



**NATIONAL UNIVERSITY
OF PUBLIC SERVICE**
FACULTY OF MILITARY SCIENCES AND OFFICER TRAINING
FOR OUR COUNTRY TILL DEATH!

DOCTORAL SCHOOL OF MILITARY SCIENCES
Founded in 1996

DOCTORAL SCHOOL OF MILITARY SCIENCES

QUALITY ASSURANCE PLAN

In effect since 18 November 2019



The principles and practices of the quality assurance system of the Doctoral School of Military Sciences (DSMS) are the basic principles laid down in the quality assurance regulations of the National University of Public Service (NUPS) and the Faculty of Military Sciences and Officer Training.

Pursuant to Section 2, Paragraph (3) of the Quality Code enclosed in Appendix 11 of the Organizational and Operational Rules of NUPS, Volume I: The scope of the Regulations does not extend to the quality assurance system of doctoral schools. According to the legislation on doctoral schools, doctoral procedures and habilitation, core members prepare the quality assurance plan of the doctoral school in accordance with the HAB evaluation criteria. In the light of the above, it is necessary to define principles and tasks that are specifically designed to ensure the quality of doctoral education and degree programmes.

The DSMS aims to achieve quality assurance for its activities in the following areas:

1. announcement of doctoral topics;
2. admission system;
3. training and course system;
4. research work;
5. publication requirements for doctoral degree;
6. doctoral degree procedure.

1. Quality assurance plan for announcing doctoral topics:

- Before forming the subject groups, the doctoral school seeks the guidance and suggestions of the Ministry of Defence, the Hungarian Defence Forces and other institutions on relevant research topics, so that researches can serve their interests as well as universality.
- For each academic year, the research topics compiled by the heads of department for each research area are reviewed and approved by the Doctoral Council of the Discipline (hereinafter referred to as DCD). The research topics are then announced on the website of the doctoral school as well as in the Selection Leaflet.
- The DCD examines the past five years of scientific and professional activities by the prospective supervisors who publish research topics. A doctoral school supervisor or lecturer can be someone who has a scientific degree for at least 3 years.
- Quality indicators:
 - Trends in the number of announced and approved research topics;
 - Number of applicants for each research topic;
 - Number of publications in each research topic.

2. Quality assurance plan for the admission system:

- Doctoral students may be only admitted to the organized training programme or to individual preparation through the admission procedure. Both the well-regulated evalua-



- tion criteria used in the selection process and the impartiality of the selection committee ensure that only the best candidates can start their doctoral studies in the DSMS;
- The Admission Notice will be published in writing and on the website of the doctoral school by January 15 each year, in which the DS will record the admission requirements;
 - Doctoral studies shall be open to holders of a master's degree and professional qualification and at least one state-recognized general-level (B2-level) 'C' complex, or equivalent language examination.
 - The admission interview and the habitus examination will take place in front of a 3 to 5 member committee chaired by the head of the DSMS, composed of the relevant research leaders and the subject matter experts. The prospective supervisor of the candidate as well as the representative of the doctoral student may also be present and have consultation rights.
 - During the admission process, the committee conducts a habitus examination to ascertain the candidate's commitment to military sciences, to check the research background, language skills, and understanding of the chosen topic.
 - In the evaluation of preliminary scientific achievements, the position achieved at the National Conference of Scientific Students (NCSS), as well as the scientific results verified by scientific publications can be recognized. Applicants for individual programmes and individual preparation must have a proven track record of research results. For a successful admission, at least 10 publication points in the case of individual programmes and at least 20 publication points in the case of individual preparation are required.
 - Applicants for individual preparation are assured of the quality of their preparation by the scientific background they are expected to provide, the ongoing support of their supervisors and the staff of the doctoral school. This training form is supported by the DCD in exceptional cases only.
 - The proposal of the selection committee is approved by the DCD. The candidate is recommended for admission if all the admission criteria are met and have achieved at least 60 of the maximum 100 points available for full-time and part-time training, at least 70 for individual training and 80 for individual preparation.
 - Quality indicators:
 - the proportion of doctoral students enrolled and have successfully passed the comprehensive examination;
 - the proportion of doctoral students enrolled and have successfully acquired the absolutorium;
 - the proportion of doctoral students enrolled and have successfully acquired the doctoral degree;

3. Quality assurance plan for the training and course system;

- The DSMS shall have an approved training program. The training program defines the objectives to be achieved, the description of the training, the requirements, the method



of assessment and the milestones of the training. The qualification obtained through the programme is clearly defined and communicated.

- The DSMS ensures the implementation of its training programme that encourages students to play an active role in creating the learning process.
- Following the admission decision, doctoral students will receive an Information Booklet containing the first semester assignments (from the first teaching day to the exam period) as well as the detailed training system (Training Plan, Academic and Examination Regulations, courses and course codes, sample documents, etc.) of the doctoral school.
- The doctoral training programme constitutes of two phases. These are: the training and research phase is followed by the second phase of the doctoral training, namely the research and dissertation phase. During the doctoral program, at the end of the fourth semester, as a conclusion of the programmes and research phase of the programmes and as a condition for the commencement of the research and dissertation phase, a comprehensive examination shall be taken, which measures and evaluates the academic and research progress.
- At the end of the academic year, the DSMS leadership prepares a summary report, on the basis of which the head of the doctoral school reports to the University Doctoral and Habilitation Council and to the Faculty Council.
- During the doctoral programmes, after the comprehensive examination, the doctoral student shall take part in the doctoral degree procedure by completing the research and dissertation phase, the aim of which is obtaining a doctoral degree.
- Following the comprehensive examination, from the 5th to 8th semesters, the doctoral students are required to give written reports on specific aspects of the research area and report it verbally to the head of the research area.
- Upon completion of the training, both the doctoral student and the supervisor will prepare a summary report of the four-year activities and credits earned. The doctoral school will then issue the absolutorium.
- Doctoral students may also be admitted to the degree programme individually, provided they have fulfilled the requirements for admission and doctoral programmes. In this case, the student status is created by passing the comprehensive examination.
- Applicants must submit their doctoral dissertation within three years after completing the comprehensive examination. This time limit may be extended by up to one year in cases of special merit, as specified in the doctoral regulations.
- Doctoral students may suspend the studies for a total period not exceeding 4 semesters.
- The DCD will decide on the acceptance of the training courses and the renewal of the topics. The subject shall be reviewed at least every two years, taking into account doctoral student feedbacks.
- The teaching staff of the doctoral school shall be the lecturers and researchers holding a scientific degree who, on the proposal of the head of the doctoral school, are considered by the doctoral council to be capable of performing teaching, research and supervising duties within the doctoral school. The lecturers at the doctoral school are included in the NDC database. In case a lecturer is involved in multiple doctoral schools, this should be indicated in the NDC profile.



- The DSMS website contains regularly updated public information about the current doctoral school curriculum as well as its courses and lecturers.
- Quality indicators:
 - Number of reviewed training content;
 - Number of doctoral student complaints and real problems.

4. Quality assurance plan for the research work:

- During the first semester, doctoral students prepare a 4-year "Study and Research Programme", which is specified in the semester's "Study and Research Plan". The plans shall be approved by the supervisor and the competent research leader.
- The doctoral student must be the author of at least 8 (in A, B, or C category journal) articles (one per semester). The articles should present the research results. 1 out of the 8 articles shall be published in a foreign language. In absence of these criteria, the absoltorium shall not be issued.
- At the end of each semester, the doctoral student prepares a written report on the activities completed during the semester. The supervisor then writes a detailed report on it and provides an assessment as well. The DSMS leadership, on the basis of these briefings and the credible documentation of the scientific activity, approves the credits obtained and records them in the computer system.
- At the end of each term, the DSMS leadership assesses the achievements of the doctoral student and takes steps to close any shortcomings, and makes recommendations for those who fail to complete their studies at the university.
- Doctoral students with learning difficulties will be coached by the leadership (DCD, if needed) in the presence of the supervisor and will assist in solving their problems wherever possible.
- The DSMS encourages its PhD students to attend professional scientific conferences and give lectures at those events. To this end, the DSMS also hosts an annual scientific conference, during which students with advanced research plans present their research findings, which are then evaluated by two PhD students, as well as by supervisors and research leaders.
- The management of the doctoral school focuses on inviting people with scientific degrees who have served in foreign military missions and who can share their practical experience. They are primarily considered to become supervisors rather than lecturers.
- Furthermore, the DSMS encourages foreign military training institutes to invite DSMS professors as lecturers wherever possible, thereby ensuring that international research results are implemented into the education.
- DSMS instructors are encouraged to involve doctoral students in research projects of their choice, where possible, thereby increasing their research experience. In addition, the DSMS recommends that national and international research scholarship programmes and opportunities be offered to doctoral students.



5. Quality assurance plan for doctoral degree publication requirements:

- Doctoral students are required to collect 10 credits for publications, which consist of at least four publications in Hungarian about the doctoral student's own research results. These articles are to be published in a national or international journal that has been defined by the Committee on Military Science (or any other committee) of the HAS (categories A, B, or C).
- During the research and dissertation phase, another 10 credits for publications are required, which consist of at least three publications in Hungarian and one paper in a foreign language. These articles are to be published in a national or international journal that has been defined by the Committee on Military Science (or any other committee) of the HAS (categories A, B, or C).
- Therefore 20 publication credits are required for doctoral students prior to obtaining the absolutorium.
- The review and planning of the publication requirements are subject to an annual evaluation.

6. Quality assurance plan for doctoral degree procedure:

- Before submitting the final dissertation, the DSMS organizes a preliminary defence. Opinions and statements concerning the course of the debate and especially the modification of the dissertation are recorded in the minutes. The observations of the opponents are enclosed to the minutes. In the case of a major change in the dissertation, the preliminary defence shall be repeated.
- The DSMS manages and monitors the assessment of the thesis quality and other documents required to commence the degree procedure, while assisting doctoral candidates in preparation of these documents.
- The DSMS assists and controls the preliminary defences organized and conducted by the supervisors, expresses an opinion on the existing requirements and ensures the publicity of the preliminary defence.
- The DSMS requires both the doctoral candidate and the supervisor to strictly adhere to the ethical requirements of science.
- The DCD will discuss and submit rigorous requirements on the documents submitted by applicants for the degree procedure, the subjects of the doctoral examination and the composition of the committees.
- In the composition of the jury, the DSMS requires strict adherence to regulations and conflict of interest rules. The committees are chaired by a full-time, professionally qualified university professor of NUPS, and one-third of the committee members are external members who are not employed by the University.
- One of the official jurors shall be an external opponent with scientific degree.
- The topic, time and place of the public defence of the PhD dissertation will be published on the National Doctoral Council website and also on the website NUPS, thus ensuring wide publicity.



- Doctoral students are awarded with the doctoral degree by secret ballot of the UDHC, which is presented twice a year at the solemn public session of the NUPS Senate.
- Quality indicators:
 - number of preliminary defences per research area;
 - number of successful preliminary defences compared to failed ones;
 - number of successful preliminary defences compared to repeated ones.

The present “Quality Assurance Plan” is based on the Act CXXXII of 2011 and the Act CCIV of 2011 as well as the Resolution 2016/6/V/2 of the Hungarian Accreditation Committee: Following the HAB accreditation requirements and professional evaluation criteria, the adjustments were made based on the regulations of the University Doctoral Regulations, effective since 1 July 2019. The adjustments were approved by the Doctoral Council of the Discipline at the Doctoral School of Military Sciences during the 18 November, 2019 session.

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