

	THE RECTOR'S INSTRUCTION ON THE RULES GOVERNING THE EXERCISE OF EMPLOYER'S RIGHTS	Document ID: 6/2025 Version: 00. File number: REKIKT 40/6/2025
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Professional owner:	Zoltán Huszti	Director of Human Resources
Professional reviewer:	Dr. Hassan Charaf	Rector
Legal reviewer:	Dr. Barbara Bíró	In-house Legal Counsel, Chief of Staff to the Rector
Decision-maker:	Rectoral Management Team	Decision RMT-14/2025 (29 September)
Responsible for publication:	Dr. Kitti Írisz Nagy-Tóth	Junior In-house Legal Counsel

Version No.	Publication Date	Effective date	Version History
00	1 October 2025 »	15 October 2025	Publication Decision RMT-14/2025 (29 September)

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The Rectoral Management Team of the Budapest University of Technology and Economics (hereinafter: University) – acting under the authorisation granted in Subsection 10(5)(d) of Book One (Organisational and Operational Provisions, hereinafter: SzMR) of the University's Rules of Organisation and Operation (hereinafter: SzMSz), and in accordance with Subsection 84(2)(c) thereof – within the framework of the University's Founding Charter and Sections 4 and 5 of its Organisational and Operational Provisions – hereby establishes, through this instruction (hereinafter: instruction), the rules governing the exercise of employer's rights at the University.

1. Purpose of the instruction

Section 1 [*Purpose of the instruction*]

- (1) The purpose of this instruction is to ensure that the allocation of employer's rights within the University is lawful and compliant in all other respects, as well as transparent and conducive to efficient working.
- (2) Ensuring compliance: The purpose of this instruction is to ensure the transparency and legality of the exercise of employer's rights, and to establish clear employment-related reporting lines, so that employees know to whom they are accountable.
- (3) Ensuring efficiency: The purpose of this instruction is also to establish arrangements for the exercise of employer's rights that support the efficient performance of duties. Furthermore, it ensures that the holder of the employer's powers is vested with sufficient authority to be enabled, within their area of competence and remit, to exercise effective and accountable influence over who performs the duties and how those duties are carried out.
- (4) The objective is to provide clear regulation of employer's rights, including, in particular, the specification of:
 - a) who exercises employer's rights over the employee;
 - b) how employer's right may be delegated;
 - c) the arrangements for substitution in the exercise of employer's rights;
 - d) the arrangements for employee notification ;
 - e) how employer's rights are to be recorded.
- (5) The purpose of this instruction is also, in line with the basic principle set out in the SzMR, to promote a uniform employer approach through the introduction of the "one-over-one" principle, and to prevent potential abuses in the exercise of employer's powers.

2. Scope of the instruction

Section 2 [*Scope of the instruction*]

- (1) This instruction specifies who is authorised, in respect of which employees, and in what manner, to exercise employer's rights on behalf of the University (material scope).
- (2) This instruction defines the scope of employer's rights – that is, what powers the holder of employer's powers has in relation to employees.

- (3) This instruction applies to all organisational units of the University (personal scope).
- (4) All executives who exercise employer's rights on behalf of the University must comply with this instruction (personal scope).
- (5) All employees involved in the implementation of the exercise of employer's rights on behalf of the University or in the related administrative tasks – including, in particular, those responsible for professional (subject-matter) or administrative preparation, as well as financial countersignatories (personal scope) – must comply with this instruction (personal scope).
- (6) This instruction applies exclusively to employment relationships and to relationships established under student employment contracts. It does not apply to the regulation of other legal relationships for the performance of work (e.g. persons engaged under an agency contract). Such other legal relationships for the performance of work are governed by a separate instruction.

3. Instruction Owner

Section 3 [*Entities responsible for the instruction*]

- (1) The organisational unit acting as Professional Owner for this instruction is the Directorate of Human Resources; the Professional Owner is the Director of Human Resources 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

Section 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 I of 2012 on the Labour Code (hereinafter: Mt.);
 - b) Act CCIV of 2011 on national higher education (hereinafter: Nftv.);
 - c) Organisational and Operational Provisions;
 - d) the regulations forming part of the Employment Requirements.

5. General rules

Section 5 [*The University as a work organisation and its management*]

- (1) As a work organisation, the University is distinct from its maintainer, BME Fenntartó Zrt. The employment relationship of all University executives and non-executive employees is with the University.
- (2) Under Act CCIV of 2011 on National Higher Education (hereinafter: Nftv.), the head of the University's work organisation is the Rector as the University's legal representative; accordingly, (s)he is the holder of employer's rights at the University. An exception to this – pursuant to the Nftv., the Founding Charter, and the SzMR – is the Director General for Financial and Technical Affairs, as set out in Section (2).

Section 6 *[Principles and definitions governing the exercise of employer's powers]*

- (1) In accordance with the provisions of the SzMR, the University applies the one-over-one principle, save for faculty employees; that is, the principle does not apply to employees of the faculties.
- (2) The “one-over-one” principle means that the person exercising the employer's powers may exercise these rights, in respect of employees within their remit, taking into account that, in respect of:
 - a) the establishment and termination of the employment relationship,
 - b) the remuneration and performance evaluation, and
 - c) the exercise of disciplinary powers and powers relating to liability for damages, the superior of the person exercising the employer's powers has a right of approval.
- (3) In accordance with the Labour Code, in employment relationships, the employer's rights and the right to undertake commitments are not separated; therefore, the person exercising employer's powers is also the person authorised to undertake commitments. Accordingly, when the person exercising employer's powers signs an employment document as the employer, this also constitutes a signature in their capacity as the person authorised to undertake commitments.
- (4) Financial countersignature is mandatory for the following employment documents:
 - a) employment contracts and their amendments;
 - b) notices on termination of employment;
 - c) documents granting emoluments or benefits (including agreements for additional duties, bonuses, rewards, study contracts, posting, etc.).
- (5) Employment documents do not require a legal-compliance endorsement; legal compliance is to be ensured through a division of responsibilities whereby, in the course of drafting the employment template documents, the Directorate of Human Resources and the Directorate of Finance obtain legal clearance from the Directorate of Legal Affairs. In the case of non-standard employment-law measures (in particular disciplinary powers and powers relating to liability for damages), legal compliance shall be confirmed in writing by the Directorate of Legal Affairs – on the employment document itself – at the request of the Director of Finance.
- (6) For the purposes of this instruction, “employment document” shall mean any unilateral legal declaration or agreement issued by the employer under the Labour Code in connection with the employee's employment relationship.

6. Employer's powers and the persons exercising employer's rights

Section 7 *[Types of employer's powers and authorised holders]*

- (1) Employer's rights are derived from the Labour Code.
- (2) Employer's rights fall into two main categories:
 - a) the group of primary employer's rights (primary employer's powers);
 - b) the group of secondary employer's rights, also referred to as direct superior rights (secondary employer's powers).
- (3) Except for the case referred to in 0, primary employer's powers may only be held by an executive as defined in the SzMR (either an executive employee or an executive not classified as an executive employee).

- (4) Secondary employer's powers may also be held by a non-executive employee as defined in the SZMR, provided their job description confers such powers.

Section 8 *[Distribution of Employer's Powers]*

- (1) Primary employer's rights include:
 - a) establishing an employment relationship and, as a preliminary step thereto, deciding to issue a call for applications for establishing the employment relationship, or – where permitted by the relevant internal regulatory document – to dispense with such a call, including decisions on where to publish it, its timing and content, as well as the issuance of the employment offer and its terms;
 - b) defining the employee's job description;
 - c) amending the employment relationship, including the establishment or termination of an executive position (granting or revoking an executive appointment);
 - d) adopting decisions with financial implications affecting employees that do not fall under point c), in particular:
 - da) determining the base wage the employee is entitled to (including the base wage payable for the period during which the employee performs executive duties);
 - db) determining any other remuneration (including any allowances, salary supplements, agreements for ad hoc or additional duties, or other benefits payable under any legal title);
 - dc) concluding study contracts;
 - dd) approving training;
 - de) approving commuting and travel expense reimbursement, and the use of vehicle and mobile phone;
 - e) approving official travels;
 - f) appointing a deputy for an executive employee, where this has not been provided for in an internal regulatory document, job description, or specific authorisation.
 - g) exercising performance management powers (target setting and evaluation);
 - h) initiating procedures for imposing adverse legal consequences, disciplinary or liability proceedings; and exercising disciplinary powers and powers relating to liability for damages;
 - i) approving sabbatical leave and leave of absence without pay;
 - j) terminating the employment relationship;
 - k) examining conflicts of interest and approving the establishment or continuation of any secondary employment relationship or other engagement involving the performance of duties.
- (2) Among the primary employer's rights, the following fall within the scope of the "one-over-one" principle:
 - a) approval of the establishment of an employment relationship; including, as a preliminary step thereto, approval to issue a call for applications, or – where permitted by the relevant internal regulatory document – approval to dispense

with such call, including approval of the place of publication, timing, and content of the call; and approval of the issuance and content of the employment offer;

- b) modification of the employment relationship, including the establishment or discontinuation of an executive position (granting or revoking an executive appointment), where this entails financial implications;
 - c) approval of the following decisions with financial implications affecting employees that do not fall under point b):
 - ca) determining the base wage the employee is entitled to (including the base wage payable for the period during which the employee performs executive duties);
 - cb) determining other remuneration (including allowances, salary supplements, agreements for ad hoc or additional duties, or other benefits payable under any legal title);
 - cc) concluding study contracts;
 - d) approving employees' performance evaluation;
 - e) approving the initiation of procedures for imposing adverse legal consequences, disciplinary or liability proceedings; and the exercise of disciplinary powers and powers relating to liability for damages;
 - f) termination of the employment relationship.
- (3) Secondary employer's rights (also referred to as the right to direct work) include the following:
- a) making proposals and expressing opinions in relation to decisions adopted within the scope of exercising primary employer's rights;
 - b) directing the employee's work (issuing instructions as to the place, time and manner of work; assigning duties; directing and supervising and performance; ordering temporary employment in a job other than that specified in the job description; ordering overtime work; ordering stand-by or on-call duty);
 - c) granting and monitoring the employee's leave;
 - d) initiating, towards the person exercising the primary employer's powers, the approval of sabbatical leave and leave of absence without pay;
 - e) deciding on the assignment of duties to the employee other than that specified in their job description;
 - f) exempting the employee from work duties (in the cases provided for in the Labour Code);
 - g) referring the employee for occupational health examination;
 - h) deciding on entitlement to workwear and on classification under the workplace display-screen category;
 - i) deciding on IT permissions concerning internet and e-mail use;
 - j) preparing the employee's performance evaluation;
 - k) initiating the procedure for imposing adverse legal consequences, disciplinary or liability proceedings;
 - l) accepting the clearance form (exit documentation) in relation to the termination of the employment relationship;

- m) examining conflicts of interest and initiating, towards the person exercising the primary employer's powers, the approval to establish or maintain any additional employment or other legal relationship.
- (4) The person exercising the employer's powers is entitled and obliged to exercise such rights within the framework of the University's internal regulatory documents.

7. Holders of employer's rights and their cooperation

Section 9 [*Cooperation between the holders of employer's rights*]

- (1) For the purposes of this instruction, the person exercising primary employer's powers is referred to as the Employer, the person exercising employer's powers under the "one-over-one" principle as the Approving Employer, and the person exercising secondary employer's powers as the Direct Superior.
- (2) The person exercising employer's powers shall obtain the Approving Employer's approval for any decision falling within the scope of the "one-over-one" principle.
- (3) The approval referred to in paragraph (2) shall be provided either in writing on the employment documents or in the dedicated application designed to support the relevant workflow, except for the steps preceding the establishment of the employment relationship (approval to issue or dispense with a call for applications; approval of the issuance and content of the employment offer). In the latter case, the Employer and the Approving Employer shall confer by email regarding the approval; there is no need to provide proof of the approval to the Directorate of Human Resources or the Directorate of Finance; obtaining such approval is the Employer's responsibility.
- (4) Before adopting any decision within the scope of primary employer's powers, the person exercising primary employer's powers shall seek the opinion of the person holding secondary employer's powers (the Direct Superior) for the purpose of complying with the requirement set out in Section (3)a).

8. Delegation of employer's rights

Section 10 [*General rules on the delegation of employer's rights*]

- (1) The Rector, as head of the University's work organisation, delegates their primary and secondary employer's rights to another executive of the University under this instruction. Such delegation of powers may be effected in part or in full, as provided in this instruction.
- (2) In addition to paragraph (1), the Rector is also entitled to delegate employer's rights by individual decisions pursuant to 0.
- (3) The holder of the delegated powers may not sub-delegate those powers. Ad hoc exercise of powers under temporary substitution (acting arrangements) is considered sub-delegation.

Section 11 [*Delegation of employer's rights in respect of employees falling under the Maintainer's powers*]

- (1) The Maintainer holds, in respect of the Rector, both primary and secondary employer's powers, except for appointment and dismissal. The right of appointment and dismissal is exercised by the President of the Republic.
- (2) In respect of the Director General for Financial and Technical Affairs, the powers to establish the employment relationship (appointment), to terminate the employment relationship (dismissal), and to determine remuneration are exercised by the Maintainer, while the Rector has the right to express an opinion on the person of the Director General for Financial and Technical Affairs. All other primary and secondary employer's rights are exercised by the Rector.

Section 12 [*Delegation of employer's rights in non-faculty organisational units*]

- (1) In respect of the Vice-Rector, the Chief of Staff to the Rector and the Director of Human Resources, both the primary and secondary employer's powers are held by the Rector; however, as regards the primary employer's powers specified in Section 8(2), the Maintainer has an approval right under the "one-over-one" principle. The Rector exercises secondary employer's powers independently.
- (2) In respect of any other director, the Director General (OMIKK), and any other employee directly reporting to the Vice-Rector, the Chief of Staff to the Rector, or the Director of Human Resources, both primary and secondary employer's powers shall be exercised – under the authority delegated by the Rector – by the Vice-Rector, the Chief of Staff to the Rector or the Director of Human Resources; however, as regards the employer's powers specified in (2), the Rector has an approval right under the "one-over-one" principle. The Vice-Rector, the Chief of Staff to the Rector, and the Director of Human Resources exercise secondary employer's powers independently.
- (3) In respect of all employees of any organisational unit headed by a director who falls under the direction or supervision of the Vice-Rector, the Chief of Staff to the Rector or the Director of Human Resources, the primary employer's powers shall be held – under authority delegated by the Rector – by the Vice-Rector, the Chief of Staff to the Rector, or the Director of Human Resources; however, as regards the employer's powers specified in (2), the Rector has an approval right under the "one-over-one" principle. The secondary employer's powers shall be held – under the authority delegated by the Rector – by the director; where an office operates within the directorate, the head of office shall exercise them independently. The team leader's exercise of employer's powers may, by decision of the director or the head of office, extend exclusively to issuing professional instructions in connection with the performance of work and to supervision carried out in that context.
- (4) In respect of all employees of OMIKK, the primary employer's powers shall be held – under authority delegated by the Rector by the Director General of OMIKK; however, as regards the employer's powers specified in (2) the Vice-Rector for Scientific Affairs has an approval right under the "one-over-one" principle. The secondary employer's powers shall be held – under authority delegated by the Rector –, by the Director General of OMIKK; where an office operates within the directorate, the head of office shall exercise them independently. The team leader's

- exercise of employer's powers may, by decision of the Director General or the head of office, extend exclusively to issuing professional instructions within the performance of work and to supervision carried out in that context.
- (5) In respect of the director reporting directly to the Director General for Financial and Technical Affairs and of any other employee reporting directly to that Director General, both the primary and the secondary employer's powers shall be held – under authority delegated by the Rector – by the Director General for Financial and Technical Affairs; however, as regards employer's powers specified in (2), the Rector has an approval right under the “one-over-one” principle. The Director General for Financial and Technical Affairs shall hold secondary employer's powers independently.
 - (6) In respect of all employees of any organisational unit headed by a director who reports directly to the Director General for Financial and Technical Affairs, both the primary and secondary employer's powers shall be held – under authority delegated by the Rector – by the director; however, as regards employer's powers specified in (2), the Director General for Financial and Technical Affairs has an approval right under the “one-over-one” principle. Secondary employer's powers shall be held by the director; where an office operates within the directorate, the head of office shall exercise them independently. The team leader's exercise of employer's rights may, by decision of the director or the head of office, extend exclusively to issuing professional instructions within the performance of work and to supervision carried out in that context.

Section 13 [*Delegation of employer's rights within the faculties*]

- (1) Within the faculties, only the Dean holds primary employer's powers.
- (2) In respect of the Dean, both the primary and secondary employer's powers shall be held independently by the Rector.
- (3) In respect of the Vice-Dean, the Head of the Dean's Office and any institute director, head of department, head of research group, head of research centre, and any other employee who reports directly to the Dean, both the primary and secondary employer's powers shall be held independently by the Dean.
- (4) In respect of all employees of any organisational unit headed by a Vice-Dean, Head of the Dean's Office, institute director, head of department, head of research group, head of research centre, the primary employer's powers shall be held independently by the Dean, while the secondary employer's powers shall be held independently by the Vice-Dean, the Head of the Dean's Office, the institute director, the head of department, the head of research group, the head of research centre, respectively.

Section 14 [*Revocation of employer's rights and special cases of delegation*]

- (1) The Rector may, in duly justified cases, revoke employer's rights delegated under this instruction and, for a fixed term, either retain such rights by way of a separate instrument of delegation or delegate them to an executive other than the one specified in this instruction. The general rules set out in this instruction also apply to the special cases of delegation; such as the provision that primary employer's rights may only be delegated to an executive as defined in the SzMR. This may occur in particular where:

- a) under this instruction, employer's rights temporarily vest in an acting executive (e.g. acting director); or
 - b) a conflict of interest exists between the employer designated under this instruction and the employee.
- (2) Delegation of powers by the Rector shall be effected by precisely specifying the employee(s) concerned by the employment action, the rights delegated (i.e. whether they are primary or secondary rights under this instruction), and the duration of the delegation.
 - (3) The written instrument of delegation shall be prepared by the Directorate of Finance at the Rector's request and delivered to the parties concerned.

Section 15 *[Employer's rights in the relation to agreements for additional duties]*

- (1) Where a person exercising employer's powers other than the Employer specified in the employee's job description (e.g. the head of another organisations unit or area) wishes to conclude an agreement for additional duties with an employee, the consent of the Employer specified in the job description (person exercising primary employer's powers) is required for its validity, including the approval of the Approving Employer under the "one-over-one" principle.

9. Rules on substitution within the scope of employer's rights

Section 16 *[Rules on substitution]*

- (1) The rules on substitution laid down in the SzMR shall apply, within the scope of employer's rights, as specified in this instruction.
- (2) As a general rule, substitution of a person exercising the employer's powers shall operate as follows:
 - a) the substitute designated in the internal regulatory document or in the job description shall substitute the person exercising employer's powers in respect of secondary employer's rights – that is, substitution operates downward in this respect;
 - b) in the exercise of primary employer's rights, substitution operates upward – that is, the superior executive acts as the substitute of the person exercising employer's powers.
- (3) If no substitute can be determined under the previous paragraph, the Employer shall appoint a substitute by means of a written power of attorney, using the standard form created for this purpose.
- (4) The original of the written power of attorney shall be sent to the Directorate of Finance.
- (5) The above provisions shall apply accordingly to the designation of a deputy Direct Superior (person exercising secondary employer's powers).

10. Rules on Project Managers' exercise of employer's powers

Section 17 *[Rules on Project Managers' exercise of employer's powers]*

- (1) For projects, employer's powers may be conferred on the Project Manager for the duration of the project, provided that the employee concerned is under the direction

- of the Project Manager on a full-time basis. The authority to delegate such powers lies with the Rector.
- (2) Where the employee concerned is only partially under the Project Manager's direction – typically performing such duties under an agreement for additional duties – the Project Manager shall, in respect to the project, have the following rights in relation to the employees assigned to the project:
 - a) to issue instructions as to the place, time and manner of work;
 - b) to exercise supervisory rights;
 - c) to decide on IT permissions concerning internet and e-mail use;
 - d) to certify project-related costs.
 - (3) The Employee shall inform the Project Manager of leave and other absences.

11. Employee notification and validity of the exercise of authority

Section 18 [*Employee notification and validity of the exercise of employer's rights*]

- (1) Under the Labour Code, employees must be informed in writing of the person exercising employer's powers in relation to them. Primarily, this is done in the job description, where the names of the Employer and the Direct Superior should, where possible, be recorded.
- (2) Where this is not feasible, the notification shall be made in writing using the standard form created for this purpose. The Directorate of Finance shall provide professional assistance, upon request, in preparing this document.
- (3) The duty and responsibility for providing this notification rest with the Employer.
- (4) If employer's powers are held by a person not authorised to do so, the action is invalid, unless the person exercising employer's powers – or, where this is not possible, the Rector – subsequently approves it.

12. Record-keeping of employer's rights

Section 19 [*Record-keeping of employer's rights*]

- (1) The records of persons exercising employer's powers shall be kept up to date in the SAP HR system; this is the responsibility of the Directorate of Finance.

13. Duties, responsible entities, deadlines and processes related to the instruction

Section 20 [*Duties and responsible entities related to the instruction*]

- (1) The following overarching duties are linked to the instruction:
 - a) Recording and maintaining the person exercising employer's powers in the SAP HR system is the responsibility of the Directorate of Finance.
 - b) Drafting and maintaining employment documents is the responsibility of the Directorate of Finance.
 - c) Developing and maintaining processes – in particular those relating to the revocation and delegation of employer's powers, the designation of substitutes within the scope of exercising employer's powers, and employee notification – is the responsibility of the Directorate of Finance.

Section 21 *[Processes and templates related to the instruction]*

- (1) The drafting and publication of the processes related to this instruction shall, in accordance with the division of responsibilities under the SzMR, be the duty and responsibility of the Directorate of Human Resources and the Directorate of Finance.
- (2) Within the SzMR-based division of responsibilities, the Director of Human Resources and the Director of Finance shall decide on the processes, deadlines, and templates applied in connection with this instruction.

14. Rules of liability

Section 22 *[Liability for breaches committed in the course of exercising employer's powers]*

- (1) The person exercising employer's powers shall bear disciplinary and liability responsibility for any breach of the rules governing the exercise of employer's powers, in accordance with the rules on employee liability set out in the Employment Requirements System.

15. Closing provisions

Section 23 *[Closing provisions]*

- (1) This instruction shall enter into force on 15 October 2025.

- (2) Upon its entry into force, the following shall be repealed:
- a) Chancellor's Circular 26/2017 (4 October) on the recruitment and selection process applicable at the Budapest University of Technology and Economics;
 - b) Rector-Chancellor Joint Instruction No. 4/2025 on employer's rights;
 - c) Chancellor's instruction No. 4/2024 on the exercise of employer's rights over staff employed in central service units not forming part of a faculty;
 - d) Any other internal regulatory document, circular or notice issued in the field of the exercise of employer's powers prior to the entry into force of this instruction.

16. Annex(es)

1. Annex: Detailed rules on the exercise of employer's powers

1. annex

Detailed rules on the exercise of employer's powers

Position, area	Employer (person exercising primary employer's powers)	Direct Superior (person exercising secondary employer's powers)	Approving Employer under the "one- over-one" principle
Rector	Maintainer*	Maintainer	none
Vice-Rector	Rector	Rector	Maintainer
Dean	Rector	Rector	none
Director General for Financial and Technical Affairs	Maintainer**	Rector	none
Chief of Staff to the Rector	Rector	Rector	Maintainer
Director of Human Resources	Rector	Rector	Maintainer
Director of Communications	Chief of Staff to the Rector	Rector	Rector
Director of Research and Development	Vice-Rector for Research and Innovation	Vice-Rector for Research and Innovation	Rector
Head of FIEK (Centre for Innovation Management)	Vice-Rector for Research and Innovation	Vice-Rector for Research and Innovation	Rector
Director of Education	Vice-Rector for Education	Vice-Rector for Education	Rector
Director of Quality Assurance	Vice-Rector for Education	Vice-Rector for Education	Rector
Director of the Academic Services Centre (ETK)	Vice-Rector for Education	Vice-Rector for Education	Rector
Director of the Student Services Centre (HSZK)	Vice-Rector for Education	Vice-Rector for Education	Rector
Director of Scientific Affairs	Vice-Rector for Scientific Affairs	Vice-Rector for Scientific Affairs	Rector
Director of International Relations (NKI)	Vice-Rector for International Affairs	Vice-Rector for International Affairs	Rector
Director of International Study Programmes (INYOI)	Vice-Rector for International Affairs	Vice-Rector for International Affairs	Rector
Director of Finance	Director General for Financial and Technical Affairs	Director General for Financial and Technical Affairs	Rector

Position, area	Employer (person exercising primary employer's powers)	Direct Superior (person exercising secondary employer's powers)	Approving Employer under the "one- over-one" principle
Director of Maintenance	Director General for Financial and Technical Affairs	Director General for Financial and Technical Affairs	Rector
Director of Legal Affairs	Director General for Financial and Technical Affairs	Director General for Financial and Technical Affairs	Rector
Director of Informatics (IDTI)	Director General for Financial and Technical Affairs	Director General for Financial and Technical Affairs	Rector
Director of Procurement	Director General for Financial and Technical Affairs	Director General for Financial and Technical Affairs	Rector
Director General of the National Technical Information Centre and Library (OMIKK)	Vice-Rector for Scientific Affairs	Vice-Rector for Scientific Affairs	Rector
Vice-Rector for Research and Innovation (direct)	Vice-Rector for Research and Innovation	Vice-Rector for Research and Innovation	Rector
Vice-Rector for Education (direct)	Vice-Rector for Education	Vice-Rector for Education	Rector
Vice-Rector for Scientific Affairs (direct)	Vice-Rector for Scientific Affairs	Vice-Rector for Scientific Affairs	Rector
Vice-Rector for International Affairs (direct)	Vice-Rector for International Affairs	Vice-Rector for International Affairs	Rector
Vice-Rector for Strategy (direct)	Vice-Rector for Strategy	Vice-Rector for Strategy	Rector
Director General for Financial and Technical Affairs (direct)	Director General for Financial and Technical Affairs	Director General for Financial and Technical Affairs	Rector
Chief of Staff to the Rector (direct)	Chief of Staff to the Rector	Chief of Staff to the Rector	Rector
Director of Human Resources (direct)	Director of Human Resources	Director of Human Resources	Rector

Position, area	Employer (person exercising primary employer's powers)	Direct Superior (person exercising secondary employer's powers)	Approving Employer under the "one- over-one" principle
Vice-Dean, Head of Office, Head of Office, under the Dean's authority; Institute Director, Head of Department, Head of Research Group, Head of Research Centre, and other employees reporting directly to the Dean	Dean	Dean	none
Employees of organisational units led by vice-deans, heads of office, directors of institutes, heads of department, heads of research groups, or heads of research centres	Dean	Vice-Dean, Head of Office, Director of Institute, Head of Department, Head of Research Group, or Head of Research Centre	none
Employees at the Directorate of the Rector's Office	Chief of Staff to the Rector	Chief of Staff to the Rector	Rector
Employees at the Directorate of Communications	Chief of Staff to the Rector	Director of Communications	Rector
Employees of the Directorate of Research and Development, including the Centre for Innovation Management and Cooperation	Vice-Rector for Research and Innovation	Director of Research and Development or Head of Office (if any)	Rector
Employees at the Directorate of Education	Vice-Rector for Education	Director of Education or Head of Office (if any)	Rector
Employees at the Directorate of Quality Assurance	Vice-Rector for Education	Director of Quality Assurance or Head of Office (if any)	Rector
Employees at the Academic Services Centre	Vice-Rector for Education	Director of the Academic Services Centre (ETK) or Head of Office (if any)	Rector
Employees of the Student Services Centre	Vice-Rector for Education	Director of the Student Services Centre (HSZK) or Head of Office (if any)	Rector

Position, area	Employer (person exercising primary employer's powers)	Direct Superior (person exercising secondary employer's powers)	Approving Employer under the "one-over-one" principle
Employees at the Directorate of Scientific Affairs	Vice-Rector for Scientific Affairs	Director of Scientific Affairs or Head of Office (if any)	Rector
Employees at the National Technical Information Centre and Library (OMIKK)	Vice-Rector for Scientific Affairs	Director General of OMIKK or Head of Office (if any)	Rector
Employees at the Directorate of International Relations	Vice-Rector for International Affairs	Director of International Relations (NKI) or Head of Office (if any)	Rector
Employees at the Directorate of International Study Programmes	Vice-Rector for International Affairs	Director of International Study Programmes (INYOI) or Head of Office (if any)	Rector
Employees at the Directorate of Finance	Director of Finance	Director of Finance or Head of Office (if any)	Director General for Financial and Technical Affairs
Employees at the Directorate IT and Digital Transformation (IDTI)	Director of IT and Digital Transformation (IDTI)	Director of IT and Digital Transformation (IDTI) or Head of Office (if any)	Director General for Financial and Technical Affairs
Employees at the Directorate of Maintenance	Director of Maintenance	Director of Maintenance or Head of Office (if any)	Director General for Financial and Technical Affairs
Employees at the Directorate of Procurement	Director of Procurement	Director of Procurement or Head of Office (if any)	Director General for Financial and Technical Affairs
Employees at the Directorate of Legal Affairs	Director of Legal Affairs	Director of Legal Affairs or Head of Office (if any)	Director General for Financial and Technical Affairs

* Appointment and dismissal fall within the powers of the President of the Republic.

** Appointment, dismissal and remuneration – and all other matters – fall within the powers of the Rector.