the quality assurance system to be operated in doctoral schools, to define the mechanisms of the PDCA cycle to be applied in doctoral schools, and clarify

the tasks and responsibilities arising during the operation of the quality assurance system.

4.§

- 1) The scope of the quality assurance plan in terms of personnel and geographical coverage, shall extend to lecturers, supervisors and non-teaching staff, as well as legal entities and private individuals without an employment contract who are involved in the performance of teaching, research and service tasks, and to students enrolled in doctoral programmes.
- 2) The University's doctoral schools are responsible for the operation of the quality assurance system for doctoral programmes, including the implementation of this document.

5.§

The quality assurance system for doctoral programmes shall operate through the cyclical operation of four process groups:

- 1) **Conducting self-assessment:** self-assessment shall include, in the light of the ESG 2015 criteria and aspects, the application of tools and methods to measure and evaluate the operational adequacy of doctoral programmes, the collection of data indicating operational adequacy, the identification of discrepancies between targeted and actual quality, and the setting of quality improvement objectives for the subsequent period.
- 2) **Planning quality improvement:** quality improvement planning shall involve identification of tasks that fulfil the quality improvement objectives for the next period, the assignment of these tasks to the level of the dean and the heads of doctoral schools, and the development of the conditions for implementation and the expected outcomes.
- 3) **Implementation of quality improvement:** the implementation of quality improvement shall involve the monitoring of tasks defined during the quality planning process at each management level, as well as the management and control of the quality improvement activities at the level of individual doctoral programmes and doctoral schools.
- 4) **Monitoring of the quality assurance system:** monitoring of the quality assurance system shall include the annual comprehensive evaluation of its operation and results

of quality assurance, as well as the identification of necessary the definition of management tasks required for its further development.

Structure of the quality assurance system for doctoral programmes

6.§

- 1) The self-assessment of doctoral programmes – in accordance with Section 2 of these regulations – shall be structured around the following areas: Quality assurance policy and regular external quality assurance; The design and approval of study programmes, their continuous monitoring and regular evaluation; Student-centred learning, teaching and assessment; Student admission, progression, recognition of learning and award of degrees; Teaching staff; Learning support and student services; Information management; Public information.
- 2) The self-assessment of doctoral programmes shall be carried out using the following tools:
 - a. Preparation of the DS's annual self-assessment report
 - b. Preparation of the faculties' annual reports presenting the outcomes of doctoral programmes: Alignment of the DS's programme offering with the institutional strategy, Demonstration of the alignment between undergraduate and doctoral programmes, Planning of entry requirements for doctoral programmes and monitoring of their fulfilment, Measures taken to review the programme, grouped by discipline, Measures taken to ensure the supply of doctoral candidates, Institutional support tools within the DS's doctoral programme to assist doctoral candidates in preparing for teaching and research careers.
 - c. Analysis of doctoral student satisfaction surveys,
 - d. Internal audits
 - e. Graduate career tracking system report

The criteria for self-assessment in accordance with Section 2 of these regulations are detailed in Section 10 of these regulations.

- 3) As part of the self-assessment process, the DS's annual self-assessment report shall be prepared annually, the results relating to doctoral training shall be presented in the

faculties' annual reports, and the doctoral student satisfaction survey shall be conducted every six months. As part of the operation of the quality assurance system, internal audits and graduate career tracking system reports shall be carried out annually.

- 4) The self-assessment of doctoral programmes shall be carried out by assessing compliance with the target values of the self-assessment criteria evaluated within the framework of individual sub-assessments. Target values shall be determined by the UDHC where necessary. A report on the results of the annual self-assessment surveys shall be prepared and published on the DS website.
- 5) The head of the doctoral school shall report annually to the doctoral school council on the results of the self-assessment.

7.§

- 1) Quality improvement planning shall include:
 - a) the identification of quality assurance aspects found to be non-compliant on the basis of self-assessment, and the identification of quality improvement objectives and indicators to ensure the rectification of such non-compliance,
 - b) the definition of measures to achieve the quality improvement objectives, and the preparation of the quality improvement action plan for doctoral programmes,
 - c) the detailed planning and approval of the measures set out in the quality improvement action plan.
- 2) The Quality Improvement Action Plan shall constitute a comprehensive planning document setting out the quality improvement tasks to be carried out for the benefit of doctoral programmes. The action plan shall be set out in Annex 1. It shall ensure the adequacy of the quality assurance aspects identified in the quality objectives in line with the DS ESG criteria.
- 3) The planning of quality assurance tasks summarises the development tasks for a one-year period.

8.§

- 1) The implementation of quality development shall be carried out to achieve the objectives and target indicators set out in the Quality Development Plan, the coordination of which shall be the responsibility of the Rector's Commissioner for Quality Development.

9.§

The University shall monitor the effectiveness of quality assurance measures for doctoral programmes and the compliance of the quality assurance system for doctoral programmes through monitoring and internal audit of the quality assurance system. The description of the internal audit process of the quality assurance system, its detailed criteria and the scope of the applicable forms shall be set out in the Integrated Quality and Environmental Management Procedure for Internal audit.

Aspects to be managed by the quality assurance system in light of ESG 2015

10.§

In the course of quality assurance for doctoral programmes, and in accordance with the requirements summarised in Section 2, compliance with the following criteria shall be ensured:

- 1) Quality assurance policy and regular external quality assurance
- 2) Design, approval, continuous monitoring and regular evaluation of study programmes
- 3) Student-centred learning, teaching and assessment
- 4) Student admission, progression, recognition of prior learning and awarding of qualifications
- 5) Teachers
- 6) Learning support and student services
- 7) Information management
- 8) Public information

Tasks and responsibilities arising from quality assurance in doctoral programmes responsibilities

11.§

- 1) The Rector's Commissioner for Quality Development shall be responsible for maintaining the quality assurance system for doctoral programmes. The quality assurance tasks of the Rector's Commissioner for Quality Development shall be defined as follows:
 - a) Ensuring the renewal of the quality assurance system for doctoral programmes and the enforcement of its established rules.
 - b) Ensuring the compilation of the quality assurance procedures for doctoral programmes and monitoring compliance with these regulations.
 - c) Developing the framework for the submission of self-assessments of doctoral programmes.
 - d) Developing quality improvement plans for doctoral programmes, monitoring the implementation of improvement activities, and conducting internal audits.
 - e) Implementing the monitoring of developments at the level of doctoral schools to ensure the implementation of the quality improvement plan for doctoral programmes.
 - f) Preparing the submission of the annual report of the DS to the University Doctoral and Habilitation Council.
 - g) Representing the university in matters of quality assurance for doctoral programmes and liaising with the heads of the University's organisational units.
- 2) The University Doctoral and Habilitation Council shall be responsible for evaluating the work of the Rector's Commissioner for Quality Development in the field of quality assurance.

12.§

- 1) The Head of the Doctoral School is responsible for the approval of the Doctoral School's self-evaluation and for the implementation of the Doctoral School's quality improvement tasks, which they carry out in cooperation with the dean. In the performance of these duties, the Head of the Doctoral School shall:

- a) submit the results of the doctoral school's self-evaluation,
 - b) implement and coordinate the development tasks within their remit,
 - c) participate in the implementation of activities aimed at monitoring development tasks.
- 2) The Doctoral School Council shall be responsible for evaluating the Head of the Doctoral School's performance of duties carried out for the purposes of quality assurance. Within the scope of these responsibilities, the Doctoral School Council shall
- a) approve the self-evaluation of doctoral programmes, the quality objectives and the quality improvement action plan,
 - b) evaluate the report on the quality improvement activities carried out.

Final provisions

13.§

- 1) In matters not covered by these regulations, the provisions of the Integrated Quality and Environmental Management Manual of the University of Pannonia, the Doctoral and Habilitation Regulations, and, where applicable, the operating regulations of the relevant doctoral school shall apply.
- 2) These Regulations were adopted by the SDHC by a vote on April 24, 2026.
- 3) These Regulations shall enter into force on May 1, 2026. On the same date, the Quality Assurance Rules for the doctoral programmes of the Doctoral School shall be repealed.

1. Appendix

Multilingualism Doctoral School 2026 Action Plan

1. Quality objective: Increasing international professors' rate					
	Initial situation	Indicator	Target value	Stakeholder involvement	Resources
PLAN	4 international professors	number of international professors	5 international professors	international partners, professors and supervisors, head of doctoral school	utilization of personal scientific networks
DO	Actions			Responsible	Deadline
	Employment contracts			head of doctoral school, dean, HR	December 31, 2026
CHECK	Measurement method			Result	
	Teaching activity				
ACT	Evaluation		Corrective actions	Recommendations for the next year	

2. Quality objective: Reducing dropout rate					
	Initial situation	Indicator	Target value	Stakeholder involvement	Resources
PLAN	2 students dropped out in 2025	dropout rate (%)	max. 1 student	students, supervisors, head of doctoral school	supporting students' studies, mentoring
DO	Actions			Responsible	Deadline
	mentoring, orientation meetings at the beginning of each semester for all active students (presentation of the study plan, discussion of challenges, milestones and identification of problems)			supervisors, head of doctoral school	December 31, 2026
CHECK	Measurement method			Result	
	exam results, student evaluations				
ACT	Evaluation		Corrective actions	Recommendations for the next year	

3. Quality objective: Increasing publication performance					
PLAN	Initial situation	Indicator	Target value	Stakeholder involvement	Resources
	35 publications in 2025	number of publications registered in MTMT	40 publications in 2026	core members and professors of the doctoral school	supervisors, university support (APC and OA)
DO	Actions			Responsible	Deadline
	requesting financial support from the university			supervisors	December 31, 2026
CHECK	Measurement method			Result	
	MTMT				
ACT	Evaluation		Corrective actions	Recommendations for the next year	

4. Quality objective: Increasing the number of international students					
PLAN	Initial situation	Indicator	Target value	Stakeholder involvement	Resources
	5 new students in 2025	number of international first-year students	10 students in 2026	supervisors, university international PR	International group
DO	Actions			Responsible	Deadline
	Motivating MA students, updating admission information, announcing the program in Stipendium Hungaricum and on other platforms (Study Finder) for self-financed students, involving doctoral students in teaching in the Applied linguistics MA program			supervisors, International PR	September 30, 2026
CHECK	Measurement method			Result	
	application and enrolment data				
ACT	Evaluation		Corrective actions	Recommendations for the next year	

5. Quality objective: Updating the Training Plan					
PLAN	Initial situation	Indicator	Target value	Stakeholder involvement	Resources
	version from November 2025	up-to-date training plan	up-to-date training plan	professors, SDHC	SDHC meeting
DO	Actions			Responsible	Deadline
	discussions, document update			head and secretary of doctoral school	April 1, 2026
CHECK	Measurement method			Result	
	SDHC approval				
ACT	Evaluation		Corrective actions	Recommendations for the next year	

6. Quality objective: Updating the Operational Regulations					
PLAN	Initial situation	Indicator	Target value	Stakeholder involvement	Resources
	version from November 2025	up-to-date regulations	up-to-date regulations	head and secretary of the doctoral school, SDHC	SDHC meeting
DO	Actions			Responsible	Deadline
	implementing modifications, SDHC discussions			head and secretary of doctoral school	April 1, 2026
CHECK	Measurement method			Result	
	alignment with the University Doctoral Regulations				
ACT	Evaluation		Corrective actions	Recommendations for the next year	