
	<b>THE RECTOR'S INSTRUCTION ON THE OFFICE- AND GROUP- LEVEL STRUCTURING OF THE NON-FACULTY ORGANISATIONAL UNITS</b>	Document ID: 7/2025. Version no: 00. File number: REKIKT 40/8/2025
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Version No.	Publication Date	Effective date	Version History
00.	01/12/2025	1 December 2025	<b>Publication</b> Decision RMT-29/2025 (24 November)

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 <p><b>BME</b> BUDAPESTI MŰSZAKI ÉS GAZDASÁGTUDOMÁNYI EGYETEM</p>	<p><b>THE RECTOR'S INSTRUCTION ON THE OFFICE- AND GROUP- LEVEL STRUCTURING OF THE NON-FACULTY ORGANISATIONAL UNITS</b></p>	<p>Document ID: 7/2025. Version no: 00. File number: REKIKT 40/8/2025</p>
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The Rectoral Management Team of the Budapest University of Technology and Economics (hereinafter referred to as the University), acting under the authorisation granted in Section 10(5)(d) and Section 54(12)(b) of Book One of Organisational and Operational Provisions, hereinafter referred to as the SzMR) of the University's Rules of Organisation and Operation (hereinafter referred to as the SzMSz), and in accordance with Section 84(2)(c) thereof, and subject to Section IV of the Founding Charter and Section 54(10)-(11) of the Organisational and Operational Provisions, hereby establishes, through this Instruction (hereinafter referred to as the Instruction), the rules governing the office- and group-level structuring of the non-faculty organisational units.

### **1. Purpose of the Instruction**

#### **1. §** *[Purpose of the Instruction]*

- (1) The purpose of this Instruction is to ensure that executives can effectively coordinate the work of those directorates and centres that discharge complex duties, furthermore, it creates the opportunity to set up an executive level (head of office) below the level of the directors to facilitate improved organisation of work and a clear structure of responsibilities.
- (2) Furthermore, the purpose of this Instruction is to ensure that the internal structure of each directorate and centre, and also the division of duties within those are clearly visible for employees working at other organisational units, and by this to promote transparency.
- (3) The aim is to create an office- and group-level structure that ensures that tasks requiring the same or similar skills and expertise are concentrated under the control of one executive, without creating an overly hierarchical or fragmented organisation.

### **2. Scope of the Instruction**


#### **2. §** *[Scope of the Instruction]*

- (1) This Instruction defines the office- and group-level organisational structure of non-faculty organisational units (material scope).
- (2) This Instruction applies to all organisational units of the University and the employees of the same (personal scope).

### **3. Instruction Owner**

#### **3. §** *[Entities responsible for the Instruction]*

- (1) The organisational unit acting as Professional Owner for this Instruction is the Directorate of the Rector's Office; the Professional Owner is the Chief of Staff to the

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Rector and the Professional Reviewer is the Rector. The Legal Reviewer for this Instruction is the Directorate of the Rector's Office.

#### 4. Applicable Legislation and Internal Regulatory Documents

##### 4. § *[Legislation and internal regulatory documents related associated with this Instruction]*

- (1) The following legislation and internal regulatory documents are associated with this Instruction:
  - a) Act CCIV of 2011 on national higher education (hereinafter: Nftv.);
  - b) Organisational and Operational Provisions;

#### 5. General rules

##### 5. § *[Organisational structure of the University]*

- (1) The organisational structure, structuring, managerial structure of the University and the non-faculty organisational units thereof are defined in the documents below in accordance with the following logic:
  - a) the Founding Charter defines the different types of organisational units,
  - b) the Organisational and Operational Provisions define the higher level organisational units, i.e. the directorates and the centres,
  - c) this Instruction defines the office- and group-level organisational structure.
- (2) The organisational chart presenting the organisational structure is attached to this Instruction.


##### 6. § *[Office]*

- (1) For the purpose of this Instruction, office means a non-independent organisational unit set up within the directorate, or an independent office (an organisational unit not incorporated into the directorate) as stipulated in Section 54(11) of the SzMR, that has at least two clearly formulated duties and at least two employees.
- (2) For the purpose of this Instruction employee means a person engaged either under an employment agreement or a service contract.

#### 6. The structure of non-faculty organisational units

##### 7. § *[Directorate of Research and Development]*

- (1) The Directorate of Research and Development includes the following organisational units:
  - a) Centre for Innovation Management and Cooperation

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**8. §** *[Directorate of International Relations]*

(1) The Directorate of International Relations includes the following organisational units:

- a) International Mobility Office
- b) International Relations Coordination Office
- c) International Marketing Office

**9. §** *[Directorate of International Study Programmes]*

(1) The Directorate of International Study Programmes includes the following organisational units:

- a) International Admissions and Study Programmes Office
- b) University Association and Development Office

**10. §** *[Directorate of Quality Assurance]*

(1) The Directorate of Quality Assurance does not have any lower level organisational units.

**11. §** *[Directorate of Education]*

(1) The Directorate of Education includes the following organisational units:

- a) Talent Support and Career Guidance Office

**12. §** *[Directorate of Scientific Affairs]*

(1) The Directorate of Scientific Affairs includes the following organisational units:

- a) Science Analytics and Ranking Office
- b) Alumni Office

**13. §** *[Directorate of the Rector's Office]*

(1) The Directorate of the Rector's Office includes the following organisational units:


- a) Strategic Legal and Regulatory Office
- b) Data Protection and Compliance Office
- c) Operative Coordination Office

**14. §** *[Directorate of Communications]*

(1) The Directorate of Communications does not have any lower level organisational units.

**15. §** *[Directorate of Human Resources]*

(1) The Directorate of Human Resources does not have any lower level organisational units.

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**16. §** *[Academic Services Centre]*

- (1) The Academic Services Centre includes the following organisational units:
- a) Academic Administration Office
  - b) Academic Process Development and Official Documents Office
  - c) NEPTUN Operations Office

**17. §** *[Student Services Centre]*

- (1) The Student Services Centre includes the following organisational units:
- a) Student and Residence Hall Benefits Office
  - b) Student and Residence Hall Resources Office
  - c) Student Advisory Office
  - d) Event Management Office

**18. §** *[National Technical Information Centre and Library]*


- (1) The National Technical Information Centre and Library includes the following organisational units:
- a) Administration Office
    - aa) Information Technology Group
    - ab) Bookbinding Group
  - b) Collection Development Office
    - ba) Procurement and Processing Group
    - bb) Digitalisation Group
  - c) Reader Services Office
    - ca) Customer Services Group
    - cb) Stacks Management Group
  - d) Research Support Office
  - e) Archives

**19. §** *[Offices directly managed by the Vice-Rector for Strategy]*

- (1) The Strategic and Monitoring Office is under the direct management of the Vice-Rector for Strategy.

**20. §** *[Offices directly managed by the Director General for Financial and Technical Affairs]*

- (1) *Offices directly managed by the Director General for Financial and Technical Affairs:*
- a) Financial Transformation Office
  - b) Office for Property and Institutional Security, Occupational Health and Safety, Security Technology and Environmental Protection
- (2) *Directorates managed by the Director General for Financial and Technical Affairs:*
- a) Directorate of Finance,

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- b) Directorate of Procurement,
- c) Directorate of Informatics and Digital Transformation,
- d) Directorate of Legal Affairs,
- e) Directorate of Maintenance.

## 7. Administration of offices and groups

### 21. § *[Administration of offices and groups]*

- (1) The Directorate of the Rector's Office is responsible for the administration of the offices and groups.
- (2) The Chief of Staff to the Rector is responsible for drawing up the organisational chart of the University that includes the office- and group-level structure of the organisational units.


## 8. Duties, responsible entities, deadlines and processes related to the Instruction

### 22. § *[Duties and responsible entities related to the Instruction]*

- (1) The Directorate of the Rector's Office is the organisational unit acting as process owner, responsible for the process stipulated in this Instruction.
- (2) The office- and group-level structure of the organisational units is created:
  - a) with the head of the area (director or head of office) acting as preliminary proposer/reviewer,
  - b) with the executive employee of the area (Vice-Rector, Director General for Financial and Technical Affairs) and the Chief of Staff to the Rector acting as preliminary decision makers,
  - c) with the Rectoral Management Team acting as decision maker.
- (3) The office- and group-level structure of the organisational units shall be reviewed by the Rectoral Management Team as necessary, but at least every two years at the proposal of the Chief of Staff to the Rector, and it may be amended if the nature, quantity and divisions of the duties requires so.

### 23. § *[Processes and templates related to the Instruction]*

- (1) There are two processes associated with this Instruction:
  - a) the review of the office- and group-level structure of the organisational units every two years,
  - b) the interim modification process of the office- and group-level structure of the organisational units.

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## 9. Transitional and final provisions

### 24. § *Transitional and final provisions*

- (1) The Director General for Financial and Technical Affairs shall submit a proposal for the office- and group-level structuring of the directorates operating under the management of the Director General for Financial and Technical Affairs. This Instruction shall be supplemented with the provisions stipulated in this Section before 31 March 2026.
- (2) The duties of each office and group shall be defined before 31 March 2026, and this Instruction shall be supplemented with the description of those duties.
- (3) This Instruction shall enter into force on 1 December 2025.
- (4) Upon its entry into force, the following shall be repealed:
  - a) all rules of procedure, operational provisions, rules of organisation and operation, instructions applicable to non-faculty organisational units, not including the Rules of Organisation and Operation of the National Technical Information Centre and Library.
  - b) all other internal regulatory documents, circular or notice issued in this regard as applicable to the structure, duties and competences of non-faculty organisational units prior to the effective date of this Instruction.

## 10. Annex

Annex 1: Organogram

BUDAPEST UNIVERSITY OF TECHNOLOGY AND ECONOMICS  
 THE STRUCTURE OF NON-FACULTY  
 ORGANISATIONAL UNITS



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