



Pannon Egyetem
University of Pannonia

Quality Assurance Plan

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Responsible: Head of the Doctoral School of Chemistry and Environmental Sciences

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 Doctoral School of Chemistry and Environmental Sciences by a vote on 31 March 2026.
- 3) These Regulations shall enter into force on 31 March 2026. On the same date, the Quality Assurance Regulation for the doctoral programmes of the Doctoral School shall be repealed.

1. Appendix

Doctoral School of Chemistry and Environmental Sciences 2026 Action Plan

1. Quality objective: Core member eligibility					
	Initial situation	Indicator	Target value	Stakeholder involvement	Resources
PLAN	Core member eligibility	Number of lecturers meeting the criteria for core membership	Core member eligibility	DS lecturers	Hungarian Doctoral Council data sheets
DO	Actions			Responsible	Deadline
	Monitoring of eligibility			DS board	31.12.2026.
CHECK	Measurement method			Result	
	Core member check				
ACT	Evaluation		Corrective actions	Recommendations for the next year	

2. Quality objective: Number of PhD students who earned their degree on time during the academic year at the doctoral school					
	Initial situation	Indicator	Target value	Stakeholder involvement	Resources
PLAN	7	PhD students who earned their degree on time during the academic year at the doctoral school	7	PhD students	Pre-degree certificate, dissertation
DO	Actions			Responsible	Deadline
	Monitoring of doctoral degree procedure			Education Office, DS board	31.12.2026.
CHECK	Measurement method			Result	
	Review of doctoral degree procedures				
ACT	Evaluation		Corrective actions	Recommendations for the next year	

3. Quality objective: Reducing dropout rates					
	Initial situation	Indicator	Target value	Stakeholder involvement	Resources
PLAN	1	Number of students who did not earn a degree	0	PhD students	Evaluation sheets
DO	Actions			Responsible	Deadline

	Monitoring of evaluation sheets	Education Office, DS board	31.12.2026.
CHECK	Measurement method		Result
	Review of evaluation sheets, follow-up for 3 years following the complex exam		
ACT	Evaluation	Corrective actions	Recommendations for the next year

4. Quality objective: Increase the response rate for student satisfaction surveys among doctoral students (metric: response rate in %)					
PLAN	Initial situation	Indicator	Target value	Stakeholder involvement	Resources
	77%	response rate in %	80%	PhD students	Satisfaction survey
DO	Actions			Responsible	Deadline
	Notification via Neptun message and email			DS board, Education office	31.12.2026.
CHECK	Measurement method			Result	
	Evaluation of satisfaction survey				
ACT	Evaluation	Corrective actions	Recommendations for the next year		

5. Quality objective: Increase the proportion of regulatory and informational documents available in all languages of instruction on the doctoral school's website (metric: percentage of accessible documents; target: 100%)					
PLAN	Initial situation	Indicator	Target value	Stakeholder involvement	Resources
	80%	Availability of Rules and Regulations, Training Programme and forms on the DI website in Hungarian and English	100%	DS Board, Lecturers, PhD students	Rules and Regulations, Training Programme, forms
DO	Actions			Responsible	Deadline
	Updating regulatory documents, and creating missing forms in Hungarian and English			DS board	31.12.2026
CHECK	Measurement method			Result	
	Review of webpage				
ACT	Evaluation	Corrective actions	Recommendations for the next year		

6. Quality objective: Annual review of the doctoral program's quality assurance documents					
PLAN	Initial situation	Indicator	Target value	Stakeholder involvement	Resources
		50%	Availability of quality assurance documents on DS's Hungarian and English websites	100%	Quality Assurance group, DS board
DO	Actions			Responsible	Deadline
	Updating quality assurance documents in Hungarian and English			Quality Assurance group, DS board	31.12.2026
CHECK	Measurement method			Result	
	Review of webpage				
ACT	Evaluation		Corrective actions	Recommendations for the next year	

7. Quality objective: Involvement of doctoral students in processes related to the program					
PLAN	Initial situation	Indicator	Target value	Stakeholder involvement	Resources
		Yes	Results of satisfaction survey	Yes	PhD students, DS board
DO	Actions			Responsible	Deadline
	Adaptation of student suggestions			DS board	31.12.2026
CHECK	Measurement method			Result	
	Evaluation of the results of satisfaction survey				
ACT	Evaluation		Corrective actions	Recommendations for the next year	

8. Quality objective: Continuous improvement of the mentoring system to promote student-centered learning					
PLAN	Initial situation	Indicator	Target value	Stakeholder involvement	Resources
		No	Members in mentoring system	Yes	PhD students, Lecturers
DO	Actions			Responsible	Deadline
	Expansion of the mentoring program			DS board	31.12.2026
CHECK	Measurement method			Result	
	Tracking of the mentoring program				
ACT	Evaluation		Corrective actions	Recommendations for the next year	

9. Quality objective: Motivating students to participate in courses abroad					
	Initial situation	Indicator	Target value	Stakeholder involvement	Resources
PLAN	2	Number of mobility programme participants	3	PhD students, Lecturers	Forum, webpage, notification
DO	Actions			Responsible	Deadline
	Expansion of mobility			DS board	31.12.2026
CHECK	Measurement method			Result	
	Tracking of the mobility program				
ACT	Evaluation		Corrective actions	Recommendations for the next year	

10. Quality objective: Conducting a satisfaction survey among lecturers in the doctoral program					
	Initial situation	Indicator	Target value	Stakeholder involvement	Resources
PLAN	10%	Result satisfaction survey	40%	Lecturers	Notification (Neptun, email)
DO	Actions			Responsible	Deadline
	Increasing the response rate for the lecturer satisfaction survey			DS board, Education Office	31.12.2026
CHECK	Measurement method			Result	
	Evaluation of satisfaction survey				
ACT	Evaluation		Corrective actions	Recommendations for the next year	

11. Quality objective: Infrastructural improvements to the Central Library to meet the needs of doctoral students					
	Initial situation	Indicator	Target value	Stakeholder involvement	Resources
PLAN	No	Accessing the resources provided by the Central Library	Yes	PhD students	Notification (webpage, email)
DO	Actions			Responsible	Deadline
	Communicating opportunities to doctoral students			DS board	31.12.2026
CHECK	Measurement method			Result	
	Review of access to opportunities				
ACT	Evaluation		Corrective actions	Recommendations for the next year	

12. Quality objective: Gathering feedback from doctoral students and using that information to support continuous improvement					
	Initial situation	Indicator	Target value	Stakeholder involvement	Resources
PLAN	Yes	Result of satisfaction survey	Yes	PhD students, Lecturers, DS board	Satisfaction survey, student's forum
DO	Actions			Responsible	Deadline
	Implementation of student suggestions			DS board	31.12.2026
CHECK	Measurement method			Result	
	Evaluation of the results of satisfaction survey				
ACT	Evaluation		Corrective actions	Recommendations for the next year	

13. Quality objective: Continuous updating of Hungarian and English websites					
	Initial situation	Indicator	Target value	Stakeholder involvement	Resources
PLAN	Yes	Actualized webpage	Yes	DS board	Webpage
DO	Actions			Responsible	Deadline
	Periodic review			DS board	31.12.2026
CHECK	Measurement method			Result	
	Review of webpage				
ACT	Evaluation		Corrective actions	Recommendations for the next year	

14. Quality objective: Annual review of the Training Programme					
	Initial situation	Indicator	Target value	Stakeholder involvement	Resources
PLAN	Yes	Actualized Training Programme in Hungarian and English	Yes	DS board	Forums, consultations of DS and Education Office
DO	Actions			Responsible	Deadline
	Periodic review			DS board	31.12.2026
CHECK	Measurement method			Result	
	Review of Training Programme				
ACT	Evaluation		Corrective actions	Recommendations for the next year	

15. Quality objective: Involving external partners in the development of doctoral programs					
PLAN	Initial situation	Indicator	Target value	Stakeholder involvement	Resources
	No	Results of the satisfaction survey of external committee members	Yes	External members	Conducting satisfaction survey
DO	Actions			Responsible	Deadline
	Launching a satisfaction survey for external committee members			DS board	31.12.2026
CHECK	Measurement method			Result	
	Evaluation of satisfaction survey				
ACT	Evaluation		Corrective actions	Recommendations for the next year	