

Quality Assurance Plan of the Multilingualism Doctoral School at University of Pannonia

The fundamental aim of the Multilingualism Doctoral School (henceforth MDS) is to provide training for high-standard research – meeting international standards – as well as to grant assistance in the process of education, preparation for the complex exam, completion of the dissertation on one hand, and on the other hand employing a supervision system regarding the above mentioned goals as well as safeguarding the achievement of these goals in favour of providing high-quality research instruction.

1. Conditions of quality assurance during the admission process

In addition to the Regulations for the Doctoral School (henceforth RDS) of the University of Pannonia, the MDS implements the following:

1.1. Considering the admission process, the admission committee awards points in the following four categories:

- grade of the certificate (15 points max.)
- command of English (6 points max.)
- professional activity: (20 points max.)
 - attendance at conferences of the Students' Scientific Association (10 points max.)
 - publication (10 points max.)
- performance at the admission exam (30 points max.)
 - command of a foreign language (other than English, 2 points max.)
 - professional knowledge demonstrated at the admission interview (28 points max)

The minimal requirement for admission is (71) 50% +1 point of the attainable points.

1.2. Applicants have to possess at least B2 level English knowledge, which allows them to attend to lectures held in English, to read literature as well as to constructively attend international conferences. Furthermore, requirements for admission are the following:

- university degree graded at least *good*

- professional knowledge concerning the area of choice and its international literature;
- experience in issues of scientific theory and methodology;
- research plan acknowledged by the supervisor;
- admission exam.

1.3. The Admission Committee consists of a chairman, at least two members and a representative of the doctoral students with counselling rights. Proposal for admission is decided after comparing the performance of all applicants and then submits it to the University Doctoral Habilitation Council.

1.4. Individual preparation: according to the RDS chapter IV. 9.§ article (1) [Act on Higher Education 53. § (3)] a student is allowed to join the doctoral programme, who has prepared for obtaining the doctoral degree individually, provided s/he has fulfilled the requirements of admission and the doctoral programme. In this case, student's legal status is formed with the completion of the complex exam. In the case of the doctoral degree obtained through individual preparation, an admission application has to be handed in.

In the case of students with individual preparation, the MDS extends the regulations of the RDS with the following:

1. The aim of the individual preparation process is to provide an opportunity for obtaining the doctoral (PhD) degree to professionals with significant teaching and/or research practice, along with documented scientific achievement (university doctoral degree and/or publications with adequate quantity and quality).
2. Applicants for the individual preparation process have to fulfil the same requirements as the applicants for the organised training. However, applicants for individual preparation can only be admitted, when the requirements for the degree concerning language and publication (see RDS) have been fulfilled, if the applicant has at least five years of teaching and/or research practice, as well as possesses the same level of professional knowledge as students finishing the organised training.
3. In order to monitor the individual preparation progress, the MDS assigns a supervisor to the applicant.

2. Conditions of quality assurance during the procedure of obtaining the degree

2.1. For requirements for the obtaining of the degree, see RDS chapter V. 11. § paragraph (1).

In addition to the RDS of the university, requirements for the submission of the PhD dissertation at the MDS are the following:

1. All finished dissertations are subject to a mock exam. The mock exam is recorded. The whole scenario in the mock exam is organised and conducted according to the final viva. In order to ensure fluency and objectivity, one reviewer assigned to the mock exam will be the opponent at the final viva, and the other reviewer will be another persons at the mock exam.
2. Candidates must prove their individual scientific work. Minimal requirements are the following (see RDS Appendix 3.):
 - one article or book chapter in a foreign language as first author in a peer-reviewed international journal or letter of acceptance,
 - three articles or book chapters in Hungarian or in English in a peer-reviewed journal or letter of acceptance,
 - three national or international scientific conference papers.

2.2. The MDS supports the publication of the dissertations, hereby presenting the acquired scientific results as well as the quality characterising the doctoral programme and research in front of a wider scientific audience.

2.3. Students prepare for the complex exam with the help of a reading list according to their research areas. The reading lists include articles, book chapters and books approved by the leader of the programme, and it is subject to regular update according to the recommendations of the lecturers. More about the complex exam can be found in the attached document *Complex exam* (Appendix 2.)

3. Conditions of quality assurance during the study and supervision process

3.1. Application for the courses is allowed until the date of the course via the Neptune System. The doctoral student must plan the semester in agreement with the supervisor.

3.2. The students are presented with an assignment at the end of each course, which is graded in a 3-point scale by the lecturer.

3.3. No credits can be gained for unfinished courses

3.4. The supervisor oversees that the doctoral student applies for courses to adequate proportions during the first 2 semesters.

3.5. For the time of the complex exam at the end of the second year, the doctoral student has to acquire all course credits.

3.6. Requirements for the supervisors in the doctoral programme are the following:

Only lecturers with significant publication activities in a specific research field can fulfil the duty as supervisor. Publication activity, subject-matter of research and teaching activity is investigated by the MDS during the assignment process of the supervisor. The content of his/her research must ensure a high-level proficiency at the specific research field. Supervisors are assigned by the leader of the MDS.

Guidelines for supervisors at the Multilingual Doctoral School of the University of Pannonia

Supervisors are asked to:

- keep constant contact with their students;
- guide them in their research;
- help them select the appropriate courses;
- write a report on the progress of the student at the end of each semester;
- help the students with writing up publication;
- check the student's conference activity, check their abstracts and full papers;
- check the progress of the thesis;
- help the student with the preparations for the complex exam;
- provide the student with the necessary literature;
- participate in the mock exam;
- participate in the final viva.

The MDS emphasizes the close and constant collaboration between supervisor and student. Highlighted aspects of the collaboration considering quality assurance are the following:

1. Applicants apply for research topics and to supervisors issued by the MDS.
2. The supervisor and the doctoral student finalize the work schedule of the student, according to which the supervisor gives an evaluation report at the end of the first semester.
3. The doctoral student and the supervisor specify the courses to be taken each semester.
4. The supervisor evaluates the student at the end of each semester.
5. As a prerequisite for the submission of the dissertation, the supervisor confirms his/her consent by signing the document on the first page.

6. Should the collaboration between the supervisor and the student not proceed smoothly, and intervention be needed, the leader of the MDS must intervene.
7. In exceptional cases – when the collaboration is impossible – the students and the supervisor can require a change of supervisor. The leader of the MDS is entitled to authorise the change.

In line with the study requirements, the student must prepare the PhD thesis by doing individual research. Research tasks (e.g. data collection, writing papers, attendance at conferences, report on literature, completed parts of the thesis) must be clarified and agreed upon with- and are fulfilled continuously under guidance of the supervisor.

After regular consultation sessions with the supervisor, the doctoral student reports on the research progress (at the end of every second semester) at sessions organised by the MDS. The aim of the research report is on one hand the opportunity to present before an expert audience about the progress of the research, the structure of the thesis, expected results, as well as issues that have to be clarified. On the other hand, reporting on the research before the committee provides opportunities for review and feedback from others besides the supervisor, along with opportunities for practicing the defense of his/her standpoint.

The MDS issues the absolutorium after fulfilling the following requirements:

- obtaining the required 240 credits,
- successful completion of the final report,
- payment of tuition fees.

4. Conditions of quality assurance during the publication process

The MDS endeavours that publications of students are published in peer-reviewed journals and edited books. The publications must be closely related to the research topic. Co-authoring with the supervisor is allowed during the training. Due to the long publication process at specific journals/books, the actual publication date can extend the duration of the training, therefore a letter or certificate of acceptance is acknowledged.

For the evaluation in each semester, students must provide publications or letters of acceptance. The amount of credits to be obtained for publication, specified by Disciplinary Doctoral Habilitation Council differs according to the various categories. Doctoral students receive this information along with the structure of the programme at the MDS on the Orientation Day, at the

beginning of their training. According to the quality of the publication, obtainable credits are specified by the leader of the MDS (see Training plan).

Appendix 1.

List of journals considered as peer-reviewed:

- Across Languages and Cultures
- Acta Linguistica Hungarica
- Alkalmazott Nyelvtudomány. The Hungarian Journal of Applied Linguistics
- Általános Nyelvészeti Tanulmányok
- Anthropological Linguistics
- Applied Linguistics
- Applied Psycholinguistics
- Approaches to Hungarian (Szeged)
- Argumentum (Debreceni Egyetem, Nyelvtudományok Doktori Iskola)
- Behavior Research Methods, Instruments, & Computers
- Behavioral & Brain Sciences
- Beszédkutatás
- Bilingualism: Language and cognition
- Brain and Language
- Clinical Linguistics
- Cognition (Elsevier)
- Cognitive Affective and Behavioral Neuroscience
- Cognitive Linguistics
- Computational Linguistics
- Computer Speech and Language
- Deutsch als Fremdsprache
- Deutsche Sprache
- Deutschunterricht
- Deutschunterricht für Ungarn (DUfU)
- Discourse & Society
- Discourse Processes
- Discourse Studies
- Dutch Journal of Applied Linguistics
- ELT Journal
- European Journal of Applied Linguistics
- Folia Uralica Debreceniensia
- Fordítástudomány
- International Journal of Bilingualism
- Innovations in Language Learning and Language Teaching
- International Journal of Applied Linguistics
- International Journal of Bilingual Education and Bilingualism (Taylor & Francis)
- International Journal of Multilingualism
- International Journal of Speech---Language Pathology
- Iskolakultúra

- ITL Review
- Jahrbuch für Interkulturelle Germanistik
- Journal of Child Language
- Journal of Cognitive Neuroscience
- Journal of Linguistics
- Journal of Logic, Language and Information
- Journal of Memory and Language
- Journal of Multilingual and Multicultural development
- Journal of Neurolinguistics
- Journal of Nonverbal Behavior
- Journal of Phonetics
- Journal of Pidgin and Creole Languages
- Journal of Pragmatics
- Journal of Psycholinguistic Research
- Journal of Second Language Writing
- Journal of Semantics
- Journal of Slavic Linguistics
- Journal of the Acoustical Society of America
- Language
- Language – Journal of the linguistic society of America
- Language and Communication
- Language and Society (Cambridge)
- Language and Speech
- Language Awareness
- Language in Society
- Language Learning
- Language Teaching (CUP)
- Language, Culture and Curriculum (Taylor & Francis)
- Language, Interaction and Acquisition (John Benjamins)
- Learning and Perception
- Lingua
- Linguistic aspects of bilingualism
- Linguistic Inquiry
- Linguistics
- Linguistics and Philosophy
- Linguistische Berichte
- Magyar Nyelv
- Magyar Nyelvőr
- Magyar Pedagógia
- Magyar Pszichológiai Szemle
- Magyar Tudomány
- Memory & Cognition
- Metaphor and Symbol
- Mind and Language
- Modern Language Journal

- Natural Language Semantics
- Nature
- Neophilologische Mitteilungen (Helsinki)
- Neural Networks
- Neuropsychologia
- Nyelvtudományi Közlemények
- Phonetica
- Phonetica and Journal of Phonetics
- Phonology
- Pragmatics & Cognition
- Public Library of Science (PLOS---one)
- Science
- Second Language Research
- Social Affective and Cognitive Neuroscience
- Speech Communication (European)
- Speech Communication (North---Holland)
- Sprachwissenschaft
- Studies in Linguistics and Philosophy
- Studies in Second Language Acquisition
- Studies in Second Language Learning and Teaching
- Studies in Slavic and General Linguistics
- System
- The Annual Review of Applied Linguistics
- The Mental Lexicon
- Web Journal of Modern Language Linguistics
- Zeitschrift für angewandte Linguistik
- Zeitschrift für Dialektologie und Linguistik
- Zeitschrift für Germanistik
- Zeitschrift für germanistische Linguistik
- Zeitschrift für Interkulturelle Germanistik
- Zeitschrift für Sprachwissenschaft
- Zielsprache Deutsch

In addition to the journals listed above, publications in non-European, peer-reviewed journals/books are accepted as well.

Appendix 2.

General principles and rules of the complex exam

Prerequisites for registering for the complex exam:

- Fulfilment of the requirements concerning foreign language knowledge for obtaining the doctoral degree (see Act on Higher Education. 53.§ (5) b): “proof according to the RDS concerning the knowledge of two foreign languages required for the discipline”;
- In the training and research phase (first four semesters) at least 90 credits AND all course credits specified in the training plan of the doctoral school (with exception of those in the individual preparation process, whose legal status begins with the completion of the complex exam).

The complex exam must be taken publicly, in front of a committee. The committee consists of at least three members, with one-third of the members not being employed by the institution of the doctoral school. The chairman of the committee is a university teacher or Professor Emeritus, or a teacher/researcher holding the title Doctor of the Hungarian Academy of Sciences.

The complex exam consists of two main parts: the theoretical part assesses the theoretical knowledge of the participant (“theoretical part”), the second part reports on the scientific progress of the examinee (“dissertation part”).

In the theoretical part of the complex exam, the participant is examined in at least two topics, the list of which is presented in the training plan of the doctoral school. The theoretical part may include a written exam.

In the second part of the complex exam the examinee reports on his/her knowledge of relevant literature, on achievements, presents the research plan for the second part of the doctoral training, as well as the schedule for publishing research results. The supervisor must be given the opportunity to evaluate the examinee in a written form preceding the exam, or during the exam.

The exam committee evaluates the theoretical and the dissertation part of the exam individually. A written record is taken containing a textual evaluation. Results of the exam must be revealed on the day of the exam. The exam is considered as successful, if the majority of the committee regards both exam part as successful. In case of an unsuccessful theoretical part, the examinee can retake the exam once in the same exam period with focus on the not completed course(s). In case of an unsuccessful dissertation part the exam is not to be retaken.

The regulation of the doctoral school may decide on the complex exam or its numeral (five-stage) or textual (summa cum laude, cum laude, rite, below standard) evaluation. Results of the (parts of the) complex exam may be part of the grading of the doctoral degree.