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Version number	date of publication	effective date	version tracking
00.	19.03.2025	17.02.2025	publication Resolution No. H-20/EDT/2025 (31.01.2025)

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Preamble

The Corvinus University of Budapest has adopted a Quality Manual, effective 15.04.2024, which defines the starting point, purpose, framework and procedures of quality assurance at the University, the tasks and responsibilities of the persons and organisational units involved in the operation of the quality assurance system.

The Regulation was established on the basis of Section 61 of the Doctoral Regulation.

The Manual defines the area of doctoral programmes *as one that applies 'a separate quality assurance system, different from that included in the Quality Manual*', the coordination of which is the responsibility of the Corvinus Doctoral Schools.

The present regulation constitutes the core document of the University's quality assurance system for doctoral programmes. The regulation sets out the quality assurance activities of doctoral programmes, based on and complementing external standards and expectations, as well as the University's regulations, in particular the University's Doctoral Regulation (UDR) and the University's Quality Assurance Manual.

Principles of quality assurance for doctoral programmes
1.§

(1) In the operation of the doctoral schools, the University shall, in accordance with the quality management system of the University, endeavour to implement the following quality policy principles.

a) *Continuous improvement:* in the design and operation of the quality assurance system of the doctoral schools, the University focuses on the approach of quality improvement, which is ensured by the systematic implementation of the Plan-Do-Check-Act cycle (PDCA principle).

b) *Partner focus*: the University strives to regularly assess the expectations of those involved in the operation of the doctoral schools, to ensure continuous compliance, and to mainstream the views of stakeholders in the implementation of operations and development.

c) *Supportive leadership and staff involvement:* the University seeks to involve staff and experts with a role in the doctoral schools in setting the objectives associated with the doctoral programmes, their implementation, in feedbacking and process development. It seeks to ensure the necessary conditions thereof.

d) *Evidence-based decision making:* the University continuously analyses data on the quality of the programmes and operations of the doctoral schools to determine the effectiveness of the quality assurance system and to inform improvement measures.

e) *Sharing good practices: the* University is constantly seeking, evaluating and sharing good practices and solutions for the development of doctoral schools.

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(2) In ensuring the quality of doctoral programmes, the University shall endeavour to apply the following quality policy principles:

  a) *Principle of professional control*: control by the international and national professional-scientific community must be applied across doctoral programmes.
  b) *Principle of respecting science ethical norms*: the opinions of the Science Ethics Committee of the Hungarian Academy of Sciences must be taken into account in the design and operation of doctoral programmes.
  c) *Principle of publicity:* the quality assurance of doctoral programmes should ensure that the expectations set in the quality assurance process, and compliance with those expectations are transparent and open to the public.
  d) *Principle of providing feedback*: in the design and operation of the quality assurance system, the aim is to provide regular feedback to the stakeholders involved in doctoral programmes on the quality of their activities and on possible and/or necessary directions for improvement.
  e) *Principle of focusing on quality*: by developing and operating the quality assurance system, we want to make sure that the level of expectations of our doctoral students, lecturers and supervisors continuously increases to themselves and their environment, while at the same time humility towards science becomes an integral part of their values, and initiative and creativity become pillars of their thinking.
  f) *Principle of individual responsibility*: developing and running a science school is a team effort, but it can only be successful if the roles and responsibilities in the process of improving the quality of programmes are clarified.

Requirements related to the quality assurance system of doctoral programmes
2.§

(1) The University shall develop the quality assurance system of doctoral programmes in line with the Standards and Guidelines for Quality Assurance in the European Higher Education Area (Brussels, 2015, hereinafter abbreviated as: ESG 2015), committing itself to a culture of self-evaluation and continuous improvements in this area as well.

(2) In designing the quality assurance system for doctoral programmes, the University shall take into account the relevant provisions of the laws governing higher education, in particular those governing doctoral programmes, and the guidelines on quality management of the Ministry responsible for higher education.

(3) In designing the quality assurance of doctoral programmes, the University shall take into account the relevant recommendations and requirements of the Hungarian Higher Education Accreditation Committee.

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(4) The University shall bear in mind the fundamental requirement that the quality assurance system of doctoral programmes should at all times be in accordance with the quality assurance regulations of the University, serving the implementation of the quality policy of the institution.

Starting points of the quality assurance system of doctoral programmes
3.§

(1) The aim of the quality assurance system of doctoral programmes is to define objectives, set tasks and ensure the systematic monitoring of their implementation in order to achieve and maintain the objectives and quality improvement values set out in the quality policy statement of the institution.

(2) The purpose of the quality assurance regulation of doctoral programmes is to define the characteristics of the quality assurance system to be operated in doctoral schools, to define the mechanisms of the PDCA cycle to be maintained in doctoral schools, and to clarify the tasks and responsibilities associated with the operation of the quality assurance system.

4.§

(1) The personal and territorial scope of the Regulation shall extend to all employees of the Corvinus Doctoral Schools organisational unit, to all teaching, supervisor and non-teaching staff with a role in the doctoral schools, to legal entities and individuals without employment contracts involved in the performance of teaching, research and service tasks, and to students with student status in doctoral programmes.

(2) The Regulation shall be valid until its amendment, but no later than 31 December 2028. A comprehensive review of the quality assurance system is necessary by this deadline, and in the light of the lessons learned, the present Regulation needs to be refined and a new Regulation needs to be adopted to ensure an operational framework that meets expectations.

(3) Corvinus Doctoral Schools shall be responsible for the operation of the quality assurance system of doctoral programmes, including the enforcement of this Regulation.

5.§

The quality assurance system of doctoral programmes is based on the cyclical operation of four process groups:

(1) Performance of self-evaluation: self-evaluation includes the use of tools and methods to measure and evaluate the conformity of the operation of doctoral programmes in the light of the ESG 2015 criteria and conditions, the recording of data indicating operational conformity,

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the identification of the gap between the targeted and perceived quality, and the setting of quality improvement targets for the next period.

(2) Planning of quality improvement: quality improvement planning includes the setting of tasks that will meet the quality improvement objectives for the next period, the assignment of these tasks to the level of dean, Head of the Doctoral School, Programme Director, the development of the conditions and results of their implementation.

(3) Implementation of quality improvement: the implementation of quality improvement includes the monitoring of the tasks defined in the quality planning process at each executive level, the management and control of the quality improvement tasks of the individual Doctoral Programmes, the Doctoral Schools and Corvinus Doctoral Schools.

(4) Monitoring of the quality system: monitoring of the quality system includes the annual comprehensive evaluation of the operation and results of the quality assurance system, the formulation of modifications to be implemented in order to improve the quality assurance system, and the setting of executive tasks.

Structure of the quality assurance system of doctoral programmes
6.§

(1) The self-evaluation of doctoral programmes shall be developed, in accordance with Section 2 of this Regulation, along the following lines: Quality Assurance Policy; Design and approval of educational programmes, their continuous monitoring and regular evaluation; Student-centred learning, teaching and assessment; Admission, progression of students, recognition of studies and award of qualifications; Lecturer; Learning support and student services; Information management; Public information.

(2) The self-evaluation of doctoral programmes is carried out by using the following tools: examining the satisfaction survey of lecturers and supervisors, the satisfaction survey of non-teaching staff, the satisfaction survey of doctoral students, the satisfaction of partners, evaluation of teaching by doctoral students, statistical report, internal audit, CDS strategic report, report of the graduate career tracking system, report of the Programme Director, report of the Head of the Doctoral School, report of the Dean of Corvinus Doctoral Schools.

(3) The criteria for self-evaluation in accordance with Section 2 of this Regulation are set out in Section 10 herein. The matching of the measurement tools to the self-evaluation criteria and criteria is set out in Annex 1 to this Regulation. The design of the measurement tools to be used in the self-evaluation, the way they are used, the range of supporting documents and forms to be used in their application, and the process of implementing the self-evaluation are described in the rules of procedure of the quality assurance of doctoral programmes.

(4) In the framework of the self-evaluation, evaluation of teaching by doctoral students is carried out every six months. In the course of the operation of the quality assurance system, the statistical report, the internal audit, the CDS strategic report, the graduate tracking system

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report, the Programme Director's report, the Head of Doctoral School's report, the Dean of Corvinus Doctoral Schools' report are developed annually. In the self-evaluation of doctoral programmes, the satisfaction of lecturers and supervisors, non-teaching staff, students and partners is assessed every two years.

(5) The self-evaluation of doctoral programmes shall be carried out by checking whether the self-evaluation criteria assessed in the framework of each sub-analysis is in compliance with the target values. The target values shall be set by the University Doctoral Council. Summary information sheets on the results of the self-evaluation surveys, which are carried out every six months, every year and every two years, are published on the website of Corvinus Doctoral Schools (CDS).

(6) The Head of the Doctoral School shall report on the results of the self-evaluation to the University Doctoral School every two years.

7.§

(1) Quality improvement planning includes:

(a) the identification, on the basis of the self-evaluation, (a/1) of quality assurance aspects that show non-conformity, (a/2) the identification of quality improvement objectives and indicators to ensure that non-conformity is eliminated,

(b) the definition of measures to achieve the quality improvement objectives, and the preparation of a quality improvement plan for doctoral programmes,

(c) the implementation, detailed planning and approval of the actions included in the quality improvement plan in annual executive work programmes.

(2) The Quality Improvement Plan is a comprehensive planning document for the quality improvement tasks to be carried out for the benefit of doctoral programmes. The executive work programme includes a breakdown of the tasks in the Quality Development Plan according to the division of labour between the actors managing the doctoral programmes. An executive work programme should be established for: (a) the Dean of CDS, (b) the Head of the Doctoral School, (c) the Programme Director of the Doctoral School, (d) the Head of the University Doctoral Office, (e) the CDS quality assurance expert, in order to define their quality improvement tasks. The responsibility of each executive role for ensuring conformity with the quality assurance aspects identified along the ESG 2015 criteria is summarised in Annex 2.

(3) The planning of quality assurance tasks summarises the development tasks for two years.

(4) The process steps to be followed in the planning of quality improvement, the detailed aspects and the range of form documents to be used are set out in the rules of procedure of the quality assurance of doctoral programmes.

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8.§

(1) The implementation of quality improvement is an activity aimed at achieving the objectives and target indicators set out in the Quality Improvement Plan and in the individual executive work programmes, and is coordinated by the Dean of CDS.

(2) The Dean of CDS monitors annually the fulfilment of the work programmes of the executives, such as (a) the Head of the Doctoral School, (b) the Programme Director of the Doctoral School, (c) the Head of the University Doctoral Office, and (d) the CDS expert responsible for quality assurance. The process of monitoring, the detailed aspects and the range of form documents to be used are described in the rules of procedure of the quality assurance of doctoral programmes.

9.§

The University monitors the effectiveness of the quality assurance measures of doctoral programmes and the adequacy of the quality assurance system of doctoral programmes within the framework of the quality assurance system monitoring. In the context of monitoring the quality assurance system:

(1) The CDS shall report annually to the University Doctoral Council.

(2) The report of the Dean of CDS shall include (a) an assessment of the relevant data from the self-evaluation of doctoral programmes, (b) a characterisation of the indicators showing the progress of the Quality Improvement Plan, an interpretation of the effectiveness of quality improvement, (c) the formulation of the tasks for the development of the quality assurance system.

(3) The description of the monitoring process of the quality assurance system, the detailed aspects of the monitoring, and the scope of the applicable form documents are included in the rules of procedure of the quality assurance of doctoral programmes.

Aspects to be addressed by the quality assurance system in the light of ESG 2015
10.§

In the quality assurance of doctoral programmes, in accordance with the requirements summarised in Section 2, compliance with the following criteria is managed:

(1) Quality policy / quality improvement

    a) The quality policy promotes the organisation of the quality assurance system.
    b) The quality policy promotes the responsibility of all university citizens involved in doctoral programmes for quality assurance.
    c) The quality policy promotes academic integrity and freedom and is effective in combating fraud.
    d) The quality policy promotes combatting all forms of intolerance and discrimination.
    e) The quality policy promotes external stakeholder involvement in quality assurance.

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f) The scope of the quality policy also includes activities involving external stakeholders.
g) Doctoral schools hold an external quality assurance certification.

(2) Design, approval, continuous monitoring and regular evaluation of educational programmes

a) The institution has processes in place to develop Doctoral Programmes.
b) The institution has a procedure in place for approving Doctoral Programmes.
c) The doctoral programme portfolio follows clearly from the University's strategy.
d) The institution involves its internal and external stakeholders in the design and development of its Doctoral Programmes.
e) The institution has a procedure in place for developing educational content and methodology to meet the fixed outcome requirements.
f) The institution regularly evaluates and develops the professional content of its Doctoral Programmes in the light of the results of research in the relevant discipline.
g) The institution regularly evaluates and develops its doctoral programmes in the light of the needs of the labour market and social partners.
h) The institution regularly evaluates and develops its Doctoral Programmes in the light of students' expectations and needs.
i) The institution regularly evaluates and develops its Doctoral Programmes in the light of students' workload.
j) The institution regularly evaluates and develops its programmes in the light of the conformity of the progress and graduation of students.
k) The institution regularly evaluates and develops its programmes in the light of the effectiveness of its procedures for evaluating students.
l) The institution regularly assesses and improves the conformity of the learning environment and services.
m) The institution's Doctoral Programmes are accredited.

(3) Student-centred learning, teaching and assessment

a) Flexible learning pathway.
b) Handling complaints by doctoral students.
c) Transferring knowledge, pedagogical methods.
d) Publicity of evaluation criteria.
e) Developing evaluation criteria.
f) Talent management.

(4) The admission, progress, recognition of studies of students, the award of the qualification

a) Admission procedure.
b) Competence measurement of incoming and outgoing students.
c) Institutional arrangements for the progress of doctoral students.

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d) Monitoring the progress of doctoral students, identifying drop-out points and critical subjects.
e) Foreign language competences.
f) Recognition of previous studies and competences.
g) Elective subjects, foreign-language subjects.
h) Compiling an individual study schedule for doctoral students in special, unique situations.

(5) Lecturers

a) Mix of lecturers and supervisors, its analysis, action based on the results, planning of a HR strategy for lecturers.
b) Selecting lecturers, supervisors, academic career development, promoting professional development, establishing a regulatory regime.
c) Establishing a regulatory regime and practices for lecturer performance assessment, as well as actions based on results.
d) Establishing a regulatory regime and practices for the evaluation of teaching by doctoral students, assessing results and providing feedback to stakeholders.
e) Promoting the pedagogical awareness of lecturers and supervisors, and the acquisition of modern teaching methods by the institution.
f) Establishing a regulatory regime and practices for measuring staff satisfaction, as well as actions to be taken on the basis of the results.

(6) Learning support and student services

a) The quantity and quality of dormitory accommodation, infrastructural basis.
b) Teaching infrastructure.
c) Library stock, library services
d) Programmes for the integration of disadvantaged/foreign students/students with disabilities, accessibility, equal opportunities advocacy.
e) Providing administrative support for the studies.
f) Training of service staff on the national/international stage.
g) Studies abroad, mobility window.
h) Interest representation of doctoral students.

(7) Information management

a) The institution has defined and regulated the scope of information needed to assess its quality objectives.
b) As part of the quality assurance system, the institution has a regulated procedure for analysing, evaluating and using information describing the adequacy of its activities for decision-making.

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c) The institution shall involve its external and internal stakeholders in the collection and evaluation of data and information on the conformity of its activities.

d) The institution uses information on the composition of its student body to make decisions.

e) The institution uses information on students' progress, performance and drop-out rates to make decisions.

f) The institution uses information describing the satisfaction of doctoral students with the Doctoral Programme to make its decisions.

g) The institution uses the available learning support and student counselling information to make its decisions.

h) The institution uses information on the career paths/careers of students having obtained a degree to make decisions.

i) The institution has adequate means to store data and share the results of its analysis with stakeholders.

(8) Information open to the public

a) The website has a clear structure.

b) The content of the website reflects up-to-date, relevant and necessary information.

c) The website provides a standardised version of the curricula and subject syllabi of the educational programmes.

d) The regulations concerning doctoral students are available on the website.

e) The website is multilingual.

f) Contact details of the partners can be found on the institutional website.

g) The results of surveys and evaluations by students are available on the institution's website.

h) Indicators of the success of the programmes are available on the institution's website.

Roles and responsibilities associated with the quality assurance of doctoral programmes
11.§

(1) The Dean of CDS is responsible for the maintenance of the quality assurance system for doctoral programmes. The quality assurance responsibilities of the Dean of CDS can be defined as follows:

a) Proposing and ensuring the renewal of the quality assurance regulation for doctoral programmes, and enforcing the rules set out therein.

b) Ensuring the compilation of the rules of procedure of the quality assurance of doctoral programmes, monitoring compliance with the requirements.

c) Developing a proposal for the self-evaluation of doctoral programmes;

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d) Developing a quality improvement plan for doctoral programmes, monitoring the development activities to be carried out under the responsibility of the institution.

e) Establishing executive work programmes to ensure the implementation of the quality improvement plan of doctoral programmes, monitoring the improvements at the level of doctoral schools.

f) Developing the proposal on the annual executive report to be submitted to the University Doctoral Council.

g) Providing the human, material, immaterial and financial resources necessary for the operation of the quality assurance system of doctoral programmes.

h) Representing the quality assurance of doctoral programmes at the University, liaising with the heads of the organisational unit responsible for quality assurance at the Corvinus University of Budapest.

(2) The evaluation by the Dean of CDS's quality assurance activities shall be carried out by the University Doctoral Council. Within the framework of these responsibilities, the University Doctoral Council a) adopts the quality assurance regulation of doctoral programmes, b) adopts the quality assessment plan for the next cycle, c) approves the self-evaluation of doctoral programmes, d) evaluates the annual executive report of the Dean of CDS.

12.§

(1) For the operational management of the quality assurance system of doctoral programmes, the Dean of CDS shall appoint a CDS expert responsible for quality assurance. Responsibility of the CDS expert in charge of quality assurance:

a) Preparing a quality assessment plan with a timetable for the implementation of the self-evaluation Ensuring the implementation of the self-evaluation, in particular the assessment of the satisfaction of the teaching staff, the satisfaction of the non-teaching staff, the satisfaction of the doctoral students, the satisfaction of the partners, the analysis of the evaluation of teaching by doctoral students, the identification and compilation of the data included in the statistical report, conducting an internal audit of normative compliance, compiling the CDS strategic report, summarising the report of the graduate career tracking system, coordinating the preparation of the Programme Director's report, coordinating the preparation of the Head of Doctoral School's executive report, supporting the preparation of the Dean of the CDS's report.

b) Preparing a quality improvement plan, ensuring the monitoring conditions.

c) Preparing and monitoring the executive work programmes, such as the Dean of CDS's executive work programme, the executive work programme of the Heads of certain doctoral schools, the executive work programme of the Programme Directors of certain doctoral schools, the work programme of the Head of the University Doctoral Office and the work programme of the CDS quality assurance expert.

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d) Preparing a summary of the self-evaluations of the doctoral schools, providing technical support for the development of a proposal to be submitted to the University Doctoral Council.

e) Preparing the annual executive report of the Dean of CDS.

f) Preparing the information to be provided for the purposes of ensuring the publicity of quality assurance.

(2) The exact responsibilities of the quality assurance expert in the operation of the quality assurance system are set out in the rules of procedure of the quality assurance of doctoral programmes.

13.§

(1) The Head of the Doctoral School shall be responsible for the acceptance of the doctoral school's self-evaluation and for the implementation of the doctoral school's quality improvement tasks. In carrying out these tasks, he/she:

a) Submits the proposal on the results of the self-evaluation of the doctoral school, in particular the results of the satisfaction survey of the lectures and supervisors, the results of the satisfaction survey of doctoral students, the results of the partner satisfaction survey, the results of the analysis of the evaluation of teaching by doctoral students, the results of the statistical report, the results of the graduate career tracking system report, the lessons learned outlined in the Programme Director's report, the Head of Doctoral School's executive report.

b) Implements the development tasks of the executive work programme to be accomplished under his/her own responsibility.

c) Coordinates the implementation of the development tasks defined in the executive work programme of the Programme Directors of the Doctoral School.

d) Gets involved in the implementation of activities aimed at monitoring the executive work programmes by the Dean of CDS.

(2) The Council of the Doctoral School shall evaluate the quality assurance activities of the Head of the Doctoral School. Within the framework of these responsibilities, the Council of the Doctoral School a) approves the self-evaluation of doctoral programmes, b) evaluates the reports on the quality improvement activities carried out.

Closing provisions
14.§

(1) In matters not covered by this Regulation, the provisions of the Quality Manual of the Corvinus University of Budapest, the Doctoral (PhD) Regulation of the Corvinus University of Budapest and, where applicable, the Rules of Operation of the doctoral school concerned shall apply.

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(2) The present regulation was adopted by the University Doctoral Council of the Corvinus University of Budapest on 31 January 2025.

(3) This Regulation shall enter into force on 17 January 2025, and at the same time the Quality Assurance Regulation of the doctoral programmes of the Corvinus University of Budapest adopted by the University Doctoral Council at its meeting of 16 December 2020 under Resolution No H-403/EDT/2000 shall be repealed.

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Annex 1: Matching quality assurance tools to quality assurance criteria

	Quality assurance criteria	Quality assurance measurement tools											
		Internal audit	Statistical report	Lecturer satisfaction	Non-teaching staff satisfaction	Feedback from the doctoral student questionnaire	SET (Student	CDS strategic report	Partner workshop	GRADUATE	Report by the Dean of CDS	Report by the Head of Doctoral	Report by the Programme Director
Quality policy / quality improvement	The quality policy promotes the organisation of the quality assurance system.			X	X								
	The quality policy promotes the responsibility of all organisational units and citizens of the Corvinus Doctoral Schools for quality assurance.			X	X	X			X				
	The quality policy promotes academic integrity and freedom and is effective in combating fraud.			X	X	X			X				
	The quality policy promotes combatting all forms of intolerance and discrimination.			X	X	X			X				
	The quality policy promotes external stakeholder involvement in quality assurance.					X			X				
	The scope of the quality policy also includes activities involving external stakeholders.			X	X	X			X				
	Doctoral schools hold an external quality assurance certification.	X											
Design, approval,	The institution has processes in place to develop Doctoral Programmes.	X											
	The institution has a procedure in place for approving Doctoral Programmes.	X											
	The doctoral programme portfolio follows clearly from the University's strategy.							X					
	The institution involves its internal and external stakeholders in the design and development of its Doctoral Programmes.			X	X	X			X				
	The institution has a procedure in place for developing educational content and methodology to meet the fixed outcome requirements.												X

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	Quality assurance criteria	Quality assurance measurement tools											
		Internal audit	Statistical report	Lecturer satisfaction	Non-teaching staff satisfaction	Feedback from the doctoral student questionnaire	SET (Student	CDS strategic report	Partner workshop	Graduate Career	Report by the Dean of CDS	Report by the Head of Doctoral	Report by the Programme Director
Designing and approving the quality assurance of educational programmes	The institution regularly evaluates and develops the professional content of its Doctoral Programmes in the light of the results of research in the relevant discipline.											X	
	The institution regularly evaluates and develops its Doctoral Programmes in the light of the needs of the labour market and social partners.								X				
	The institution regularly evaluates and develops its Doctoral Programmes in the light of students' expectations and needs.					X							
	The institution regularly evaluates and develops its Doctoral Programmes in the light of students' workload.					X							
	The institution regularly evaluates and develops its programmes in the light of the conformity of the progress and graduation of students.		X										
	The institution regularly evaluates and develops its programmes in the light of the effectiveness of its procedures for evaluating students.						X						
	The institution regularly evaluates and improves the conformity of the learning environment and services.					X							
	The institution's Doctoral Programmes are accredited.	X											
Student-centred learning, teaching and	Flexible learning pathway.	X											
	Handling complaints by students		X										
	Transferring knowledge, pedagogical methods.					X	X						
	Publicity of evaluation criteria.		X										
	Developing evaluation criteria.						X						
	Talent management.					X							

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Quality assurance criteria	Quality assurance measurement tools												
	Internal audit	Statistical report	Lecturer satisfaction	Non-teaching staff satisfaction	Feedback from the doctoral student questionnaire	SET (Student	CDS strategic report	Partner workshop	Graduate Career	Report by the Dean of CDS	Report by the Head of Doctoral	Report by the Programme Director	
The admission, progress, recognition of studies of Admission procedure.	X												
Competence measurement of incoming and outgoing students.		X											
Institutional arrangements for student progression.		X											
Tracking students' progress, identifying drop-out points and critical subjects.		X											
Foreign language competences.		X											
Recognition of previous studies and competences.		X											
Elective subjects, foreign-language subjects.		X											
Compiling an individual study schedule for students in specific, individual situations.		X											
Lecturers: Mix of lecturers, its analysis, action based on the results, planning of a HR strategy for lecturers.		X											
Selecting lecturers, academic career development, promoting professional development, establishing a regulatory regime.			X										
Establishing a regulatory regime and practices for lecturer performance assessment, as well as actions based on results.			X										
Establishing a regulatory regime and practices for student evaluation of teaching, evaluating the results and providing feedback to stakeholders.			X										
Promoting the pedagogical awareness of lecturers and the adoption of modern teaching methods by the institution.			X				X						
Establishing a regulatory regime and practices for measuring staff satisfaction, as well as actions to be taken on the basis of the results.	X												

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		Quality assurance measurement tools											
	Quality assurance criteria	Internal audit	Statistical report	Lecturer satisfaction	Non-teaching staff satisfaction	Feedback from the doctoral student questionnaire	SET (Student	CDS strategic report	Partner workshop	Graduate Career	Report by the Dean of CDS	Report by the Head of Doctoral	Report by the Programme Director
Learning support and student services	The quantity and quality of dormitory accommodation, infrastructural basis.					X							
	Teaching infrastructure.			X		X							
	Library stock, library services			X		X							
	Programmes for the integration of disadvantaged/foreign students/students with disabilities, accessibility, equal opportunities advocacy.					X							
	Providing administrative support for the studies.			X	X	X							
	Training of service staff on the national/international stage.		X		X	X							
	Studies abroad, mobility window.					X							
	Interest representation for students.					X							
Information management	The institution has defined and regulated the scope of information needed to assess its quality objectives.	X											
	As part of the quality assurance system, the institution has a regulated procedure for analysing, evaluating and using information describing the conformity of its activities for decision-making.	X											
	The institution shall involve its external and internal stakeholders in the collection and evaluation of data and information on the conformity of its activities.											X	
	The institution uses information on the composition of its student body to make decisions.											X	
	The institution uses information on students' progress, performance and drop-out rates to make decisions.											X	

CORVINUS UNIVERSITY of BUDAPEST

QUALITY ASSURANCE REGULATION

	Quality assurance criteria	Internal audit	Statistical report	Lecturer satisfaction	Non-teaching staff satisfaction	Feedback from the doctoral student questionnaire	SET (Student	CDS strategic report	Partner workshop	Graduate Career	Report by the Dean of CDS	Report by the Head of Doctoral	Report by the Programme Director
Information management	The institution uses information describing student satisfaction with the Doctoral Programme to make its decisions.											X	
	The institution uses the available learning support and student counselling information to make its decisions.										X		
	The institution uses information on graduates' career paths/careers to make decisions.									X			
	The institution has adequate means to store data and share the results of its analysis with stakeholders.										X		
Information open to the public	The website has a clear structure.	X											
	The content of the website reflects up-to-date, relevant and necessary information.	X											
	The website provides a standardised version of the curricula and subject syllabi of the educational programmes.	X											
	The regulations concerning doctoral students are available on the website.	X											
	The website is multilingual.	X											
	Contact details of partners from the institutional website.	X											
	The results of surveys and evaluations by students are available on the institution's website.	X											
	Indicators of the success of the programmes are available on the institution's website.	X											

QUALITY ASSURANCE REGULATION

Annex 2: Executive responsibility for the conformity of quality assurance

Quality assurance criteria		Development responsibilities:				
		Annual work programme of the Dean of CDS	Annual work programme of the Head of DS	Annual work programme of the Programme Director of the DS	Annual Work Programme of the Head of UDO	Annual work programme of the CDS quality assurance expert
Quality policy / quality improvement	The quality policy promotes the organisation of the quality assurance system.	X				
	The quality policy promotes the responsibility of all organisational units and citizens of the Corvinus Doctoral Schools for quality assurance.		X			
	The quality policy promotes academic integrity and freedom and is effective in combating fraud.	X				
	The quality policy promotes combatting all forms of intolerance and discrimination.		X			
	The quality policy promotes external stakeholder involvement in quality assurance.		X			
	The scope of the quality policy also includes activities involving external stakeholders.		X			
	Doctoral schools hold an external quality assurance certification.	X				
Design, approval, ongoing monitoring and regular evaluation of educational programmes	The institution has processes in place to develop Doctoral Programmes.	X				
	The institution has a procedure in place for approving Doctoral Programmes.	X				
	The doctoral programme portfolio follows clearly from the University's strategy.	X				
	The institution involves its internal and external stakeholders in the design and development of its Doctoral Programmes.		X			

		Annual work programme of the Dean of CDS	Annual work programme of the Head of DS	Annual work programme of the Programme Director of the DS	Annual Work Programme of the Head of UDO	Annual work programme of the CDS quality assurance expert
	The institution has a procedure in place for developing educational content and methodology to meet the fixed outcome requirements.			X		
Quality assurance criteria		**Development responsibilities:**				
		Annual work programme of the Dean of CDS	**Annual work programme of the Head of DS**	**Annual work programme of the Programme Director of the DS**	**Annual Work Programme of the Head of UDO**	**Annual work programme of the CDS quality assurance expert**
Design, approval, ongoing monitoring and regular evaluation of educational programmes	The institution regularly evaluates and develops the professional content of its Doctoral Programmes in the light of the results of research in the relevant discipline.			X		
	The institution regularly evaluates and develops its Doctoral Programmes in the light of the needs of the labour market and social partners.			X		
	The institution regularly evaluates and develops its Doctoral Programmes in the light of students' expectations and needs.			X		
	The institution regularly evaluates and develops its Doctoral Programmes in the light of students' workload.			X		
	The institution regularly evaluates and develops its programmes in the light of the conformity of the progress and graduation of students.			X		
	The institution regularly evaluates and develops its programmes in the light of the effectiveness of its procedures for evaluating students.			X		
	The institution regularly evaluates and improves the conformity of the learning environment and services.		X			
	The institution's Doctoral Programmes are accredited.	X				
Student-centred learning, teaching and	Flexible learning pathway.	X				
	Handling complaints by students		X			
	Transferring knowledge, pedagogical methods.		X			

		Annual work programme of the Dean of CDS	Annual work programme of the Head of DS	Annual work programme of the Programme Director of the DS	Annual Work Programme of the Head of UDO	Annual work programme of the CDS quality assurance expert
	Publicity of evaluation criteria.		X			
	Developing evaluation criteria.		X			
	Talent management.		X			

	Quality assurance criteria	Development responsibilities:				
		Annual work programme of the Dean of CDS	**Annual work programme of the Head of DS**	**Annual work programme of the Programme Director of the DS**	**Annual Work Programme of the Head of UDO**	**Annual work programme of the CDS quality assurance expert**
The admission, progress, recognition of studies of students, the award of the qualifications	Admission procedure.	X				
	Competence measurement of incoming and outgoing students.		X			
	Institutional arrangements for student progression.		X			
	Tracking students' progress, identifying drop-out points and critical subjects.		X			
	Foreign language competences.		X			
	Recognition of previous studies and competences.		X			
	Elective subjects, foreign-language subjects.			X		
	Compiling an individual study schedule for students in specific, individual situations.		X			
Lecturers:	Mix of lecturers, its analysis, action based on the results, planning of a HR strategy for lecturers.		X			
	Selecting lecturers, academic career development, promoting professional development, establishing a regulatory regime.	X				
	Establishing a regulatory regime and practices for lecturer performance assessment, as well as actions based on results.	X				
	Establishing a regulatory regime and practices for student evaluation of teaching, evaluating the results and providing feedback to stakeholders.	X				

Promoting the pedagogical awareness of lecturers and the adoption of modern teaching methods by the institution.	**X**				
Establishing a regulatory regime and practices for measuring staff satisfaction, as well as actions to be taken on the basis of the results.	**X**				

	Quality assurance criteria	Development responsibilities:				
		Annual work programme of the Dean of CDS	Annual work programme of the Head of DS	Annual work programme of the Programme Director of the DS	Annual Work Programme of the Head of UDO	Annual work programme of the CDS quality assurance expert
Learning support and student services	The quantity and quality of dormitory accommodation, infrastructural basis.	X				
	Teaching infrastructure.	X				
	Library stock, library services	X				
	Programmes for the integration of disadvantaged/foreign students/students with disabilities, accessibility, equal opportunities advocacy.	X				
	Providing administrative support for the studies.				X	
	Training of service staff on the national/international stage.				X	
	Studies abroad, mobility window.	X				
	Interest representation for students.		X			
Information management	The institution has defined and regulated the scope of information needed to assess its quality objectives.					X
	As part of the quality assurance system, the institution has a regulated procedure for analysing, evaluating and using information describing the conformity of its activities for decision-making.					X
	The institution shall involve its external and internal stakeholders in the collection and evaluation of data and information on the conformity of its activities.					X
	The institution uses information on the composition of its student body to make decisions.					X
	The institution uses information on students' progress, performance and drop-out rates to make decisions.					X

The institution uses information describing student satisfaction with the Doctoral Programme to make its decisions.					**X**

	Quality assurance criteria	Development responsibilities:				
		Annual work programme of the Dean of CDS	Annual work programme of the Head of DS	Annual work programme of the Programme Director of the DS	Annual Work Programme of the Head of UDO	Annual work programme of the CDS executive in charge of quality assurance
Information management	The institution uses the available learning support and student counselling information to make its decisions.					**X**
	The institution uses information on graduates' career paths/careers to make decisions.					**X**
	The institution has adequate means to store data and share the results of its analysis with stakeholders.					**X**
Information open to the public	The website has a clear structure.					**X**
	The content of the website reflects up-to-date, relevant and necessary information.					**X**
	The website provides a standardised version of the curricula and subject syllabi of the educational programmes.					**X**
	The regulations concerning doctoral students are available on the website.					**X**
	The website is multilingual.					**X**
	Contact details of partners from the institutional website.					**X**

The results of surveys and evaluations by students are available on the institution's website.					**X**
Indicators of the success of the programmes are available on the institution's website.					**X**