

UNIVERSITY OF PANNONIA



DOCTORAL SCHOOL OF BUSINESS AND MANAGEMENT

QUALITY ASSURANCE PLAN

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Responsible: Dr. Ádám Török, Chair of TDHT, Director of the Doctoral School

	Goal	Initial situation	Situation to be achieved	Method, activity, tool, investment needed	Measurement, control facility	Deadline	Responsible	Evaluation
1.	Increase the completion rate of student satisfaction surveys among doctoral students (metric: completion rate in %; target: 80%)	45,28%	At least 80% of students complete the satisfaction questionnaire	Student forums, Information about the importance of quality improvement - and the importance of setting the direction of development, feedback Contacting students at the end of each semester, inviting them to evaluate the semester.	Processing the completed doctoral student satisfaction questionnaires	Yearly, compared to the previous year	Doctoral School coordinator	Comparative analysis based on the processing of questionnaires
2.	Increase the availability rate of regulatory and information documents on the website of the doctoral school in all languages of training (indicator: percentage of accessible documents; target: 100%)	Currently about 100% of the regulations are available	Continuous review and development, sharing up-to-date information	Compilation of guides and short graphic materials in Hungarian and English, continuous communication with students	website, registration, student reviews	31st december 2022	Doctoral School coordinator	website, students feedback
3.	Number of full-time PhD students graduating by the deadline in the given academic year	8 in the academic year 2021/22	All students should obtain their PhD degree by the deadline.	Ongoing consultation with subject leaders, colleagues in the Education Directorate.	Consultation with the Directorate of Education, own documentation, doktori.hu	31st of August 2022	Doctoral School coordinator	Analysis of causes
4.	Number of students in full-time education for whom the deadline for submission of the PhD thesis has expired in the current academic year	0	0	Consultation with the supervisors	Consultation with the Directorate of Education, own documentation, doktori.hu	31st december 2022	Doctoral School coordinator	Analysis of causes
5.	(ESG 1.1.) annual review of quality assurance documents	Last review in 2021	Documents should be reviewed annually	Internal monitoring, checking the review	Whether the review has taken place.	31st december 2022	Doctoral School coordinator	The documentation has been reviewed.
6.	(ESG 1.2.) involving doctoral students to streamline training processes	We welcome the views and suggestions of our students in student forums	We know students' views on training processes and their suggestions for optimising them	Student forums, regular communication with students, managing student feedback	Is there a process that needs to be simplified.	31st december 2022	Doctoral School coordinator	Was this process simplified during the period under review, and was it justified? In which cases?
7.	(ESG 1.3.) Continuous development of the mentoring system to implement student-centred learning	- Twice a year, we invite students' opinions and suggestions in student forums - A PhD mentor at the GTK to whom students can turn		Organisation of student forums	Did the student forum take place?	31st december 2022	Doctoral School coordinator	Two annual student forums organised?
8.	(ESG 1.4.) encouraging students to participate in courses abroad	If students have the opportunity to participate in a course abroad, they will be informed at the student forums or by e-mail.	If students wish and there are opportunities, they can take a course abroad	Presentation of the opportunity at a student forum	Are students aware of the opportunity to participate in courses abroad/How many have taken advantage of this opportunity?	31st december 2022	Doctoral School coordinator	Number of students who participated in courses abroad Students' opinions on courses abroad
9.	(ESG 1.5.) implementation of a satisfaction survey for doctoral programme teachers	Currently in verbal consultation with lecturers and subject leaders	Satisfaction measurement should take place every year	Questionnaire survey	Has the satisfaction survey been carried out?	31st december 2022	Doctoral School coordinator	Evaluation of the satisfaction survey
10.	(ESG 1.6.) Improving the infrastructure of the Central Library to meet the needs of doctoral students	Current library infrastructure	Developments based on student needs	Student needs assessment/e-mail, student forum, etc.	Have the students' needs been assessed?	31st december 2022	Doctoral School coordinator	What improvements, if any, have been made.
11.	(ESG 1.7.) listening to the views of doctoral students and using the information for continuous improvement	Organisation of regular student forums, Phd mentor	We get to know students' opinions, difficulties and problems to be solved.	Establish a relationship of trust with students, dare to report any problems	Providing the opportunity to express your wishes	31st october 2022	Doctoral School coordinator	Continuous improvement in line with emerging needs.
12.	(ESG 1.8.) continuous updating of the English and Hungarian websites	Current Hungarian/English website status	Continuous review and development, sharing up-to-date information	Continuous monitoring	Have the websites been updated?	15th of August 2022	Doctoral School coordinator	Continuous improvement has taken place
13.	(ESG 1.9.) Annual review of the training plan	Current training plan	Training plan reviewed annually	Internal monitoring, checking the review	Whether the review has taken place.	15th of August 2022	Doctoral School coordinator	The documentation has been reviewed.
14.	(ESG 1.10.) involving external partners in the development of doctoral programmes	Current external partners (external trainers, DIT external expert members)	If necessary, additional external partners will be involved	Continuous monitoring	Where necessary, external partners have been involved	31st december 2022	Doctoral School coordinator	Continuous improvement has taken place