



PÁZMÁNY PÉTER CATHOLIC UNIVERSITY QUALITY ASSURANCE REGULATION

Status as at 1 November 2024

Quality Assurance Regulation

The University Council of Pázmány Péter Catholic University (hereinafter: the University) hereby adopts the following regulations in accordance with the provisions of Act CCIV of 2011 on national higher education, as well as the University's Statutes and its Organisational and Operational Regulations.

Part I

General Provisions

Purpose of these Regulations

1.§ (1) The purpose of the University's quality management system is to ensure that quality criteria are explicitly upheld in the implementation of the objectives set out in the mission statement and the quality policy.

(2) The quality assurance system set out in these regulations has been established in accordance with the institution's circumstances, the legislation in force, and the following sets of requirements:

- a) European Network for Quality Assurance in Higher Education: Standards and Guidelines for Quality Assurance in the European Higher Education Area (ENQA ESG, 2015);
- b) the recommendations and accreditation criteria of the Hungarian Higher Education Accreditation Committee (HAC).

(3) In developing the system, the University took into account the guidelines of the Agenzia della Santa Sede per la Valutazione e la Promozione della Qualità delle Università e Facoltà ecclesiastiche (AVEPRO) ('AVEPRO Guidelines 2019').

Scope of these Regulations

2.§ (1) The scope of these Regulations extends to all teaching, research and other organisational units in relation to the processes associated with the core activities of Pázmány Péter Catholic University, as well as to any person in an employment relationship with the University or in any other legal relationship for the purpose of performing work.

(2) The Faculty of Theology and the Postgraduate Institute of Canon Law may deviate from these regulations on the basis of the specific nature of theological training and in accordance with their own regulations drawn up to comply with the mandatory requirements of the Holy See.

(3)¹

Part II

The Organisation of Quality Assurance

The University Council

¹ Repealed by University Council Resolution No. 71 of 24 October 2024. Ceased to have effect on 1 November 2024.

3.§ The University Council's duties relating to quality assurance include, in particular:

- a) adopting the University's quality objectives;
- b) approving the University's quality improvement programme on the basis of a recommendation from the University Quality Assurance Committee;
- c) evaluating the implementation of the quality improvement programme;
- d) adopting the management review report.

The Rector

4.§ The Rector's duties relating to quality assurance shall include, in particular:

- a) the formulation of the University's quality policy (hereinafter: Quality Policy);
- b) the approval of the review plan for institutional regulations;
- c) providing an authoritative interpretation of institutional regulations – in accordance with the provisions of the Rules of Organisation and Operation;
- d) in the absence of consensus, deciding on corrective measures aimed at rectifying systemic faults identified in institutional-level processes;
- e) ordering corrective measures affecting the operation of the quality assurance system, or, where the implementation of a corrective measure falls within the express remit of another person or organisational unit, initiating such action;
- f) authorising the communication of the results of institutional surveys.

The University Quality Assurance Committee

5.§ (1) The University Quality Assurance Committee (hereinafter: the Committee) is a standing committee of the University which deals with matters of quality assurance in accordance with the provisions of these regulations.

(2) The Committee's tasks and powers are as follows:

- a) to define and develop the principles, methods and system of quality assurance within the framework of the Quality Policy;
- b) to draw up the Quality Improvement Programme and submit it to the University Council;
- c) approving the work plan for surveys and the analysis of indicators, upon the recommendation of the central organisational unit responsible for quality assurance tasks;
- d) monitoring the progress towards quality objectives during the academic year;
- e) approving the reports of quality assurance committees at various levels;
- f) participating in the performance of university-level quality assurance tasks;

- g) coordinating quality assurance activities; and
- h) carrying out all quality assurance tasks assigned to the Committee by the University Council.

(3) The ordinary members of the Committee are:

- a) two members delegated by the Rector;
- b) the Vice-Rector(s) or one delegate from each;
- c) the Chair of the UDHC or their delegate;
- d) one member delegated by each faculty;
- e) the Head of the Teaching and Academic Affairs Department;
- f) the Head of the Communications Department;
- g) the Head of the IT Department;
- h) a student delegated by the Student Union;
- i) a doctoral student delegated by the Doctoral Student Union.

(4) The Chair of the Committee, who also performs the role of the University's Quality Assurance Manager, shall be appointed by the Rector from amongst the members.

(5) To ensure the smooth functioning of the Committee, the faculties, the Chair of the UDHC, and the heads of the central organisational units who are ex officio members of the Committee shall each delegate one alternate member to the Committee; these alternate members shall replace the relevant full member with voting rights at Committee meetings, but may also attend Committee meetings with the right to participate in deliberations even when the relevant full member is present.

(6) Representatives of external stakeholders may participate in the work of the Committee with the right to be heard, subject to the Committee's decision.

(7) The secretarial duties of the Committee shall be carried out by the central organisational unit responsible for quality assurance, whose staff may attend Committee meetings in an advisory capacity.

The duties of the University Quality Assurance Manager

6.§ The duties of the University Quality Assurance Manager shall include, in particular:

- a) assisting the Rector in drafting the mission statement and formulating the quality policy;
- b) overseeing the coordinated operation of the internal quality assurance system;
- c) reporting to the University's senior management on the operation of the quality assurance system and its development needs – with a view to ensuring ongoing compliance with the HAC's criteria;

- d) communicating the needs of stakeholders to all relevant members of the organisation;
- e) maintaining contact and cooperating with other domestic and foreign institutions and quality assurance organisations (e.g. HAC, AVEPRO) with a view to developing quality assurance activities;
- f) overseeing the preparation of the University's strategy;
- g)² managing the activities of the central organisational unit responsible for quality assurance tasks.

The central organisational unit responsible for quality assurance tasks

7.§ (1)³ A Quality Assurance Office operates within the structure of the Rector's Office.

(2)⁴ In accordance with the tasks set out in 28.§ (7) of the Rules of Organisation and Operation, the Quality Assurance Office

- a) performs the secretarial duties of the University Quality Assurance Committee, the various ad hoc working groups established by the Committee, and the University Doctoral Quality Assurance Committee;
- b) provides professional support for the development of quality policy and the entire quality assurance system, taking into account international experience;
- c) prepares the draft Quality Development Programme with a view to achieving quality objectives;
- d) provides professional support for the implementation of the quality assurance system by the various organisational units and monitors this process in accordance with the provisions set out in the annual work plan;
- e) strengthens commitment to a quality-oriented approach amongst the university community;
- f) prepares reports on the results of its investigations, surveys and analyses;
- g) maintains contact with the quality assurance bodies of other institutions in the field of quality assurance;
- h) at the request of the Vice-Chancellor, the relevant Dean or the head of another organisational unit, arranges for a preliminary expert review of proposals to the University Council or Faculty Council containing amendments to regulations;
- i) makes proposals for the work plan relating to surveys and the examination of performance indicators;
- j) ensures the central coordination of surveys;

² Enacted by University Council Resolution No. 71/2024 (24 October). Effective from 1 November 2024.

³ Amended by University Council Resolution No. 71/2024 (24 October). Effective from 1 November 2024.

⁴ Amended by University Council Resolution No. 71/2024 (24 October). Effective from 1 November 2024.

- k) maintains a register of surveys;
- l) coordinates the processes involved in carrying out self-assessments.

Faculty Quality Assurance Committees

8.§ (1) To carry out faculty quality assurance tasks, the relevant faculty council shall – on the recommendation of the Dean – elect a faculty quality assurance committee. The committee shall consist of at least 3 and no more than 6 members, and student representation must be ensured within it. The chair of the committee shall be appointed by the dean, who shall also be the faculty quality assurance manager.

(2) The committee's remit includes, in particular:

- a) defining and developing the principles, methods and system of faculty quality assurance within the framework of the Quality Policy and the University's quality assurance system;
- b) making proposals regarding the elements of the faculty sections of the Quality Improvement Programme;
- c) defining the faculty's quality assurance plan;
- d) initiating surveys and the analysis of performance indicators with the University Quality Assurance Committee;
- e) coordinating the Faculty's quality assurance activities;
- f) monitoring the progress towards quality objectives during the academic year;
- g) supporting the Faculty's implementation of institutional surveys;
- h) maintaining contact with the central organisational unit responsible for quality assurance tasks;
- i) providing feedback on the results of surveys and indicator analyses, preparing development proposals and action plans, and making recommendations for specific measures to be taken (PDCA);
- j) coordinating the compilation of the faculty's quality assurance reports; and
- k) carrying out all quality assurance tasks assigned to it by the University Quality Assurance Committee.

(3) Representatives of external stakeholders may participate in the Commission's work in an advisory capacity, subject to the Commission's decision.

The quality assurance framework for doctoral training and degree obtainment

9.§ Within the university's quality assurance system, the quality assurance of doctoral schools operates separately from faculty-level quality assurance.

The University Doctoral and Habilitation Council

10.§ The tasks and powers of the University Doctoral and Habilitation Council in the field of quality assurance for doctoral programmes are as follows:

- a) to define the principles, methods and system of quality assurance for doctoral programmes within the framework of the Quality Policy and the University's quality assurance system;
- b) to approve the quality assurance reports of doctoral schools and to forward them to the University Quality Assurance Committee for information purposes.

The University Doctoral Quality Assurance Committee

11.§ (1) In the development of the principles and methods of quality assurance for doctoral training and the award of doctoral degrees – taking into account the opinions of the quality assurance committees of the doctoral schools – the University Doctoral Quality Assurance Committee shall act as an advisory and consultative body to the University Doctoral and Habilitation Council in accordance with the provisions of these regulations.

(2) The Committee's remit is as follows:

- a) to make recommendations to the University Doctoral and Habilitation Council on the definition of the principles, methods and system of quality assurance for doctoral programmes, within the framework of the Quality Policy and the University's quality assurance system;
- b) to make recommendations on the elements of the Quality Improvement Programme relating to doctoral schools;
- c) reviewing the quality assurance plans approved by the doctoral councils of the doctoral schools in each scientific field or discipline, and forwarding them for information to the University Doctoral and Habilitation Council and the University Quality Assurance Committee;
- d) initiating surveys and the analysis of performance indicators with the University Quality Assurance Committee;
- e) coordinating quality assurance activities within the doctoral schools;
- f) monitoring the progress towards quality objectives during the academic year;
- g) reviewing the quality assurance reports of the doctoral schools and submitting them to the University Doctoral and Habilitation Council for approval; and
- h) carrying out all quality assurance tasks assigned to it by the University Quality Assurance Committee.

(3) The ordinary members of the committee are:

- a) the Chair of the UDHC;

- b) two members elected by the UDHC;
 - c) a doctoral student delegated by the University Doctoral Students' Council.
- (4) The committee shall elect its Chair from amongst the members referred to in paragraph (3)(b).
- (5) Representatives of external stakeholders may participate in the committee's work in an advisory capacity, subject to the committee's decision.
- (6) The secretarial duties of the committee shall be performed by the central organisational unit responsible for quality assurance, whose staff may participate in the committee's meetings in an advisory capacity.

Doctoral Councils for Academic Fields/Disciplines

12. § The duties and powers of the Doctoral Council for Academic Fields/Disciplines in the area of quality assurance in doctoral education are as follows:

- a) to assess the soundness of doctoral thesis proposals;
- b) assess the suitability of those involved in doctoral programmes and procedures – in particular members of comprehensive examination, admissions and assessment committees;
- c) approves, on the recommendation of the doctoral school quality assurance committees, the quality assurance plans of the doctoral schools belonging to the relevant field of study or discipline, and forwards them to the University Doctoral Quality Assurance Committee;
- d) which, each academic year, reviews the quality assurance reports prepared by the heads of the individual doctoral schools and by the quality assurance committees of the doctoral schools, and forwards them to the University Doctoral Quality Assurance Committee.

The Head of the Doctoral School

13. § The Head of the Doctoral School shall perform the following tasks in the context of quality assurance:

- a) regularly review and evaluate the teaching programmes and, where necessary, make recommendations for their amendment;
- b) continuously monitors the composition and professional suitability of the doctoral school's teaching staff, as well as the availability of suitable new teaching staff – particularly core members – and, where justified, initiates intervention whilst drawing up an action plan;
- c) monitors the adequacy and proper functioning of the academic records system and participates in the effective organisation of the student complaints procedure;
- d) draws up the doctoral school's calendar of academic events to enable doctoral students to present and discuss their academic findings in public, and, taking into account the resources made available to the doctoral school, collaborates in its

implementation with the involvement of the organisational unit responsible for the doctoral school's administration;

e) annually evaluates the operation and outcomes of the doctoral programme, going beyond the analysis of statistical data to include questionnaire surveys of doctoral students and graduates;

f) regularly monitors, reviews and continuously improves the quality of services designed to support learning;

g) ensures that doctoral programmes and the award of doctoral degrees are adequately publicised, and, in this context, ensures that up-to-date and objective quantitative and qualitative data and information on the programmes are published.

Quality Assurance Committees of Doctoral Schools

14.§ (1) A quality assurance committee shall operate as an advisory and consultative body for doctoral schools. In a field of study in which the University operates more than one doctoral school, the doctoral school quality assurance committee may also be organised as a joint committee for that field of study.

(2) The committee's remit is as follows:

a) to make recommendations on the elements of the Quality Improvement Programme relating to doctoral schools via the University Doctoral Quality Assurance Committee;

b) to prepare the doctoral school's quality assurance plan and submit it to the disciplinary/field-specific doctoral council for decision-making;

c) initiating surveys and the analysis of performance indicators;

d) supporting the doctoral school in the conduct of institutional surveys;

e) maintaining contact with the central organisational unit responsible for quality assurance tasks;

f) coordinating the doctoral school's quality assurance activities;

g) monitoring the progress towards quality objectives during the academic year;

h) providing feedback on the results of surveys and indicator analyses; preparing development proposals and action plans; and making recommendations for specific measures to be taken (PDCA);

i) preparing the doctoral school's quality assurance report and forwarding it to the doctoral council for the relevant scientific field or discipline; and

j) carrying out all quality assurance tasks assigned to it by the doctoral council for the relevant scientific field or discipline, or by the University Quality Assurance Committee.

(3) The ordinary members of the committee organised for each doctoral school shall be:

a) the head of the doctoral school or a member delegated by him or her;

- b) at least two and no more than three members elected by the doctoral school's council;
 - c) a doctoral student from the relevant doctoral school delegated by the doctoral student council; in the absence of such a council, a doctoral student delegated by the doctoral students.
- (4) The committee shall elect its chair from amongst the members referred to in points (a) and (b) of paragraph (3).
- (5) The ordinary members of the joint committee shall be:
- a) the heads of the doctoral schools concerned or one member delegated by each of them;
 - b) the secretary of the doctoral council for the relevant field of study;
 - c) at least two and no more than three members elected by the doctoral council for the relevant field of study;
 - d) a doctoral student delegated by the doctoral student council from one of the relevant doctoral schools on an annual rotation basis; in the absence of a doctoral student council, a doctoral student delegated by the relevant doctoral students, also on an annual rotation basis.
- (6) The committee shall elect its chair from amongst the members referred to in points (a) and (c) of paragraph (3).
- (7) Representatives of external stakeholders may participate in the committee's work in an advisory capacity, subject to the committee's decision.

Part III

The Quality Policy

15.§ (1) The Quality Policy shall be determined by the Rector and shall include

- a) the institution's key objectives;
 - b) the institution's commitment to a quality-oriented approach and the fundamental principles of the quality assurance system;
 - c) the responsibilities of the university community with regard to quality assurance.
- (2) The primary aim of establishing the Quality Policy is to set out the theoretical framework of the quality assurance system and to provide the necessary guidance for the drafting of regulations and procedures relating to quality assurance.

Part IV

Setting Quality Objectives

16.§ (1) Pázmány Péter Catholic University is committed to the continuous, quality-oriented development of university teaching and research, therefore, having regard to the provisions of 1.§ (2) and in accordance with the Quality Policy – as part of the University's Quality Development Programme and the quality assurance plans of the faculties and doctoral schools – it sets specific annual quality objectives.

(2) The achievement of the quality targets

- a) quantitative (indicators), and
- b) qualitative (analysis, interviews).

methods shall be used to assess them.

Part V

System of Indicators (indicators)

The system of institutional indicators

17.§ (1) Within the framework of the quality assurance system, institutional self-assessment is carried out in part with the aid of indicators.

(2) Types of indicators:

- a) performance indicators,
- b) satisfaction indicators.

Determination of the indicators to be assessed

18.§ (1) The work plan for the assessment of indicators shall be approved by the University Quality Assurance Committee on the basis of a proposal compiled by the central organisational unit responsible for quality assurance tasks, following recommendations from the quality assurance committees.

(2) The work plan relating to the review of indicators must be published via the central electronic platform.

(3) The head of the central organisational unit responsible for quality assurance tasks shall submit reports on the indicators to the Rector – together with the opinion of the University Quality Assurance Committee – during the reporting period specified in the review plan.

(4) Taking into account the contents of the reports on the indicators, the Rector may instruct that an action plan be drawn up.

Part VI Surveys

General rules governing surveys

19.§ (1) Within the framework of the quality assurance system, institutional self-assessment is carried out in part by means of surveys.

(2) The work plan for conducting assessments shall be approved by the University Quality Assurance Committee on the basis of a proposal compiled by the central organisational unit responsible for quality assurance tasks, following recommendations from the quality assurance committees.

(3) The central organisational unit responsible for quality assurance tasks shall be responsible for the central coordination of the surveys; as part of this activity, it shall

- a) carry out the mandatory surveys,
- b) provide professional assistance in the conduct of non-mandatory surveys to be carried out by other organisational units.

(4) A non-mandatory survey may be authorised provided that it does not hinder the conduct of mandatory surveys and does not jeopardise the indicators assigned to the achievement of quality targets.

Part VII Internal Audit Systems

20.§ (1) The University operates an internal audit system in order to obtain an accurate and up-to-date picture of the compliance of its entire organisation's operations, as well as of opportunities for improvement and possible directions for development.

(2) Types of internal review systems:

- a) internal control,
- b) internal audit,
- c) management review.

Internal Audit

21.§ The rules governing the conduct of internal audits are set out in the Internal Audit Manual.

Internal Audit

22.§ (1) The University shall carry out internal audits at planned intervals, during which it shall examine whether the institution's operations comply with

- a) the relevant quality standards to which it is committed,
- b) the documented operational processes, and
- c) the provisions set out in these regulations.

(2) The scope of internal audits may cover both academic and non-academic organisational units.

(3) Among the non-academic organisational units, those involved in the operation of the quality assurance system constitute a priority area for auditing.

Management review

23.§ (1) The Rector and the University Council shall carry out a management review at least once a year to ensure the adequacy and effectiveness of operations and the quality assurance system.

(2) The management review shall be prepared by the central unit responsible for quality assurance tasks. The key document for the management review is the quality assurance report drawn up by the central organisational unit responsible for quality assurance tasks, which shall be submitted to the Rector, the University Council and the Governing Body.

Part VIII

Preparation of self-assessments

24.§ In order to prepare for self-assessments, the central unit responsible for quality assurance tasks shall prepare the following annually:

- a) a summary of the results of the surveys carried out during the period in question;
- b) a summary of the findings from the analysis of the indicators assessed during the period in question;
- c) a summary of the operation of the intervention system under these regulations during the relevant period;
- d) proposals for improvement;
- e) an assessment of the fulfilment of quality objectives.

Part IX

Final Provisions

25.§ (1) These regulations shall enter into force on the day following their promulgation.

(2)⁵

⁵ It was repealed by University Council Resolution No. 71/2024 (24 October). It ceased to have effect on 1 November 2024.

(3) Faculties and doctoral schools are entitled to supplement these regulations with faculty- or doctoral school-specific supplementary regulations, taking into account the specific characteristics of the faculty or doctoral school.

Adoption clause:

These amended regulations were adopted by the University Council of Pázmány Péter Catholic University by Resolution No. 71/2024 (24 October). They shall enter into force on the day following their promulgation.

Data protection status: public

Dated in Budapest, on 24 October 2024.

Dr Géza Kuminetz s. k.
Rector
Chair of the University Council