

BUDAPESTI MŰSZAKI ÉS GAZDASÁGTUDOMÁNYI EGYETEM



**RULES OF ORGANISATION AND OPERATION**

**BOOK ONE**

**ORGANISATIONAL AND OPERATIONAL  
PROVISIONS**

Adopted by the Senate with Decision No. XI./1.9./2024-2025. (2025. VI. 20.)

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The Senate of the Budapest University of Technology and Economics (hereinafter: BME or the University), with the approval of BME Fenntartó Zrt. (hereinafter: the Maintainer), establishes the Organisational and Operational Provisions (hereinafter: SZMR or the Provisions) as follows:

## I. CHAPTER GENERAL PROVISIONS

### 1. Purpose and scope of the Provisions

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

- (1) The purpose of establishing the SZMR is to set out:
  - a) the organisational structure, divisions and management framework of the University; the procedural rules for the election of executive employees; the scope of competences, the powers, duties and responsibilities of the executives; and the framework for the functions and operations of the individual organisational units,
  - b) the framework for cooperation with the representative bodies operating within the University, and the rules of internal communication within the institution,
  - c) the rules for organising student events and services provided for students, as well as
  - d) the rules of quality management, and
  - e) the rules of intellectual property management.

#### 2. § *[Scope of the Provisions]*

- (1) The scope of the Provisions shall extend to:
  - a) the University's registered seat, its sites, and its off-campus places of operation;
  - b) all organisational units of the University;
  - c) all activities of the University, regardless of the nature of the activity, and irrespective of whether the activity is carried out at its registered seat, at its sites, or outside its registered seat or sites, in Hungary or abroad;
  - d) the University's employees, to all persons engaged in any form of employment relationship with the University, in particular, but not limited to, the University's external lecturers and non-tenured research fellows, as well as to persons who, under a scholarship scheme or in any other manner, carry out teaching, research or other activities at the University without being in an employment relationship with the University, in accordance with the provisions set out in the contract relating to such work;
  - e) students pursuing studies at any programme level, in any study programme, study mode, or place, irrespective of the financing status; to applicants to the University and to former students, where they act in connection with their prospective or former student status; and to participants in the University's adult education programmes.
- (2) Those included in Points (1)d) and e) together are the citizens of the University.

## 2. The University's legal status, founding charter, basic data

### 3. § [The University's legal status, founding charter, basic data]

- (1) Budapest University of Technology and Economics is a non-state university, granted state recognition by the Hungarian National Assembly, operating as a public-benefit organisation.
- (2) The University's Name: Budapesti Műszaki és Gazdaságtudományi Egyetem (Budapest University of Technology and Economics)
  - a) in English: Budapest University of Technology and Economics;
  - b) in German: Technische und Wirtschaftswissenschaftliche Universität Budapest;
  - c) in French: Université de Sciences Techniques et Economiques de Budapest;
  - d) in Russian: Будапештский Университет Технических и Экономических Наук.
- (3) Abbreviated name of the University: BME
- (4) Registered seat of the University: H-1111 Budapest, Műegyetem rakpart 3.
- (5) Postal address of the University: H-1521 Budapest, Pf. 91
- (6) The University's official gateway data:
  - a) Official short name: MUEGYETEM
  - b) Official full name: Budapesti Műszaki és Gazdaságtudományi Egyetem (Budapest University of Technology and Economics)
  - c) KRID (Central System Identifier): 454358751
- (7) The University's additional identifiers:
  - a) community tax identification number: HU17783305
  - b) institution identification number: FI 23344
  - c) customs identification number (VPID): HU0199444261
  - d) tax administration identification number: 19410768-4-43
  - e) group identification number (group VAT status): 17783305-5-43
- (8) Year of the University's foundation: 1782
- (9) Under the Act on National Higher Education, the University's instrument of constitution is the Founding Charter, which is issued by the Maintainer. Pursuant to Annex 2 of the Higher Education Act, the Founding Charter contains the University's basic data, the list of its legal predecessors and information regarding its legal status, the data of the University's Maintainer, the Maintainer's scope of competences, powers and responsibilities, the division of competences and powers between the University's Senate, the Rector and the Maintainer, the basic principles of the University's organisational structure, the scope of competences and responsibilities of the Rector as the University's legal representative, the scope of competences and responsibilities of the University's Director General for Financial and Technical Affairs, (under the Higher Education Act referred to as the chief financial officer), the University's core activities, its other activities (including classification according to NACE), the University's fields of study, its maximum

- student capacity, its public-benefit regulations, and the list of real properties used by the University.
- (10) The University provides bachelor programmes, multi-cycle and single-cycle master programmes within the fields of study defined in its Founding Charter as programmes leading to a higher-education level of qualification, as well as doctoral programmes in the disciplines specified in the Founding Charter.
  - (11) Within the framework of higher education, the University also organises, as programmes not leading to a higher-education level of qualification, postgraduate specialist training programmes, completion of part of a programme and preparatory programmes in the fields of study defined in its Founding Charter.
  - (12) Based on the authorisation set out in its Founding Charter, the University participates in adult education.
  - (13) The languages of the training programmes at the University are Hungarian, English and German.
  - (14) In the course of its scientific research activities, the University carries out basic and applied research, as well as experimental development, undertakes tasks in research management and technological innovation, and conducts other research in support of education.
  - (15) The University undertakes tasks related to talent management and to enhancing the social recognition of science.
  - (16) The detailed scope of the University's activities is set out in the Founding Charter.

### **3. General rules and principles applied in the operation of the University:**

#### **4. §** *[General rules and principles applied in the operation of the University]*

- (1) The University has its Rules of Organisation and Operation, which it publishes on its official website. The Rules of Organisation and Operation (hereinafter: SZMSZ) is a mandatory institutional document under the Higher Education Act, the minimum content elements of which are defined by the Act. Within the framework provided by the SZMSZ, the rules of the University's operation are regulated by the internal regulatory documents, the types of which are defined in these Provisions.
- (2) The working languages of the University are Hungarian and English.
- (3) The University supports the integration of employees and students with disabilities, as well as the progress of their work and studies through its information and counselling system.
- (4) The University supports the secondary education system, as well as the recruitment of future students, through early career guidance and skills development programmes.
- (5) The University ensures compliance with the requirements of equal treatment and equal access to opportunities when making decisions concerning its students and employees.
- (6) The University ensures the establishment of healthy and safe conditions for study and work, investigates and eliminates the causes of accidents in order to prevent them, and enforces the requirements relating to occupational safety.

- (7) The University contributes to ensuring a healthy lifestyle for employees and students, free from harmful addictions, through its services.
- (8) The University provides the opportunity, with equal access ensured, for those who do not have student status at the University to become acquainted with the schedule of lectures and, within the framework defined by the Rules of Organisation and Operation, and to attend them.
- (9) The University is neutral with regard to religion and ideology, and is not committed to any particular religion or worldview.
- (10) The University is independent of political parties, does not provide them with financial support and does not accept financial support from them. The University does not make its premises available for operational purposes to any political party or organisation affiliated with a party.
- (11) The University uses the assets at its disposal efficiently and responsibly.
- (12) The University operates a quality assurance system.
- (13) The University applies the one-over-one principle in its employment relations (for employees employed under an employment contract).. The one-over-one rule means that the employer's representative exercising employer's rights over their subordinates may only exercise such rights with the approval of their superior in relation to the establishment and termination of employment, remuneration and performance evaluation, as well as disciplinary and liability matters. The one-over-one rule does not apply to faculty employees.
- (14) For certain commitments at the University, financial countersignature is mandatory. The detailed rules are set out in the internal regulatory documents on the rules of procedure for undertaking commitments and concluding contracts. Financial countersignature verifies the financial, accounting and taxation approval required for a commitment, as well as the availability of financial coverage, which constitutes a condition for a valid financial commitment.
- (15) Unless otherwise provided in the University's internal regulatory documents on the rules of procedure for commitments and the conclusion of contracts, legal compliance verification is mandatory at the University in respect of contracts and cooperation agreements. The detailed rules are set out in the internal regulatory documents on the rules of procedure for undertaking commitments and concluding contracts. The verification of legal compliance confirms conformity with statutory provisions and with the University's internal regulations.

#### **4. Scope of competences, duties, responsibilities and powers at the University**

##### **5. §** *[Scope of competences, duties, responsibilities and powers at the University]*

- (1) For the purposes of these Provisions:
  - a) *scope of competences*: the area of activity of a person or body, which defines the fields and subjects in which that person or body is entitled and obliged to act;
  - b) *scope of duties*: the entirety of tasks to be carried out by a person or body within their scope of competences, which defines the tasks that the person or body is entitled and obliged to perform, and at the same time determines their responsibility;

- c) *scope of powers*: the set of instruments available to a person or body in order to take the measures necessary to carry out the duties falling within their scope of duties.
- (2) In exercising their competences, the executives of the University may have the following powers:
- a) regulatory power,
  - b) decision-making power, which may be exercised individually or jointly,
  - c) power of consultation,
  - d) power to submit proposals,
  - e) power of authorisation,
  - f) power of approval,
  - g) power of management,
  - h) power of supervision,
  - i) power of control,
  - j) power to exercise employer's rights,
  - k) power of representation, which may be individual or joint, general or limited to a specific group of matters, valid until revoked or for a specific case; furthermore, it may relate to commitments (which may be financial commitments or commitments without financial implications) or to representation not involving commitments,
  - l) power to make statements.
- (3) *Regulatory power*: a person or body vested with regulatory powers is entitled to issue internal regulatory documents.
- (4) *Decision-making power*: a person or body vested with decision-making powers is entitled to provide the final resolution of a matter submitted to them and to choose between the possible alternatives.
- (5) *Power of joint decision*: Persons or bodies vested with joint decision-making powers are jointly entitled and at the same time obliged to make their decision, with the proviso that if any of the holders of joint decision-making powers rejects a given proposal, or if the joint decision-makers cannot reach a compromise, the proposal shall not be adopted, the procedure shall be terminated, and a new decision-making procedure must be initiated in order to reach a decision.
- (6) *Power of consultation*: A person or body vested with the power of consultation is entitled and at the same time obliged, prior to decision-making, to deliver an opinion on matters falling within such powers and to make general or text-specific comments on any part of the subject. The decision-maker is not bound by the opinion.
- (7) *Power to submit proposals*: The person or body vested with the power to submit proposals is entitled, in matters within the scope of that power, either at the request of the decision-maker or on their own competence, to formulate a general or text-specific idea, initiative or recommendation. The decision-maker is not bound by the proposal.
- (8) *Power of authorisation*: The person or body vested with power of authorisation is entitled and at the same time obliged to either grant procedural freedom to the

applicant in respect of the measure or action forming the subject of the request for authorisation, or to reject it. Until the authorisation is granted, the applicant is not entitled to carry out, in whole or in part, the measure or action that is the subject of the authorisation request; however, preparatory work not involving the assumption of obligations may be performed. The authorising party shall provide justification for refusing the authorisation and is entitled to offer opinions or suggestions to the applicant.

- (9) *Power of approval:* After the decision has been made, the person or body vested with power of approval is entitled and at the same time obliged, either to confirm the decision of the decision-maker or to refuse its confirmation. If the approving party confirms the decision, the decision becomes valid upon approval; if the approving party refuses to confirm the decision, the decision does not take effect, the procedure is terminated, and a new decision-making and approval procedure must be initiated in order to reach a decision. The approving party shall provide justification for refusing approval and is entitled to offer opinions or suggestions to the person who made the refused decision.
- (10) *Power of management:* The person or body vested with the power of management shall be placed outside the given organisational unit/body and is connected vertically with the organisational unit/body being managed. The power of management may and shall be used for the purpose, in the manner and to the extent defined by the laws and these Provisions, with due regard to the scopes of competences and the professional standards. Unless an exception is made by law or by an internal regulatory document, the person vested with the power of management may not withdraw the competences of the head of the managed organisational unit, nor may they alter their decisions. The person or body vested with vertical power of management is entitled to:
- a) propose the establishment, reorganisation or dissolution of an organisational unit/body;
  - b) issue or withdraw a managerial appointment for the leadership of an organisational unit/body, or propose a person for such leadership role, initiate the withdrawal of a managerial appointment to the holder of employer's rights (where the employer's right is separate), and – unless otherwise provided by law or an internal regulatory document – exercise other employer's rights relating to the head of the organisational unit, provided that the power of approval (one-over-one) may be granted to the superior executive in the Employment Requirements System or in an internal regulatory document concerning employment,
  - c) direct and supervise the activities of the organisational unit/body, and carry out compliance, professional, efficiency and cost-effectiveness audits;
  - d) approve the rules of operation of the organisational unit/body, or – if this right is assigned elsewhere by an internal regulatory document – make a proposal to the decision-maker regarding the rules of operation of the organisational unit/body;
  - e) unless such power is assigned elsewhere by an internal regulatory document, annul a decision taken by the head of the organisational unit and, where necessary, instruct that a new procedure be carried out;

- f) in cases specified in these Provisions or in an internal regulatory document, grant prior or subsequent approval of the decisions of the head of the organisational unit;
  - g) issue individual instructions for the performance of a task or the rectification of an omission;
  - h) request a report or account and
  - i) carry out data processing related to the power of management.
- (11) *Professional power of management*: The person or body vested with professional power of management shall be placed outside the given organisational unit/body and is connected horizontally with the organisational unit/body being managed. The professional power of management shall be used for the purpose, in the manner and to the extent defined by the laws and these Provisions, with due regard to the scopes of competences and the professional standards. Unless an exception is made by law or by an internal regulatory document, the person vested with the power of management may not withdraw the competences of the head of the managed organisational unit, nor may they alter their decisions. The person or body vested with professional power of management is entitled to:
- a) notify the holder of vertical power of management and initiate action in the event of a professionally inadequate decision taken by the head of the organisational unit;
  - b) formulate professional principles and guidelines not qualifying as internal regulatory documents, thereby directing the professional activities (e.g. records management, data protection) of the organisational unit/body, and exercising professional supervision and control;
  - c) request the holder of vertical power of management to issue an individual work instruction for the performance of a task or the rectification of an omission;
  - d) request a report or account while simultaneously notifying the competence exercising vertical power of management and
  - e) carry out data processing related to the power of management.
- (12) *Power of supervision*: The person or body vested with the power of supervision is placed outside the given organisational unit/body and is connected to the supervised organisational unit/body either vertically or horizontally. The person or body vested with the power of supervision is entitled to:
- a) issue or withdraw a managerial appointment for the leadership of an organisational unit/body, or propose a person for such leadership role, initiate the withdrawal of a managerial appointment to the holder of employer's rights (where the employer's right is separate), and – unless otherwise provided by law or an internal regulatory document – exercise other employer's rights relating to the head of the organisational unit, provided that the power of approval (one-over-one) may be granted to the superior executive in the Employment Requirements System or in another internal regulatory document concerning employment,
  - b) supervise the activities of the organisational unit/body, and to carry out oversight of legal compliance, professional soundness, efficiency, expediency and cost-effectiveness;

- c) approve the rules of operation of the organisational unit/body, or – if this right is assigned elsewhere by an internal regulatory document – make a proposal to the decision-maker regarding the rules of operation of the organisational unit/body;
  - d) in cases specified in these Provisions or in an internal regulatory document, grant prior or subsequent approval of the decisions of the head of the organisational unit;
  - e) request a report or account and
  - f) carry out data processing related to the power of supervision.
- (13) *Power of control:* The person or body vested with the power of control is placed outside the given organisational unit/body and is connected to the inspected organisational unit/body either vertically or horizontally. Control means the examination or monitoring of a person, an organisation or an activity, for the purpose of assessing legal compliance, professional soundness, efficiency, expediency and cost-effectiveness, depending on the nature of the supervision. The person or body vested with the power of control is entitled, according to the type of such power conferred, to examine the activities of the organisational unit/body in respect of legal compliance, professional soundness, efficiency, expediency and cost-effectiveness, and within this framework to:
- a) request a report or account;
  - b) establish facts on the basis of the report or account;
  - c) assess the facts to judge performance against the expected requirements;
  - d) make suggestions, comments and
  - e) carry out data processing related to the exercise of the power of control.
- (14) All leaders shall have the scope of competences set out in (2)b)-(2)j) in all areas within their scope of competences and within the scope of these Provisions. The framework for the exercise of powers, in respect of point (2)a), is laid down in these Provisions, while in relation to the other scopes of powers it is set out primarily in these Provisions and in further internal regulatory documents issued with due regard to them.
- (15) Delegation of powers:
- a) The power under (2)a) may not be delegated. The rules governing the delegation of the powers set out in point (2)k) are laid down in the internal regulatory document on the rules of undertaking obligations and concluding contracts, while the rules governing the delegation of the powers set out in point (2)j) are determined by the Employment Requirements System and the further internal regulatory documents issued for its implementation.
  - b) The Rector may delegate their powers, in relation to a specified range of matters, to a deputy or to an employee of the University, either permanently in the SZMR or in an internal regulatory document, or on a temporary or case-by-case basis by way of authorisation. The person exercising delegated powers may not further delegate such power.
- (16) Unless stipulated otherwise by an internal regulatory document, the power of representation may be exercised individually.

- (17) Where the exercise of the power of representation is to be carried out jointly, as provided for in an internal regulatory document, the following rules shall apply in particular:
- a) Within their competence, the leader may represent the University together with another leader.
  - b) An employee vested with the power of representation may represent the University together with their direct subordinate employee who has competence in respect of the subject matter concerned.
- (18) The power of representation shall be exercised in such a way that the pre-printed or prescribed name of the University, together with the name(s) of the authorised representative(s), is signed above or below by the authorised representative(s), and the document is affixed with the University's seal and the date; or, in the case of electronic signature, with a certified electronic signature and a time stamp.
- (19) The scope of competences of the Rector, as the person whom the University is headed and represented by, extends to the University as a whole. The Rector may delegate their scope of competences to the University's executives by these Provisions, by other internal regulatory documents, or by individual authorisation.
- (20) The scope of competences of the University's other executives shall be determined by these Provisions and, within their framework, by internal regulatory documents. The head of an organisational unit may act as a representative of the University within the scope of competences defined in a University regulatory document.

## II. CHAPTER THE UNIVERSITY'S GOVERNANCE STRUCTURE

### 5. The University's governing bodies

#### 6. § *[The University's governing bodies]*

- (1) The governance of the University, as defined in the SZMR, is realised through the distribution of competences between the bodies, as well as the executive employees and the executives not employed as executive employees.
- (2) *[The University's governing bodies]*
  - a) Senate,
  - b) Rectoral Management Team,
  - c) Management Meeting,
  - d) Faculty Councils,
  - e) Habilitation Committee and Doctoral Council of the University,
  - f) Senate Committees, other committees, councils and bodies established by the Senate or the Rector.

## 6. Senate

### 7. § [The Senate and its tasks]

- (1) The Senate is the University's supreme strategic decision-making and supervisory body, which exercises the powers defined by legislation, in particular the Higher Education Act, as well as those set out in the Founding Charter and in these Provisions.
- (2) The Senate has the following powers.
- (3) Within its regulatory scope of competences, the Senate decides on:
  - a) the regulations forming part of the Rules of Organisation and Operation, including the Doctoral Studies Regulation, of which those specified in the Founding Charter shall become effective with the approval of the Maintainer;
  - b) the University's Quality Management Regulation, its Quality Policy Mission Statement, as well as the quality policy of the National Technical Information Centre and Library;
  - c) the Student Feedback on Teaching, through the adoption of the relevant regulation;
  - d) the system of student counselling, through the adoption of the relevant regulations;
  - e) the system for the evaluation of traineeship host, through the adoption of the relevant regulation,
  - f) the habilitation procedure;
  - g) the Code of Ethics;
  - h) the Equal Opportunities Regulation;
  - i) the Regulation on Students' Scientific Associations;
  - j) the rules governing its own operation, through the adoption of the Senate's rules of procedure.
- (4) The Senate shall decide on:
  - a) the Institutional Development Plan and, as part of it, the research, development and innovation strategy, which constitutes a strategic document of the University and becomes effective with the approval of the Maintainer, as well as on the sub-strategies adopted in the course of implementing the Institutional Development Plan;
  - b) the initiation of the establishment of a programme, through the adoption of the training and outcome requirements to be submitted to the Educational Authority;
  - c) the initiation of launching an educational programme, through the adoption of the programme launch documentation and the approval of the person proposed as programme leader;
  - d) the initiation of the termination of an educational programme;
  - e) the modification of the educational programme announced at the University;
  - f) the establishment, termination of a Doctoral School;
  - g) the launch of a doctoral programme, through the adoption of its training plan;

- h) the ranking of applications for university professor, research professor and vice-rector positions, and on the conferral of titles and honours;
  - i) the election of the Chair and members of the Scientific Council;
  - j) the initiation of the recall of the Rector;
  - k) the initiation of the award of the National Higher Education Scholarship;
  - l) the adoption of the annual budget and the Budget Regulation, which become effective with the approval of the Maintainer;
  - m) the adoption of the report prepared in accordance with accounting regulations, which becomes effective with the approval of the Maintainer;
  - n) the asset management plan, which becomes effective with the approval of the Maintainer;
  - o) the transfer to the University of the maintainer's right over a public education institution, which becomes effective with the approval of the Maintainer.
- (5) If, in the view of the Senate, the University's autonomy has been infringed by the Maintainer's management with regard to the subject and content of education and research, the Senate shall decide on challenging the Maintainer's decision in administrative court proceedings.
  - (6) The Senate approves the statutes of the University Student and Doctoral Student Union (hereinafter: HDÖK), the University Student Union (hereinafter: HÖK) and the Doctoral Student Union (hereinafter: DOK).
  - (7) With the prior consent of the Maintainer, it decides on the establishment of a business entity by the University, the purchase or transfer of a business interest in a business entity by the University, as well as the acquisition and transfer of shares by the University.
  - (8) It exercises the right of consent at the conclusion of the general framework agreement for the provision of higher education services, as well as the agreement for the provision of higher education services, concluded by the Maintainer and the ministry responsible for higher education under the Higher Education Act.
  - (9) The Senate makes a proposal on the content of the call for applications for the position of Rector, furthermore it ranks and reviews the applications for Rector in accordance with the Founding Charter and, within the framework thereof, and pursuant to the Senate's Rules of Procedure.
  - (10) The Senate gives its opinion on the transformation of the University pursuant to the Higher Education Act.
  - (11) The Senate may request a report on any activity of the University from the head of an organisational unit or from a body, and on the basis of the report it may express an opinion on matters concerning the University.

#### 8. § [Senate membership]

- (1) The Senate consists of thirty-three (33) members. In determining the quorum and the voting ratio, any temporarily unfilled mandate shall be disregarded.
- (2) The Chair of the Senate is the Rector, who is an ex officio member of the Senate with voting rights. Ex officio members of the Senate with voting rights are the Vice-Rector for Research and Innovation, the Vice-Rector for International Affairs, the

Vice-Rector for Education and the Vice-Rector for Scientific Affairs, as well as the Director General for Financial and Technical Affairs.

- (3) The other members of the Senate obtain their mandate through election (in the case of representative bodies, in accordance with their own rules: by election, nomination or delegation).
- (4) The elected members of the Senate with voting rights are the deans, who are elected by the Faculty Council in the framework of the dean's election, during the review and ranking of the applications for the position of the dean, with the proviso that the person endorsed and ranked first by the Faculty Council shall, by virtue of being ranked first, qualify as the member of the Senate elected by the faculty concerned.
- (5) Each faculty shall elect one (1) member - in total eight (8) members - from among those employed by the University in a full-time position as lecturer, scientific research fellow or teacher, who, on the basis of a declaration made in the course of assessing the University's operational requirements, may be considered. The election shall be conducted in the manner defined in the Senate's Rules of Procedure. The representatives of the lecturers, scientific research fellows and teachers are elected by each faculty, and the dean is responsible for organising and conducting the election.
- (6) One (1) employee member of the Senate with voting rights, elected from a university-wide list, shall be elected in the manner defined in the Senate's Rules of Procedure. The election of that member is organised and conducted by the BME's Employees' Council.
- (7) One (1) member of the Senate is jointly delegated by the trade unions operating at the University. The trade unions shall arrange for the election, nomination or delegation of the member, within their own scope of competences and in accordance with their own rules.
- (8) Of the nine (9) student members of the Senate, eight (8) are elected, nominated or delegated by the HÖK, and one (1) by the DOK, in the manner defined in their respective statutes. The balance between the faculties is ensured by the HDÖK.
- (9) The members listed in paragraph (1)-(8) are voting members of the Senate.
- (10) The following shall be invited to the Senate meeting as members with the right of consultation but without the right to vote:
  - a) representative of the Maintainer;
  - b) Director of Finance;
  - c) Chair of the Habilitation Committee and Doctoral Council of the University;
  - d) Chair of the BME's Employees' Council;
  - e) the elected member representing staff employed in a position other than lecturer-scientific research fellow-teacher, if the Senate member, elected pursuant to paragraph (6) is employed in a lecturer-scientific research fellow-teacher position;
  - f) the previous rector and of the University and
  - g) the last validly elected chair of the dissolved students' union who still has student status, if there is no validly elected University Student Union and Doctoral Student Union.

- (11) The voting employee member of the Senate elected from the university list pursuant to paragraph (6), as well as – where relevant – the elected member with the right of consultation, but without the right to vote, representing staff employed in a position other than lecturer-scientific research fellow-teacher pursuant to point (10)e), shall be elected in the manner defined in the Senate's rules of procedure. The election of that member is organised and conducted by the BME's Employees' Council.
- (12) The Rector may also invite other persons with the right of consultation to attend the Senate meetings.
- (13) A member may exercise the duties arising from Senate membership if:
  - a) in the case of the member defined in paragraphs (4) and (5), the Dean;
  - b) in the case of the member defined in paragraph (6), the chair of the BME's Employees' Council;
  - c) in the case of the member defined in paragraph (7), the chair(s) of the trade union(s) operating at the University;
  - d) in the case of the member defined in paragraph (8), the chair of the HDÖK has sent a written notification of the member's valid election or delegation to the Chair of the Senate and the member has submitted a valid declaration of assets.
- (14) The written notification referred to in paragraph (13) also verifies that the member's election or delegation was carried out in accordance with the applicable legislation and with the provisions governing recall. The Rector may have the legality of the appointment or delegation examined and, if unlawfulness is established, may alter it. Appeals against this decision can be lodged with the Senate.
- (15) With the exception of the members delegated by the HÖK and the DOK, as well as the dean as an elected member, the mandate of the Senate members elected and those delegated by the trade unions shall be for four (4) years, or until the term of office of the Senate. The mandate of the Senate members delegated by the HÖK and the DOK shall be for a minimum term of one (1) and a maximum term of three (3) years. The mandate of a dean as an elected member with voting rights shall last for the duration of their term of office as dean.
- (16) The Senate membership shall be terminated:
  - a) in the case of an ex officio member, upon the termination of the executive appointment forming the basis of the ex officio membership;
  - b) upon the expiry of mandate;
  - c) upon resignation;
  - d) upon recalling the delegated member;
  - e) upon the member's death;
  - f) in the event of termination of employment, from the commencement of exemption from work, and upon the termination of student status;
  - g) upon the withdrawal of the declaration made in the course of assessing the existence of the University's operating conditions, or upon its transfer to another institution, with effect from the date of withdrawal or transfer.
- (17) A member of the Senate may resign at any time. A delegated member may be recalled at any time by the delegating body, in accordance with the provisions applicable to them.

- (18) By way of derogation from Section 38. §(13), in the event of the Rector being unable to perform their duties as Chair of the Senate, the Vice-Rector for Strategy shall substitute for them in performing such duties.
- (19) The elected members of the Senate shall discharge their mandate personally; the rights and obligations arising from Senate membership are non-transferable, and representation by proxy is not permitted in the exercise of these rights and obligations.
- (20) In the event of an ex officio member being unable to attend, they shall be substituted at the Senate meeting, with voting rights, by a person designated in accordance with the Rules of Procedure.
- (21) A member of the Senate is obliged to give notice if they foresee that they will be unable to attend the forthcoming meeting of the Senate.
- (22) The members of the Senate shall have the following rights:
  - a) the right of submissions;
  - b) right to propose amendments;
  - c) the right to make observations;
  - d) the right to make proposals;
  - e) the right to express opinions and
  - f) the right to vote in the case of a member with voting rights.
- (23) Members of the Senate are entitled to put questions on any matter to any voting member of the Senate both during and outside Senate meetings, irrespective of the agenda. If it is not possible to provide an answer at the Senate meeting, or if the question was put outside a meeting, the member addressed shall be obliged to reply in writing within thirty days.
- (24) The Secretary of the Senate shall be the Chief of Staff to the Rector from the Rector's Office (hereinafter: Chief of Staff to the Rector).

9. § *[Rules of Operation of the Senate]*

- (1) All members of the Senate shall act with regard to the interests of the University as a whole, and to this end:
  - a) contribute to the work of the Senate to the best of their ability, and to vote in the course of decision-making;
  - b) attend the Senate meeting for its full duration;
- (2) The Senate shall exercise its competences at ordinary and extraordinary meetings or by means of electronic decision-making.
- (3) The Senate shall draw up a schedule in order to plan its annual activities. The Rector shall convene a Senate meeting as required, but at least three (3) times per term.
- (4) The Rector shall convene an ordinary Senate meeting by sending a notice of invitation to the members with the agenda(s) at least seven (7) days prior to the meeting.
- (5) At its meeting, the Senate may also discuss proposals for the agenda submitted after the deadline laid down in the Senate's Rules of Procedure. The Senate shall decide by simple majority whether to include such proposals on the agenda.

- (6) The Rector shall convene an extraordinary Senate meeting, with the agenda specified, within fifteen (15) days if so requested in writing by the Rector, by any Faculty Council or by one-third of the voting members of the Senate, or by the HDÖK.
- (7) In addition to the provisions set out in paragraph (6), the Rector is also entitled to convene an extraordinary Senate meeting on their own initiative.
- (8) Proposals formulated orally during the debate, together with their reasoning, shall be recorded in writing in the minutes and also by audio recording.
- (9) If, in comparison with the proposals included in the agenda previously circulated when convening the meeting, the Senate discusses a new agenda proposal arising from an oral motion at the meeting, its decision thereon shall also be incorporated into a draft decision for voting.
- (10) In personnel matters, electronic decision-making outside a Senate meeting shall not be permitted. At a Senate meeting held by means of electronic communication devices, decisions concerning personnel matters may be taken only if the conditions laid down in the Senate's Rules of Procedure are met.
- (11) Senate meetings shall be open to the University's employees and students under the following conditions:
  - a) the University's employees and students – with the exception set out in paragraph (12) – may attend Senate meetings.
  - b) the proposals, minutes and decisions of Senate meetings shall be public to the University's employees and students, subject to the provisions on data protection and the protection of classified information.
- (12) In exceptional cases, the Senate may decide to hold a closed meeting, in particular in matters affecting inherent rights, special economic interests, business secrets or information protected by law, at which only members with voting rights, the secretary, the recorder of the minutes, as well as permanent attendees and those specially invited for the given agenda item(s) may be present.
- (13) Where a closed meeting is held, the rules guaranteeing publicity shall be implemented in such a way that, on the Rector's proposal, the Senate shall determine by a Senate Decision the scope of information to be published after the meeting.
- (14) The audio recording of the public Senate meeting and the public part of the Senate meeting shall be posted in its entirety, in its original form and without any modification, on the Senate website by the Secretary of the Senate within twenty-four (24) hours of the meeting.
- (15) The Senate may hold public meetings on ceremonial occasions, which may be attended by anyone.
- (16) The Senate shall issue decisions, which shall be published on the University's website.
- (17) A Senate meeting shall be quorate if at least sixty (60) percent of its voting members are present. The quorum must be checked each time a decision is taken. A member who is present but does not vote shall be disregarded in the calculation of the quorum.
- (18) Each voting member of the Senate has one (1) vote.

- (19) The Senate shall adopt its decisions by a simple majority of the members present (more than half of the valid votes), except for the recall of the Rector, which requires the supporting votes of two-thirds of all Senate members.
- (20) The Senate shall vote by secret ballot:
  - a) on personnel matters;
  - b) in individual matters submitted to a secret ballot by the decision of the Senate on the Rector's proposal.
- (21) Minutes shall be taken of the Senate meetings.
- (22) The administrative tasks related to the Senate meetings are carried out by the Directorate of the Rector's Office.
- (23) Further detailed rules of the Senate's operation – in particular the preparation of the meeting schedule, the procedure and deadlines for convening ordinary and extraordinary meetings, the rules of electronic decision-making, the substantive and formal requirements of proposals, the rules of keeping minutes, the procedure of voting, the rules relating to the form, content and publication of decisions, and the detailed rules for the recall of members – shall be set out in the Rules of Procedure of the Senate.

## **7. Rectoral Management Team**

### **10. §** [*Rectoral Management Team*]

- (1) The Rectoral Management Team is an operative decision-making body of the University acting within the competences delegated by the Rector, and a body making preparations for decisions in respect of university proposals falling within the competence of the Maintainer. The Rectoral Management Team also functions as a decision-preparatory, advisory, and consultative body of the Senate.
- (2) The Rectoral Management Team is responsible for making university-level decisions, set out in these Regulations, that fall within the operative implementation of decisions adopted by the Maintainer and the Senate.
- (3) The members of the Rectoral Management Team are the Rector, the Vice-Rectors, the Chief of Staff to the Rector, the Director General for Financial and Technical Affairs, the Director of Human Resources, and the chair of the HDÖK.
- (4) The Rectoral Management Team is chaired by the Rector. The Rector may invite any person, on a permanent or ad hoc basis, to the meetings of the Rectoral Management Team.
- (5) The scope of powers of the Rectoral Management Team:
  - a) It shall propose, prepare and review all matters falling within the decision-making or consultative power of the Maintainer or the Senate, with the exception of matters relating to the exercise of employer's rights (personnel matters).
  - b) It shall decide on the annual performance objectives for the implementation of the strategies adopted within the framework of the University's Institutional Development Plan and its execution, and shall approve the report on the achievement of those performance objectives, as well as the necessary action plan(s).

- c) It shall decide on the annual quality objectives for the implementation of the University's Quality Policy, and shall approve the report on the achievement of those quality objectives, as well as the necessary action plan(s).
  - d) It shall adopt internal regulatory documents on all university-level matters and areas not referred by these Provisions to the competence of the Senate or the Maintainer, and it shall decide on the establishment of an independent office, office or group on the proposal of the head responsible for the area concerned – with the consent and submission, where relevant, of the senior executive officer (executive employee) in charge of that area.
  - e) It shall approve ad hoc financial commitments exceeding the value threshold of HUF 100 million. If the value of several simultaneous commitments relating to the same matter exceeds the threshold of HUF 100 million, their financial commitment shall also require approval.
  - f) It shall approve commitments extending beyond three (3) years and exceeding, in aggregate, the threshold of HUF 100 million.
  - g) It shall decide which educational programmes the University shall propose to the Maintainer for announcement.
  - h) In cases classified by the Rector as an emergency or crisis situation, the Rectoral Management Team shall act and take the necessary decisions. In such situations, the members of the Rectoral Management Team must be available at all times, 24 hours a day, during the period of the emergency or crisis.
- (6) The administrative tasks related to the operation of the Rectoral Management Team shall be carried out by the Directorate of the Rector's Office.
- (7) The rules governing the operation of the Rectoral Management Team shall be laid down in its Rules of Procedure, which shall be adopted by the Rectoral Management Team itself.

## **8. Management Meeting**

### **11. §** [*Management Meeting*]

- (1) The Management Meeting is the strategic body of the Rectoral Management Team and the Senate with consultative and coordinating powers, as well as the power to express opinions.
- (2) The Management Meeting is responsible for representing faculty perspectives in connection with university-level decisions adopted by the Senate and the Rectoral Management Team.
- (3) Members of the Management Meeting are the Rector, the Vice-Rectors, the Deans, the Chair of the Habilitation Committee and Doctoral Council of the University, the Chief of Staff to the Rector, the Director General for Financial and Technical Affairs, the Director of Human Resources, and the chairs of the HÖK and the DOK.
- (4) The Management Meeting is chaired by the Rector. The Rector may invite any person, on a permanent or ad hoc basis, to the Management Meetings.
- (5) The scope of powers of the Management Meeting:

- a) It shall review submissions to be brought before the Senate and make proposals regarding their inclusion on the agenda, with the exception of matters relating to the exercise of employer's rights (personnel matters).
  - b) It shall discuss and review the Institutional Development Plan and within that the research-development and innovation strategy, as well as the sub-strategies adopted within its implementation, together with the annual performance objectives serving their execution, the report on the achievement of the performance objectives, as well as the necessary action plan(s).
  - c) It shall make proposals on strategic and development matters.
  - d) It shall discuss and review the general framework agreement for the provision of higher education services, as well as the agreement for the provision of higher education services, pursuant to the Higher Education Act.
  - e) It shall review the internal regulatory documents to be issued by the Rectoral Management Team.
  - f) It shall discuss and review the range of educational programmes to be announced by the University.
  - g) It shall discuss inter-faculty matters and escalating issues arising within the faculties.
  - h) It shall discuss issues of internal budget allocation.
  - i) It shall discuss and coordinate the University's proposals for honours and awards.
- (6) The administrative tasks related to the operation of the Management Meeting shall be carried out by the Directorate of the Rector's Office.

## 9. Faculty Council

### 12. § [*Faculty Council*]

- (1) The Faculty Council is the governing body of the faculty, vested with decision-making, proposing and consultative powers, as well as - in respect of that faculty - managerial and controlling powers, delegated by the Senate.
- (2) The composition of the Faculty Council and the rules governing the election and delegation of its members shall be laid down in the internal regulatory document on the operation of the faculty, with the proviso that:
  - a) during the election, democratic principles must be ensured, with due regard to the proportional representation of full-time lecturers, researchers and teachers, and
  - b) minimum one-quarter and maximum one-third of the members shall be delegated by the faculty-level student body designated in the statutes of HDÖK.
- (3) At least one person each among the voting members of the Faculty Council shall be:
  - a) an elected employee in a position other than lecturer-scientific research fellow-teacher position;
  - b) a person delegated by the trade union(s).

- (4) Unless otherwise provided in this paragraph, the provisions established for the Senate and its members shall apply *mutatis mutandis* to membership of the Faculty Council and to the rights and obligations of its members.
- (5) The Faculty Council shall rank the candidates for the position of Dean, and shall review and rank the applications for faculty management and senior academic positions (university professor, associate professor, research professor, scientific advisor and senior research fellow).

## **10. Habilitation Committee and Doctoral Council of the University**

### **13. §** [*Habilitation Committee and Doctoral Council of the University*]

- (1) The principal decision-making body for doctoral programmes, the award of doctoral degrees and the habilitation procedure at the University, is the Habilitation Committee and Doctoral Council of the University (hereinafter: EHBDT)
- (2) The EHBDT is responsible for the quality assurance of doctoral programmes and the award of doctoral degrees.
- (3) The EHBDT is responsible for the habilitation process and its quality assurance.
- (4) The organisation of doctoral programmes and the award of doctoral degrees (hereinafter: the doctoral procedure) fall within the competence of the EHBDT.
- (5) The EHBDT is the strategic advisory body of the Rectoral Management Team and the Senate in respect of the strategy for doctoral programmes.
- (6) The scope of powers of the EHBDT, concerning the organisation of doctoral programmes, shall be exercised, under delegated competences and in accordance with the provisions of the Doctoral Studies Regulation, by the discipline-specific Habilitation Committees and Doctoral Councils, under the supervision of the EHBDT.
- (7) In the course of its activities relating to the award of doctoral degrees, the EHBDT shall operate as a body under the supervision of the Rector, having regard to paragraph (9).
- (8) In the course of its activities relating to the development of strategies, the EHBDT shall operate as a body under the direction of the Rector.
- (9) The Rector may delegate their powers of management and supervision over the EHBDT, in whole or in part, to the Vice-Rector for Scientific Affairs.
- (10) The EHBDT is headed by the Chair.
- (11) The chair and deputy chair of the EHBDT may be a highly recognised university professor who holds the “Doctor of the Hungarian Academy of Sciences (MTA DSC)” title or has been awarded the Kossuth Prize, the Széchenyi Prize or who is a university professor with an art academy (MMA, SZIMA) membership, in full time employment at the University.
- (12) The Chair shall be appointed by the Rector, on the proposal of the EHBDT, from among the members of the EHBDT, for a term of four (4) years.
- (13) The Vice-Chair shall be elected by the EHBDT, on the proposal of the Chair, from among the members of the EHBDT, for a term of four (4) years.
- (14) Either the Chair or the Vice-Chair shall represent an engineering faculty.

- (15) The EHBDT shall have the majority of its members ex officio.
- (16) The elected members of the EHBDT shall be appointed by the Rector on the proposal of the Chairs of the discipline-specific Habilitation Committees and Doctoral Councils, for a term of four (4) years as follows.
- (17) The members of the EHBDT are:
- a) the Vice-Rector for Scientific Affairs, as an ex officio member with voting rights,
  - b) the Chairs of the discipline-specific Habilitation Committees and Doctoral Councils, as ex officio members with either voting rights or with right of consultation, depending on paragraph (18),
  - c) external members with voting rights, elected in accordance with paragraphs (18)b) and (19),
  - d) the Chair of the Doctoral Student Union, as a voting member – except in matters of awarding degrees and habilitation decisions, as well as other proposals on personnel issues,
  - e) the Vice-Rector for Research and Innovation and the heads of the doctoral schools, as ex officio members with the right of consultation, where they are not members of the body ex officio under point b), as well as the members under point (18)c) and the Chair of the Doctoral Student Union in matters of awarding degrees and habilitation decisions.
- (18) The total number of members that can be delegated to the EHBDT ex officio by the individual faculties is  $n$ . The composition of members that can be delegated to the EHBDT by the faculties depends on the value of  $n$  as follows:
- a) For  $n=0$ , no members can be delegated to the EHBDT by the given faculty.
  - b) If  $0 < n < 3$ , all ex officio delegated members shall be voting members of the EHBDT. Additionally, the Rector shall appoint, from the top of the faculty lists, a further  $(3-n)$  external members (which includes persons not employed by the University, who hold the “Doctor of the Hungarian Academy of Sciences (MTA DSC)” title, SzIMA or MMA membership, or have been awarded the Kossuth or Széchenyi Prize, and which excludes any Professors Emeritus or retired university processors of BME).
  - c) For  $n \geq 3$ , 3 of the ex officio members have voting rights, while the remaining members delegated ex officio participate in the work of the EHBDT in a consultative capacity. Members of the EHBDT delegated from the same faculty shall decide on the voting right in annual cycles. In this case, the given faculty may not propose external members.
- (19) If the number of external members calculated in this way is less than one-third of the EBHDT members, the Rector shall invite additional external members from the faculty lists representing the highest scientific potential, on the proposal of the Chair of the EHBDT.
- (20) In the above calculation, the chair of the EHBDT shall be excluded from the members of the given faculty.
- (21) The faculty lists are compiled by the expert HBBDT chairs of the respective faculty on the basis of the votes of the HBBDTs.

- (22) The Chair of the EHBDT may be recalled by the vote of more than two-thirds of the EHBDT members. The initiation of the recall procedure may be proposed by one-third of the EHBDT members.
- (23) EHBDT members may be recalled at any time by the delegating body, in accordance with the applicable rules.
- (24) The EHBDT shall:
- a) take a position on matters of principle concerning doctoral procedures;
  - b) ensure that the doctoral degree award procedure is of a uniform standard across all faculties (programmes) of the University;
  - c) participate in developing the University's strategy for doctoral programmes, and, if requested, shall contribute to the developing the Institutional Development Plan and the sub-strategies adopted within its implementation;
  - d) coordinate the implementation of the University's strategy for doctoral programmes, and shall contribute to the evaluation of the implementation of the strategy;
  - e) give an opinion to the Senate on proposals for the establishment of Doctoral Schools, as well as on proposals for their termination, and, in justified cases, shall propose to the Senate the termination of a Doctoral School;
  - f) provide the Senate with an annual evaluation of doctoral programmes and degree award procedures at the University;
  - g) shall decide on the award, nostrification or withdrawal of doctoral degrees;
  - h) elect the heads of the Doctoral Schools;
  - i) appoint and dismiss the members of the Doctoral School Council;
  - j) establish the HBDTs conducting the doctoral degree award procedures, organised by branch of science or art;
  - k) approve the doctoral degree and habilitation requirements developed and adopted by the HBDTs, and may also review them and prescribe their amendment or harmonisation;
  - l) proposes to the Rector the distribution of state doctoral scholarships among the faculties;
  - m) monitor the annual use of the state doctoral scholarship quotas and coordinate any reallocations between Doctoral Schools and doctoral programmes;
  - n) shall decide on the conferral of the Habilitation;
  - o) give an opinion to the Senate on applications for university professor and research professor positions;
  - p) give an opinion to the Senate on faculty proposals for the titles of Honorary Doctor, Honorary Master and Industry Professor, as well as on proposals for the John von Neumann Professor title;
  - q) approve the Professor Emeritus members among the core members of the doctoral school;
  - r) prepare proposals for the Senate concerning the Doctoral Studies Regulation, the Regulation on Habilitation, or any amendments thereto.
- (25) The administrative tasks related to the operation of the EHBDT shall be carried out by the Directorate of Scientific Affairs.

- (26) The rules governing the operation of the EHBTD shall be laid down in its Rules of Procedure.

## **11. Committees, councils and bodies operating at the University**

### **14. §** [*Committees, councils and bodies operating at the University*]

- (1) The University has committees and councils at university and faculty level.
- (2) University-level committees and councils are regulated by the present Organisational and Operational Provisions (SZMR) and by the area-specific internal regulatory documents, while faculty committees and councils are governed by the internal regulations of the faculty as well as the relevant discipline-specific regulations.
- (3) University-level committees, according to the nature of their duties, may be of the following types:
  - a) Committees established by the Senate under the present Provisions, operating alongside the Senate and supporting its work by providing opinions on proposals submitted to the Senate;
  - b) Committees established by the Senate under the present Provisions, composed of members elected by the Senate or appointed by the Rector, operating alongside the Vice-Rector and supporting the work of specific fields of expertise;
  - c) Committees established by the Senate under the present Provisions, acting in individual matters concerning students or employees and making individual decisions, which may also, upon request, undertake expert tasks at university level.
- (4) The list, members, duties and competences of the committees referred to in point (3)a) are set out in the present Provisions, while the rules of their operation are contained in their own rules of procedure, established within the framework of Section 15. §. The committees shall adopt their own rules of procedure, which shall be approved by the Rector in their capacity as Chair of the Senate. Where so stipulated by the present Provisions, these committees may also perform the function of providing strategic support to the management.
- (5) The list, composition, duties and competences of the committees referred to in point (3)b)) are set out in the present Provisions, and, where applicable, in the area-specific internal regulatory documents, while the rules of procedure for their operation are contained in their own rules of procedure, established within the framework of Section 15. §. The committees shall adopt their own rules of procedure, which shall be approved by the Rector.
- (6) The list of the committees referred to in point (3)c) is set out in the present Provisions, their composition, duties and competences are defined in the area-specific internal regulatory documents, while the rules of their operation are contained in their own rules of procedure, established within the framework of Section 15. §. The committees shall adopt their own rules of procedure, which shall be approved by the Rector.

- (7) University-level councils and bodies, according to the nature of their duties, may be of the following types:
  - a) Internal councils and bodies established by the Senate under the present Provisions, composed of members elected by the Senate or appointed by the Rector, operating alongside the Vice-Rectors and supporting the strategic work of the management;
  - b) External councils and bodies established by the Senate under the present Provisions, composed of members elected by the Senate or appointed by the Rector, operating alongside the Vice-Rectors and supporting the strategic work of the management;
- (8) The councils referred to in paragraph (7) support the University's management in the development of the Institutional Development Plan and the related sub-strategies drawn up for its implementation, as well as in the associated analyses and monitoring.
- (9) The list, composition, duties and competences of the councils and bodies referred to in paragraph (7) are set out in the present Provisions, while their rules of operation, within the framework of Section 15. §, are contained in their own rules of procedure. The councils and bodies shall adopt their own rules of procedure, which shall be approved by the Rector.
- (10) Membership of a committee, council or body shall cease when:
  - a) the delegate is revoked;
  - b) the appointment ends if the member is appointed;
  - c) the employment relationship is terminated,
  - d) the student status is terminated;
  - e) a member resigns; or
  - f) a member dies.

**15. §** [*Specific rules for University committees, councils and bodies*]

- (1) The assignment letter for the Chair and the members shall be issued by the Rector, either in their capacity as Chair of the Senate or within their own scope of competences. The committees, councils and bodies shall report to the Senate at the request of the Rector, but at least every two years.
- (2) The rules of operation of the committees, councils and bodies shall be laid down in their rules of procedure, subject to the following:
  - a) They prepare an annual meeting schedule, which is sent to the Rector. The Senate's Evaluation Committees (14. §(3)a) shall schedule their meetings in line with the meetings of the Senate.
  - b) Meetings are convened and chaired by the Chair.
  - c) They shall have a quorum if a majority of their members are present, except for the adoption of the rules of procedure, which requires the presence of two-thirds of the members.
  - d) Decisions shall be taken by a simple majority, except for the adoption of the rules of procedure, which requires the support of two-thirds of the members present; in the event of a tie, the Chair shall have the casting vote.

- e) Their resolutions shall be recorded in the form of a decision, which shall be issued with the official seal of the body or of its Chair together with the Chair's signature, or alternatively with an electronic signature and time stamp with the proviso that the document may be verified by the secretary. The decision shall state the subject matter, the content of the decision, the voting ratio by which it was adopted, and the date on which it was taken.
  - f) The Chairs are responsible for forwarding the relevant decisions of the committee, council or body to the Rector. In the case of the Senate's Evaluation Committees (Section 14. §(3)a)), the decisions shall be forwarded to the Chair of the Senate in the manner and within the time limit specified in the Senate's rules of procedure.
  - g) In accordance with the rules of procedure of the committee, council or body, minutes or a memo shall be prepared of the meetings, which shall be issued with the official seal of the committee, council or body or of its Chair together with the signature of the Chair or the secretary, or alternatively with an electronic signature and time stamp.
  - h) Committees, councils and bodies may also take decisions electronically, without holding a meeting.
  - i) Proposals to be considered by committees, councils or bodies shall be prepared in the content and form specified in the relevant internal regulations or determined by the Chair of the body.
  - j) In the case of the Senate's Evaluation Committees (Section 14. §(3)a)), any member of the Senate, whether holding voting rights or the right of consultation, may participate in the meetings of the committees with the right of consultation.
  - k) The chairpersons of the committees, councils and bodies shall be responsible for drawing up their Rules of Procedure.
- (3) The chairpersons of committees, councils and bodies are responsible for the websites of the bodies and for updating their content. At a minimum, the names of the Chairs, members and secretaries of the bodies, as well as their rules of procedure, shall be published on the website.

**16. §** [*Special provisions relating to ad hoc Senate committees and ad hoc Rector's committees*]

- (1) The Senate and the Rector may establish and mandate an ad hoc committee for the performance of a specific short-term task (for a period of maximum one year).
- (2) The decision establishing the committee shall specify its task, the deadline for its performance, the names of the Chair and members, any guidelines determined by the Senate for the committee, as well as the principles governing its operation (voting ratio, quorum, etc.).
- (3) The Chair of the ad hoc committee shall regularly inform the mandating authority of the committee's work.

## 12. The Senate's Consultative Committees

### 17. § [*The Senate's Consultative Committees*]

- (1) The Senate's work is supported by the following Consultative Committees:
  - a) Education Committee,
  - b) Scientific Committee,
  - c) Research and Innovation Committee,
  - d) Internationalisation Committee,
  - e) Finance Committee.

### 18. § [*Education Committee*]

- (1) The Education Committee functions as a Senate body, making preparations for decisions, formulating proposals and giving advice in the areas of programme development and education.
- (2) The Education Committee is a body under the authority of the Chair of the Senate. The Chair of the Education Committee reports to the Chair of the Senate.
- (3) The Chair of the Education Committee is the Vice-Rector for Education.
- (4) Members of the Education Committee are:
  - a) the vice-deans of the faculties responsible for education and education management,
  - b) the Vice-Rector for International Affairs or an expert designated by them,
  - c) a higher education expert designated by the Vice-Rector for Education,
  - d) the Chief of Staff to the Rector or a legal expert designated by them,
  - e) the financial planning expert designated by the Director General for Financial and Technical Affairs,
  - f) the Director of the Academic Services Centre or an expert designated by them,
  - g) the Director of the Student Services Centre or an expert designated by them,
  - h) four (4) students designated by the HDÖK in accordance with its statutes,
  - i) one (1) person delegated by the BME Employees' Council.
- (5) The chair's work is supported by a deputy appointed by the chair and chosen from among the members, as well as a secretary appointed by the chair from the staff of the Directorate of Education.
- (6) The permanent invitees of the Education Committee are the staff members of the Directorate of Education and the Directorate of Quality Assurance.
- (7) The mandate of the chair and members of the Education Committee – with the exception of the member delegated by the HDÖK – lasts until the end of the position forming the basis of the mandate or until they are recalled by the appointing authority.
- (8) With the exception of the student members, the mandate of the appointed members is valid until revoked.
- (9) The method of appointment and the duration of the mandate of the member delegated by the HDÖK are determined by its statutes, with the proviso that a student who has not registered for the given term may not be a member of the

Committee. In this case, the chair of the HDÖK shall arrange for the delegation of a new member at the request of the chair.

- (10) The decision-making power of the Education Committee shall be as follows:
- a) It decides on the timetable for the academic year.
  - b) It decides on the principles and scheduling of the implementation of complex tasks requiring the cooperation of several organisational units, for which it requests the decision of the Vice-Rector for Education.
  - c) It decides on the changes arising from the annual review of the educational programmes, with particular regard to the curricula.
  - d) It decides on the scheduling of the five-yearly review of educational programmes and curricula, and monitors its implementation.
  - e) It decides on all issues concerning programme development, teaching and academic administration which do not reach the level of regulatory provisions, fall outside the competence of the Senate, other committees or individuals, for which it requests the decision of the Vice-Rector for Education.
- (11) The principal task of the Education Committee is in particular to give a preliminary opinion on Senate proposals falling within its competence.
- (12) The detailed and additional tasks of the Education Committee are as follows:
- a) It contributes to the preparation of the educational and programme development strategy, as well as the sub-strategies related to education and programme development, which form part of the Institutional Development Plan.
  - b) It evaluates the University's educational and programme development activities.
  - c) It coordinates the University's educational and programme development activities.
  - d) It reviews proposals for the establishment of new study programmes and the launch of programmes, as well as for the discontinuation of programmes and the modification of programme and outcome requirements.
  - e) It reviews the study programmes and curricula of educational programmes, as well as their modifications.
  - f) It reviews proposals concerning the appointment of programme leaders.
  - g) It reviews proposals for the launching or termination of educational programmes in the form of off-site programmes or dual programmes.
  - h) It reviews proposals for the establishment and launching of non-higher education programmes (e.g. adult education, mandatory training prescribed by authorities).
  - i) It reviews the regulations forming part of the Student Requirements System, as well as proposals for their amendment.
  - j) It reviews the establishment of study programmes, the launching of educational programmes, educational and educational administration activities, as well as the regulations – and their amendments – concerning the reorganisation of educational organisational units.

- k) It reviews the regulations – and their amendments – relating to the establishment of the student counselling system and the Student Feedback on Teaching.
  - l) It contributes to the preparation of internal regulatory documents relating to teaching and academic administration at the request of the Vice-Rector for Education.
  - m) It also gives an opinion on any matter falling within the scope of education, on university-level educational projects and applications, in respect of which the Senate, the Rector or the relevant Vice-Rector requests its opinion.
- (13) The administrative tasks related to the operation of the Education Committee are carried out by the Directorate of Education.
- (14) The rules governing the operation of the Education Committee are set out in its rules of procedure, which are approved by the Chair of the Senate.

**19. §** [*Scientific Committee*]

- (1) The Scientific Committee functions as a Senate body, making preparations for decisions, formulating proposals and giving advice in the area of scientific research.
- (2) The Scientific Committee is a body under the authority of the Chair of the Senate. The Chair of the Scientific Committee reports to the Chair of the Senate.
- (3) The Scientific Committee is chaired by the Vice-Rector for Scientific Affairs.
- (4) Members of the Scientific Committee are:
  - a) the vice-deans of the faculties responsible for scientific affairs,
  - b) the chair of the EHBBDT,
  - c) two (2) students designated by the HDÖK in accordance with its statutes,
  - d) one (1) person delegated by the BME Employees' Council.
- (5) The mandate of the chair and members of the Scientific Committee – with the exception of the member delegated by the HDÖK – lasts until the end of the position forming the basis of the mandate or until they are recalled by the appointing authority.
- (6) The method of appointment and the duration of the mandate of the member delegated by the HDÖK are determined by its statutes, with the proviso that a student who has not registered for the given term may not be a member of the Committee. In this case, the chair of the HDÖK shall arrange for the delegation of a new member at the request of the chair.
- (7) The chair's work is supported by a deputy appointed by the chair and chosen from among the members, as well as a secretary appointed by the chair from the staff of the Directorate of Scientific Affairs.
- (8) The chair may invite any person to the meetings of the Committee with the right of consultation.
- (9) The task of the Scientific Committee is to give a preliminary opinion on Senate proposals falling within its competence.
- (10) At the request of the Rector, the Scientific Committee contributes to the preparation of the scientific strategy, and the sub-strategies related to it, forming part of the Institutional Development Plan.

- (11) The administrative tasks related to the operation of the Scientific Committee are carried out by the Directorate of Scientific Affairs.
- (12) The rules governing the operation of the Scientific Committee are set out in its rules of procedure, which are approved by the Chair of the Senate.

**20. §** [*Research and Innovation Committee*]

- (1) The Research and Innovation Committee functions as a Senate body, making preparations for decisions, formulating proposals and giving advice in the areas of research, development and innovation.
- (2) The Research and Innovation Committee is a body under the authority of the Chair of the Senate. The Chair of the Research and Innovation Committee reports to the Chair of the Senate.
- (3) The Research and Innovation Committee is chaired by the Vice-Rector for Research and Innovation.
- (4) Members of the Research and Innovation Committee are:
  - a) the vice-deans of the faculties responsible for research, development and innovation,
  - b) the director of the Directorate of Research and Development,
  - c) head of BME Innolab Zrt,
  - d) one (1) student designated by the HDÖK in accordance with its statutes,
- (5) The mandate of the chair and members of the Research and Innovation Committee – with the exception of the member delegated by the HDÖK – lasts until the end of the position forming the basis of the mandate or until they are recalled by the appointing authority.
- (6) The method of appointment and the duration of the mandate of the member delegated by the HDÖK are determined by its statutes, with the proviso that a student who has not registered for the given term may not be a member of the Committee. In this case, the chair of the HDÖK shall arrange for the delegation of a new member at the request of the chair.
- (7) The chair's work is supported by a deputy chosen from among the members, as well as by a secretary appointed by the chair from among the employees of the Directorate of Research and Development.
- (8) The Chair of the EHBTD is the standing invited member of the Research and Innovation Committee. The chair may invite any person to the meetings of the Committee with the right of consultation.
- (9) The task of the Research and Innovation Committee is to give a preliminary opinion on Senate proposals falling within its competence.
- (10) At the request of the Rector, the Research and Innovation Committee contributes to the preparation of the research and development strategy, and the sub-strategies related to the research strategy, forming part of the Institutional Development Plan.
- (11) The administrative tasks related to the operation of the Research and Innovation Committee shall be carried out by the Directorate of Research and Development.
- (12) The rules governing the operation of the Research and Innovation Committee are set out in its rules of procedure, which are approved by the Chair of the Senate.

21. § [*Internationalisation Committee*]

- (1) The Internationalisation Committee functions as a Senate body, making preparations for decisions, formulating proposals and giving advice in the areas of internationalisation, international relations and cooperations.
- (2) The Internationalisation Committee is a body under the authority of the Chair of the Senate. The Chair of the Internationalisation Committee reports to the Chair of the Senate.
- (3) The Internationalisation Committee is chaired by the Vice-Rector for International Affairs.
- (4) Members of the Internationalisation Committee are:
  - a) the Vice-Rector for Education or an expert designated by them,
  - b) the vice-deans of the faculties responsible for international affairs and foreign-language programmes,
  - c) the director of the Directorate of International Relations,
  - d) the director of the Directorate of International Study Programmes,
  - e) the director of the Directorate of Quality Assurance,
  - f) two (2) students designated by the HDÖK in accordance with its statutes,
- (5) The mandate of the chair and members of the Internationalisation Committee – with the exception of the member delegated by the HDÖK – lasts until the end of the position forming the basis of the mandate or until they are recalled by the appointing authority.
- (6) The method of appointment and the duration of the mandate of the member delegated by the HDÖK are determined by its statutes, with the proviso that a student who has not registered for the given term may not be a member of the Committee. In this case, the chair of the HDÖK shall arrange for the delegation of a new member at the request of the chair.
- (7) The chair's work is supported by a deputy appointed by the chair and chosen from among the members, as well as a secretary appointed by the chair from the staff of the Directorate of International Relations.
- (8) The chair may invite any person to the meetings of the Committee with the right of consultation.
- (9) The principal task of the Internationalisation Committee is in particular to give a preliminary opinion on Senate proposals falling within its competence.
- (10) At the request of the Rector, the Internationalisation Committee contributes to the preparation of the international strategy and its related sub-strategies forming part of the institutional development plan, and provides support in preparations for international accreditations.
- (11) The detailed and additional tasks of the Internationalisation Committee are as follows:
  - a) It reviews the announcement of higher education programmes offered for international students.
  - b) It reviews the principles of double/dual degree, multiple degree and joint degree agreements.

- c) It makes proposals regarding the University's participation in international accreditation procedures.
  - d) It makes proposals on international collaborations.
  - e) It makes proposals on the development of internationalisation.
  - f) It reviews the University's accession to international organisations.
  - g) It reviews the regulations of international or internationalisation relevance, as well as proposals for their amendment.
  - h) It reviews and makes proposals on the implementation of international mobility programmes.
  - i) It reviews the international dimensions of the regulations – and their amendments – relating to the establishment of the student counselling system and the Student Feedback on Teaching.
  - j) It reviews the international dimensions of the educational and programme development strategy, and of the related sub-strategies, prepared by the Education Committee.
  - k) It also gives an opinion on any university-level matter falling within the scope of international affairs, including international projects and applications, in respect of which the Senate, the Rector or the Vice-Rector requests its opinion.
- (12) The administrative tasks related to the operation of the Internationalisation Committee shall be carried out by the Directorate of International Relations.
- (13) The rules governing the operation of the Internationalisation Committee are set out in its rules of procedure, which are approved by the Chair of the Senate.

**22. §** [*Finance Committee*]

- (1) The Finance Committee functions as a Senate body, making preparations for decisions, formulating proposals and giving advice in the areas of finance, budget and asset management.
- (2) The Finance Committee is a body under the authority of the Chair of the Senate. The Chair of the Finance Committee reports to the Chair of the Senate.
- (3) The chair of the Finance Committee is the Vice-Rector for Strategy, and its co-chair is the Director General for Financial and Technical Affairs.
- (4) Members of the Finance Committee are:
  - a) the vice-deans of the faculties responsible for financial affairs,
  - b) the Director General for Financial and Technical Affairs,
  - c) the Director of Finance;
  - d) the Director of Maintenance,
  - e) the Chief of Staff to the Rector
  - f) two (2) students designated by the HDÖK in accordance with its statutes,
  - g) one (1) person delegated by the BME Employees' Council.
- (5) The mandate of the chair and members of the Finance Committee – with the exception of the member delegated by the HDÖK – lasts until the end of the position forming the basis of the mandate or until they are recalled by the appointing authority.

- (6) The method of appointment and the duration of the mandate of the member delegated by the HDÖK are determined by the statutes of the University Student Union and the Doctoral Student Union, with the proviso that a student who has not registered for the given term may not be a member of the Committee. In this case, the chair of the HDÖK shall arrange for the delegation of a new member at the request of the chair.
- (7) The chair's work is supported by a deputy chosen from among the members, as well as by a secretary appointed by the chair from among the employees of the Directorate of the Rector's Office.
- (8) The chair may invite any person to the meetings of the Committee with the right of consultation.
- (9) The principal task of the Finance Committee is to give a preliminary opinion on Senate proposals falling within its competence.
- (10) The principal task of the Finance Committee is in particular to review the financial aspects of the Institutional Development Plan and of the sub-strategies serving its implementation.
- (11) The detailed and additional tasks of the Finance Committee are as follows:
  - a) It reviews the regulations relating to financial matters.
  - b) It reviews the budget as well as the report prepared in accordance with accounting regulations.
  - c) It reviews the asset management plan.
  - d) It reviews the University's assumption of the maintainer's rights over a public education institution.
  - e) It reviews the establishment of a business entity by the University, the purchase or transfer of a business interest in a business entity by the University, as well as the acquisition and transfer of shares by the University.
  - f) It reviews the general framework agreement for the provision of higher education services and the agreement for the provision of higher education services concluded by the Maintainer and the ministry responsible for higher education in accordance with the Higher Education Act.
- (12) The administrative tasks related to the operation of the Finance Committee are carried out by the Directorate of the Rector's Office.
- (13) The rules governing the operation of the Finance Committee are set out in its rules of procedure, which are approved by the Chair of the Senate.

### **13. Expert committees supporting the work of the different disciplines**

#### **23. §** [*Expert committees supporting the work of the different disciplines*]

- (1) The expert committees supporting the work of specific disciplines (Section 14. §(3)b)) are as follows:
  - a) University Study Committee,
  - b) University Credit Transfer Committee,
  - c) University Quality Committee,
  - d) Talent Support and Career Guidance Council,

- e) University Students' Scientific Association Council,
- f) University Sports Committee,
- g) University Awards Committee.

**24. §** [*University Study Committee*]

- (1) The University Study Committee is a committee established to carry out university-level coordination tasks related to the management of students' academic and examination matters.
- (2) The task of the University Study Committee is to establish uniform principles and practices in students' academic and examination matters, taking into account faculty-specific characteristics to the necessary extent, and to support the first-instance procedures of the faculty study committees with consistent principles and legal interpretation.
- (3) The University Study Committee is a body under the authority of the Rector. The University Study Committee's chair reports to the Rector.
- (4) The Chair of the University Study Committee is the Vice-Rector for Education.
- (5) Members of the University Study Committee are:
  - a) the vice-deans of the faculties responsible for education and education management,
  - b) the Vice-Rector for International Affairs or an expert designated by them,
  - c) a higher education expert designated by the Vice-Rector for Education,
  - d) the Chief of Staff to the Rector or a legal expert designated by them,
  - e) the Director General for Financial and Technical Affairs, or an expert designated by them,
  - f) the Director of the Academic Services Centre or an expert designated by them,
  - g) the Director of the Student Services Centre or an expert designated by them,
  - h) the chair of the Talent Support and Career Guidance Council or an expert designated by them,
  - i) four (4) students designated by the HDÖK in accordance with its statutes,
- (6) With the exception of the student members, the mandate of the appointed members is valid until revoked.
- (7) The method of appointment and the duration of the mandate of the member delegated by the HDÖK are determined by its statutes, with the proviso that a student who has not registered for the given term may not be a member of the Committee. In this case, the chair of the HDÖK shall arrange for the delegation of a new member at the request of the chair.
- (8) The chair's work is supported by a deputy appointed by the chair and chosen from among the members, as well as a secretary appointed by the chair from the staff of the Directorate of Education.
- (9) The chair may invite any person to the meetings of the Committee with the right of consultation.
- (10) The tasks of the University Study Committee are as follows:
  - a) it carries out university-level coordination related to academic and examination matters.

- b) it reviews the internal regulatory documents falling within its competence;
  - c) it issues positions on the implementation and interpretation of the Studies and Exams Regulation, subject to the consent of the University Student Union and the Doctoral Student Union;
  - d) it supervises and supports the work of the faculty study committees.
- (11) The administrative tasks related to the operation of the University Study Committee are carried out by the Directorate of Education.
  - (12) The rules governing the operation of the University Study Committee are set out in its rules of procedure, which are approved by the Chair of the Senate.
  - (13) The rules relating to the faculty study committees are set out in the Studies and Exams Regulation.

**25. §** [*University Credit Transfer Committee*]

- (1) The University Credit Transfer Committee is a Senate committee established to carry out uniform, university-level coordination tasks related to credit and competence recognition.
- (2) The task of the University Credit Transfer Committee is to establish uniform principles and practices in credit transfer cases, taking into account faculty-specific characteristics to the necessary extent, and to support the first-instance procedures of the faculty credit transfer committees with consistent principles and legal interpretation.
- (3) The University Credit Transfer Committee is a body under the authority of the Rector. The University Credit Transfer Committee's chair reports to the Rector.
- (4) The Chair of the University Credit Transfer Committee is the Vice-Rector for Education.
- (5) Members of the University Credit Transfer Committee are:
  - a) the chairs of the Faculty Credit Transfer Committees;
  - b) one (1) student designated by the HDÖK in accordance with its statutes,
- (6) The method of appointment and the duration of the mandate of the member delegated by the HDÖK are determined by its statutes, with the proviso that a student who has not registered for the given term may not be a member of the Committee. In this case, the chair of the HDÖK shall arrange for the delegation of a new member at the request of the chair.
- (7) The chair's work is supported by a deputy appointed by the chair and chosen from among the members, as well as a secretary appointed by the chair from the staff of the Directorate of Education.
- (8) The chair may invite any person to the meetings of the Committee with the right of consultation.
- (9) The tasks of the University Study Committee are as follows:
  - a) it carries out university-level coordination related to credit transfer and credit recognition matters, and reviews the internal regulatory documents falling within its competence,

- b) it issues positions and guidelines related to credit transfer and credit recognition matters, which the faculty credit transfer committees are obliged to apply;
  - c) it supervises and supports the work of the Faculty Credit Transfer Committee committees.
- (10) The administrative tasks related to the operation of the University Credit Transfer Committee are carried out by the Directorate of Education.
- (11) The rules governing the operation of the University Credit Transfer Committee are set out in its rules of procedure, which are approved by the Chair of the Senate.
- (12) The rules relating to the Faculty Credit Transfer Committee committees are set out in the Studies and Exams Regulation.

**26. §** [*University Quality Committee*]

- (1) The University Quality Committee is part of the University's quality management system responsible for strategic analysis, making preparations for decisions, coordination, as well as supervision and control.
- (2) The University Quality Committee is a body under the competence of the Rector. The University Quality Committee's chair reports to the Rector.
- (3) The chair of the University Quality Committee is the Vice-Rector for Education, and its co-chair is the Director of Quality Assurance.
- (4) Members of the University Quality Committee are:
  - a) quality officers of the faculties,
  - b) representative of the Habilitation Committee and Doctoral Council of the University,
  - c) an expert appointed by the Rector,
  - d) the Chief of Staff to the Rector or a legal expert designated by them,
  - e) four (4) students designated by the HDÖK in accordance with its statutes,
- (5) With the exception of the student members, the mandate of the appointed members is valid until revoked.
- (6) The method of appointment and the duration of the mandate of the member delegated by the HDÖK are determined by its statutes, with the proviso that a student who has not registered for the given term may not be a member of the Committee. In this case, the chair of the HDÖK shall arrange for the delegation of a new member at the request of the chair.
- (7) Anyone invited by the chair or the co-chair may attend the meetings of the University Quality Committee with the right of consultation, as may the Rector, the Vice-Rectors and the voting members of the University Study Committee.
- (8) The work of the chair is supported by a secretary appointed by the chair from among the staff of the Directorate of Quality Assurance.
- (9) The tasks of the University Quality Committee are as follows:
  - a) It reviews the University's quality policy, as well as the quality policy of OMIKK.
  - b) It reviews the implementation of the quality policy and the action plans for implementing the quality objectives.

- c) It reviews the annual quality objectives related to the University's education strategy.
  - d) It reviews the Quality Manual, the Regulation on Student Evaluation of Teaching, and other regulations relevant to quality assurance, as well as proposals for their amendment.
  - e) It reviews the methodology for monitoring quality objectives, as well as university-level quality assessment plans and programmes (audit plan and programme).
  - f) It reviews the report on the achievement of the quality objectives.
  - g) At the request of the Vice-Rector for Education, it gives opinions and otherwise contributes to national and international accreditation procedures.
  - h) It reviews the key performance indicators.
  - i) It reviews the results of quality audits, as well as the proposals for quality improvement measures.
  - j) It makes proposals and reviews quality development.
  - k) It reviews the University's accession to quality assurance organisations.
  - l) It also formulates an opinion on any matter falling within the scope of quality assurance, in respect of which the Vice-Rector for Education requests its opinion.
- (10) The administrative tasks related to the operation of the University Quality Committee are carried out by the Directorate of Quality Assurance.
- (11) The rules governing the operation of the University Quality Committee are set out in its rules of procedure, which are approved by the Chair of the Senate.

**27. §** [*Talent Support and Career Guidance Council*]

- (1) The Talent Support and Career Guidance Council is a committee established to carry out uniform university-level coordination tasks related to talent support and career guidance activities.
- (2) The Talent Support and Career Guidance Council is a body operating under the supervision of the Rector. The chair of the Talent Support and Career Guidance Council reports to the Rector. The Rector exercises their power of supervision through the Vice-Rector for Education.
- (3) The chair of the Talent Support and Career Guidance Council is a person appointed by the Rector.
- (4) The members of the Talent Support and Career Guidance Council are:
  - a) the Vice-Rector for Education,
  - b) one (1) expert designated by each dean,
  - c) the chair of the University Scientific Students' Association Council or an expert designated by them,
  - d) one (1) student designated by the HDÖK in accordance with its statutes,
  - e) one (1) representative of the Community of BME Colleges for Advanced Studies
  - f) the representatives of the University Talent Centres.
- (5) The work of the chair is supported by a deputy and a secretary chosen by the chair from among the members.

- (6) With the exception of the student members, the mandate of the appointed members is valid until revoked.
- (7) The method of appointment and the duration of the mandate of the member delegated by the HDÖK are determined by its statutes, with the proviso that a student who has not registered for the given term may not be a member of the Committee. In this case, the chair of the HDÖK shall arrange for the delegation of a new member at the request of the chair.
- (8) The chair may invite any person to the meetings of the Talent Support and Career Guidance Council with the right of consultation.
- (9) The tasks of the Talent Support and Career Guidance Council are as follows:
  - a) To coordinate the talent support activities carried out at the University.
  - b) To supervise the career guidance and talent support activities directed towards public education and vocational education and training, as well as the related communication.
  - c) To monitor and coordinate the University's talent management development programmes, and to promote best practice.
  - d) To supervise the University's talent support system and the activities of the Talent Centres.
  - e) To provide professional supervision of projects and programmes supporting talent development.
- (10) The Talent Support and Career Guidance Council shall:
  - a) Contribute to the development of the University's strategies aimed at student recruitment, building relations with secondary schools and ensuring broad access.
  - b) Support the development and implementation of the University's alumni organisation development objectives through counselling.
  - c) Carry out regular surveys on the implementation and effectiveness of talent development and career guidance programmes.
  - d) Monitor the university career paths of talented students.
  - e) Establish a network of secondary school teachers in order to strengthen the relationship between the University and public education.
  - f) Organise secondary school visit programmes and university open events, and support their organisation as part of its career guidance activities.
- (11) The administrative tasks related to the operation of the Talent Support and Career Guidance Council shall be carried out by the Directorate of Education.
- (12) The rules governing the operation of the Talent Support and Career Guidance Council are set out in its rules of procedure, which are approved by the Chair of the Senate.

**28. §** [*University Students' Scientific Association Council*]

- (1) The coordination of the Students' Scientific Association activities at the University shall be carried out by the University Scientific Students' Association Council (hereinafter: ETDT).

- (2) The Chair of the ETDT carries out their duties under the supervision of the Vice-Rector for Scientific Affairs.
- (3) The tasks of the ETDT are as follows:
  - a) It prepares the Regulation on Students' Scientific Associations of the University and submits it to the Senate through the Vice-Rector for Scientific Affairs.
  - b) It contributes to the implementation of the University's strategic objectives for talent management.
  - c) It liaises with the National Association for Student Research (hereinafter: OTDT), as well as with its professional committees, and with partner organisations and associations in Hungary and abroad.
  - d) It monitors the implementation of the principles laid down by the OTDT.
  - e) It provides professional guidance to the Faculty Students' Scientific Association Councils, coordinates and integrates their activities, and ensures that uniform criteria are applied in their faculty-level activities.
  - f) It supports the establishment, promotion and utilisation of the publicity of the Students' Scientific Association professional activities.
  - g) It organises Students' Scientific Association conferences at the University.
  - h) It promotes the participation of outstanding Students' Scientific Association activities in national and partner Students' Scientific Association conferences, national and international professional events.
  - i) In the event of hosting National Scientific Students' Conferences, it helps with organisation in cooperation with the OTDT.
  - j) It ensures the deposit of electronic copies of Students' Scientific Association papers in the library.
  - k) With the support of the Directorate of Scientific Affairs, it develops the formal and content elements of the central website for the University's Students' Scientific Association activities and ensures its regular updating.
- (4) The Chair of the ETDT is appointed by the Rector from among the chairs of the Faculty Students' Scientific Association Councils.
- (5) Members of the ETDT are:
  - a) the Vice-Rector for Scientific Affairs, or an expert designated by them,
  - b) the chair of the ETDT,
  - c) the chairs and secretaries of the Faculty Students' Scientific Association Councils,
  - d) two (2) delegates from the HDÖK.
- (6) The method of appointment and the duration of the mandate of the member delegated by the HDÖK are determined by its statutes, with the proviso that a student who has not registered for the given term may not be a member of the Committee. In this case, the chair of the HDÖK shall arrange for the delegation of a new member at the request of the chair.
- (7) The chair may invite any person to the meetings of the ETDT with the right of consultation.
- (8) The Chair of the ETDT reports annually to the Rector on the University Students' Scientific Association activities through the Vice-Rector for Scientific Affairs.

- (9) The administrative tasks related to the operation of the ETDT shall be carried out by the Directorate of Scientific Affairs.
- (10) The regulations on the operation of the University Students' Scientific Association Council and the Faculty Students' Scientific Association Councils, as well as the procedures for the submission and assessment of student research papers are set out in the Regulation on Students' Scientific Associations.

**29. §** [*University Sports Committee*]

- (1) The University Sports Committee is the body that coordinate the University's activities in the field of sport at university level, relating not only to physical education classes as a curricular requirement, but also to the physical and mental health development, regular exercise and recreational sporting activities of the University's staff and students.
- (2) The University Sports Committee is a body under the authority of the Rector. The University Sports Committee's chair reports to the Rector.
- (3) The University Sports Committee is chaired by the Vice-Rector for International Affairs.
- (4) Members of the University Sports Committee are:
  - a) director of the Centre of Physical Education,
  - b) one (1) representative from each organisational unit involved in the University's sporting activities, but in total maximum three (3) persons, an expert appointed by the Rector,
  - c) four (4) students designated by the HDÖK in accordance with its statutes,
- (5) With the exception of the student members, the mandate of the appointed members is valid until revoked.
- (6) The method of appointment and the duration of the mandate of the member delegated by the HDÖK are determined by its statutes, with the proviso that a student who has not registered for the given term may not be a member of the Committee. In this case, the chair of the HDÖK shall arrange for the delegation of a new member at the request of the chair.
- (7) The chair's work is supported by a deputy appointed by the chair and chosen from among the members, as well as a secretary appointed by the chair from the staff of the Directorate of International Relations.
- (8) The chair may invite any person to the meetings of the Committee with the right of consultation.
- (9) The tasks of the University Sports Committee are as follows:
  - a) It reviews the principles relevant to physical education and sport in relation to educational programmes and curricula.
  - b) It reviews the regulations concerning scholarships, awards and honours granted for sporting achievements or for performances that also take sporting achievements into account, and makes proposals for the establishment of such scholarships, awards and honours.
  - c) It makes proposals for awarding prizes and honours to the University's students and staff for sporting achievements, or for performances that also take sporting achievements into account.

- d) It makes proposals for property developments, investments and infrastructure improvements aimed at sports and health preservation, and reviews such initiatives.
  - e) It makes proposals for the organisation of university-level sporting events and reviews such events.
  - f) It makes proposals for cooperation in the field of sport and health preservation with other higher education institutions, national organisations and bodies of higher education, governmental and municipal bodies, corporate partners, civil organisations, particularly sports federations, associations and other institutions, and reviews such incoming inquiries.
  - g) It cooperates with the Director of Human Resources and the Director of the Student Services Centre in developing initiatives for staff and students aimed at health preservation and sporting activities.
  - h) It represents the interests of employees and students in relation to sporting activities.
- (10) The administrative tasks related to the operation of the University Sports Committee shall be carried out by the Directorate of International Relations.
- (11) The rules governing the operation of the University Sports Committee are set out in its rules of procedure, which are approved by the Chair of the Senate.

**30. §** [*University Awards Committee*]

- (1) The University Awards Committee is the body that reviews awards and honours at state and university level and coordinates them across the University.
- (2) The University Awards Committee is a body under the authority of the Rector. The University Awards Committee's chair reports to the Rector.
- (3) The chair of the University Awards Committee is appointed by the Rector.
- (4) The University Awards Committee has minimum five (5) and maximum (9) members, who are appointed by the Rector after consulting the executive employees from the respective fields.
- (5) The chair's work is supported by a deputy appointed by the chair and chosen from among the members, as well as a secretary appointed by the Rector from the staff of the Directorate of the Rector's Office.
- (6) The chair may invite any person to the meetings of the Committee with the right of consultation.
- (7) The tasks of the University Awards Committee are as follows:
  - a) It reviews the award proposals submitted by the organisational units.
  - b) It proposes nominations for state and university awards.
  - c) It reviews the University Awards Regulation and makes proposals for the establishment, discontinuation or amendment of university awards.
- (8) The administrative tasks related to the operation of the University Awards Committee are carried out by the Directorate of the Rector's Office.
- (9) The rules governing the operation of the University Awards Committee are set out in its rules of procedure, which are approved by the Chair of the Senate.

## **14. University-level committees acting in student and employee matters**

### **31. §** [*University-level committees acting in student and employee matters*]

- (1) University-level committees acting in individual student and employee matters (Section 14. §(3)c) are as follows:
  - a) Ethics Committee,
  - b) Student Social Committee,
  - c) Student Disciplinary Committee,
  - d) Student Appeal Committee,
  - e) Student Equal Opportunities Committee,
  - f) Employee Equal Opportunities Committee,
  - g) Employee Social Committee.
- (2) The chair and members of the committees are appointed by the Rector.
- (3) The composition, duties and competences of the committees are set out in the area-specific internal regulatory documents, while the rules of their operation are contained in their Rules of Procedure. The rules of procedure of the committees are adopted by the relevant committee and approved by the approving officer designated in the relevant Rules of Procedure.

## **15. External and internal boards and councils of the University**

### **32. §** [*External and internal boards and councils of the University*]

- (1) The boards and councils supporting the work of the Senate and the Rector are as follows:
  - a) Industrial Advisory Board,
  - b) International Scientific Advisory Board,
  - c) Innovation Council,
  - d) Scientific Council.

### **33. §** [*Industrial Advisory Board*]

- (1) The University's advisory body on industrial strategy and relations is the Industrial Advisory Board.
- (2) The Industrial Advisory Board is a body composed of distinguished experts from the University's industrial environment, which gives advice and opinions on research, development and innovation issues concerning the University.
- (3) The aim of establishing the Industrial Advisory Board is to promote the University's international industrial integration and to help utilise the University's research, development and innovation results, as well as enhance its competitiveness.
- (4) The Industrial Advisory Board consists of seven (7) members. One (1) member of the Industrial Advisory Board is delegated by the Rector, one (1) member is nominated by the Vice-Rector for Research and Innovation, and the remaining members are nominated by the deans of the faculties (1 each) and by the Innovation Council.

- (5) A person nominated as a member of the Industrial Advisory Board shall be a recognised corporate executive or an individual engaged in outstanding development and innovation activities, who is not employed by the University.
- (6) Nominations are made on the basis of a call for nominations issued by the Vice-Rector for Research and Innovation. The call shall allow at least 30 days for the submission of nominations.
- (7) The nomination shall include the candidate's curriculum vitae indicating their title and contact details, together with a brief reasoning – maximum one page – demonstrating their academic recognition.
- (8) The Vice-Rector for Research and Innovation submits the nominations, supplemented with the agreed opinion, to the Rector for decision.
- (9) The Rector decides on the members. The members are appointed by the Rector for a term of three (3) years.
- (10) The position of chair of the Industrial Advisory Board is held by a member designated by the Rector.
- (11) The members of the Industrial Advisory Board are entitled to an honorarium, the amount of which is determined by the Rector.
- (12) The Rector is invited to attend the meetings of the Industrial Advisory Board with the right of consultation.
- (13) The Vice-Rector for Research and Innovation participates in the meetings of the Industrial Advisory Board with the right of consultation.
- (14) The Industrial Advisory Board acts either on an ad hoc request from the Vice-Rector for Research and Innovation concerning the performance of tasks, or on its own initiative as agreed with the Vice-Rector for Research and Innovation. Each member participates personally in the work of the Industrial Advisory Board and supports the performance of its tasks.
- (15) The Industrial Advisory Board provides the University with strategic and operational advice in the field of research, development and innovation, including but not limited to the following tasks:
  - a) it contributes to strengthening the University's corporate relations and enhancing its competitiveness with its advice;
  - b) it formulates recommendations, new measures and breakthrough points on strategic issues concerning the University;
  - c) it contributes to the dissemination of corporate best practices for the benefit of the University's development;
  - d) it attends Senate meetings at the invitation of the Rector;
  - e) it reviews the University's strategic documents when invited to do so;
  - f) it takes part in the evaluation of individual faculties, institutes or groups when invited to do so;
  - g) it adopts a position and gives an opinion on any matter requested by the Rector, through the Vice-Rector for Research and Innovation.
- (16) The administrative tasks related to the operation of the Industrial Advisory Board shall be carried out by the Directorate of Research and Development.

- (17) The rules governing the operation of the Industrial Advisory Board are set out in its rules of procedure, which are approved by the rector.

**34. §** [*International Scientific Advisory Board*]

- (1) The University's advisory body on scientific strategy and relations is the International Scientific Advisory Board.
- (2) The International Scientific Advisory Board is a body composed of scientific experts from the international community, which provides advice and opinions on scientific matters concerning the University.
- (3) The aim of establishing the International Scientific Advisory Board is to strengthen the University's international scientific integration and to contribute to enhancing its scientific achievements, excellence and competitiveness.
- (4) The International Scientific Advisory Board consists of nine (9) members. One (1) member of the Board is delegated by the Rector, one (1) member is nominated by the Vice-Rector for Scientific Affairs, and the remaining members are nominated by the deans of the faculties (1 each) and by the Habilitation Committee and Doctoral Council of the University.
- (5) A person proposed as a member of the International Scientific Advisory Board shall be an internationally recognised expert with outstanding achievements in scientific research or science management, who typically resides abroad and is not employed by the University.
- (6) The International Scientific Advisory Board shall be composed in such a way that, where possible, at least two (2) members represent the fields of mathematics and natural sciences, at least three (3) members represent the engineering sciences, at least one (1) member represents the economic sciences, and one (1) member represents the field of architecture.
- (7) Nominations are made on the basis of a call for nominations issued by the Vice-Rector for Scientific Affairs. The call shall allow at least 30 days for the submission of nominations.
- (8) The nomination shall include the candidate's professional curriculum vitae, indicating their title and contact details, as well as a brief reasoning – maximum one page – demonstrating their scientific standing and recognition.
- (9) The Vice-Rector for Scientific Affairs shall submit the proposals to the Rector for a decision, accompanied by their opinion formulated in consultation with the Chair of the EHBDT.
- (10) The Rector decides on the members. The members are appointed by the Rector for a term of three (3) years.
- (11) The position of chair of the International Scientific Advisory Board is held by a member designated by the Rector.
- (12) The members of the International Scientific Advisory Board may receive an honorarium, the amount of which shall be determined by the Rector.
- (13) The Rector is invited to attend the meetings of the International Scientific Advisory Board with the right of consultation.
- (14) The Vice-Rector for Scientific Affairs participates in the meetings of the International Scientific Advisory Board with the right of consultation.

- (15) The International Scientific Advisory Board acts either on an ad hoc request from the Vice-Rector for Scientific Affairs concerning the performance of tasks, or on its own initiative as agreed with the Vice-Rector for Scientific Affairs. Each member participates personally in the work of the International Scientific Advisory Board and supports the performance of its tasks.
- (16) The International Scientific Advisory Board provides the University with strategic and operational advice in the field of science, including but not limited to the following tasks:
  - a) it contributes to deepening the University's international relations and enhancing its competitiveness with its advice;
  - b) it formulates recommendations, new measures, and breakthrough points regarding strategic issues affecting the University;
  - c) it contributes to the dissemination of international best practices for the development of the University;
  - d) it attends the Senate meetings when invited by the Rector;
  - e) it reviews the University's strategic documents upon request;
  - f) it takes part in the evaluation of individual faculties, institutes or groups upon request;
  - g) it takes a position and expresses an opinion on any matter referred to it by the Rector through the Vice-Rector for Scientific Affairs.
- (17) The administrative tasks related to the operation of the International Scientific Advisory Board shall be carried out by the Directorate of Scientific Affairs.
- (18) The rules governing the operation of the International Scientific Advisory Board are set out in its rules of procedure, which are approved by the rector.

**35. §** [*Innovation Council*]

- (1) The University's advisory body on innovation is the Innovation Council.
- (2) The Innovation Council is a body under the authority of the Chair of the Senate. Its Chair is the Vice-Rector for Research and Innovation, who reports to the Rector.
- (3) The members of the Innovation Council are elected by the Senate upon the Rector's proposal and are appointed by the Rector for a period of three (3) years.
- (4) The Innovation Council shall have minimum eight (8) and at maximum sixteen (16) members. Ex officio members of the Innovation Council are the Director of the Directorate of Research and Development and the Head of BME Innolab Zrt. Further nominations for membership may be made to the Rector by:
  - a) the Vice-Rector for Research and Innovation,
  - b) the Vice-Rector for Scientific Affairs and
  - c) the deans.
- (5) The Rector shall consider the nominations received on the basis of excellence in research, development and innovation, as well as the strategic priorities of the University.
- (6) The chair's work is supported by a deputy chosen from among the members, as well as by a secretary appointed by the chair from among the employees of the Directorate of Research and Development.

- (7) Permanent invitees to the meetings of the Innovation Council, with the right of consultation: the Vice-Rector for Scientific Affairs, and two (2) representatives delegated by the HDÖK.
- (8) The tasks of the Innovation Council are as follows:
  - a) it contributes to the preparation of the research and development strategy forming part of the Institutional Development Plan, as well as the related sub-strategies concerning research, development and innovation, and helps to enhance the effectiveness of innovation activities;
  - b) it analyses the innovation activities of the faculties, and within the framework of the “scouting” process, assists in innovation mining, i.e. the identification of marketable results with appropriate TRLs;
  - c) it coordinates relations between the Directorate of Research and Development, BME Innolab Zrt. and the faculties;
  - d) it makes proposals on a case-by-case basis, as to which RDI results may be included in the sales portfolio of BME Innolab Zrt.;
  - e) it contributes to the development of the research and development performance assessment system;
  - f) it makes proposals to the Rectoral Management Team concerning University-level R&D calls for proposals, and participates in their evaluation;
  - g) it also gives an opinion on any R&D-related issue, University level project or call for proposals, in respect of which the Senate, the Rector or the competent vice-rector requests its opinion.
- (9) The administrative tasks related to the operation of the Innovation Council shall be carried out by the Directorate of Research and Development.
- (10) The rules governing the operation of the Innovation Council are set out in its rules of procedure, which are approved by the Chair of the Senate.

**36. §** [*Scientific Council*]

- (1) The University’s advisory body on scientific matters is the Scientific Council.
- (2) The Scientific Council is a body under the authority of the Chair of the Senate. The Scientific Council’s chair reports to the Rector. The Rector shall exercise their power of supervision through the Vice-Rector for Scientific Affairs.
- (3) The Scientific Council is headed by its Chair.
- (4) The Chair and members of the Scientific Council are elected by the Senate upon the Rector’s proposal and are appointed by the Rector for a period of three (3) years.
- (5) The Scientific Council shall have minimum eight (8) and at maximum sixteen (16) members. The Vice-Rector for Scientific Affairs and the Chair of the EHBDT shall be ex officio members of the Scientific Council. Further nominations for membership may be made to the Rector by:
  - a) the Vice-Rector for Scientific Affairs,
  - b) the Vice-Rector for Research and Innovation,
  - c) the Chair of the Scientific Committee,
  - d) the Chair of the EHBDT,
  - e) the deans.

- (6) The Rector shall consider the nominations on the basis of professional and scientific excellence, the balanced representation of scientific fields and the strategic interests of the University.
- (7) The chair's work is supported by a deputy chosen from among the members, as well as by a secretary appointed by the chair from among the employees of the Directorate of Scientific Affairs.
- (8) Permanent invitees to the meetings of the Scientific Council, with the right of consultation: the Vice-Rector for Research and Innovation, and one (1) representative each delegated by OMIKK and HDÖK.
- (9) The tasks of the Scientific Council are as follows:
  - a) it participates in the preparation of the University's scientific strategy, which forms part of the Institutional Development Plan, including the publication strategy and the sub-strategies related to the scientific strategy;
  - b) it formulates proposals to strengthen the University's international position and its standing in international rankings;
  - c) on the basis of the evaluation of the University's scientific performance, it contributes to the preparation of action plans aimed at implementing the scientific strategy and to the development of measures to enhance the University's scientific performance;
  - d) it participates in the development of the lecturer and scientific researcher career model and the scientific support system within the University;
  - e) it participates in the development of the performance assessment system for lecturers and scientific researchers;
  - f) it participates in formulating proposals concerning the University's scientific image;
  - g) it makes proposals concerning University-level scientific calls for proposals and participates in their evaluation;
  - h) it also gives an opinion on any other matter, University-level research project or call for proposals related to scientific or creative activities, in respect of which the Senate, the Rector or the competent vice-rector requests its opinion.
- (10) The administrative tasks related to the operation of the Scientific Council shall be carried out by the Directorate of Scientific Affairs.
- (11) The rules governing the operation of the Scientific Council are set out in its rules of procedure, which are approved by the Chair of the Senate.

## **16. The University's Executives**

### **37. §** [*General Rules Concerning Leaders*]

- (1) The executive employees of the University are:
  - a) Rector,
  - b) Vice-Rectors:

- ba) Vice-Rector for Research and Innovation,
  - bb) Vice-Rector for International Affairs,
  - bc) Vice Rector for Education,
  - bd) Vice-Rector for Strategy,
  - be) Vice-Rector for Scientific Affairs.
  - c) Deans:
    - ca) Dean of the Faculty of Civil Engineering,
    - cb) Dean of the Faculty of Mechanical Engineering,
    - cc) Dean of the Faculty of Architecture,
    - cd) Dean of the Faculty of Chemical Technology and Biotechnology,
    - ce) Dean of the Faculty of Electrical Engineering and Informatics,
    - cf) Dean of the Faculty of Transportation Engineering and Vehicle Engineering,
    - cg) Dean of the Faculty of Natural Sciences,
    - ch) Dean of the Faculty of Economic and Social Sciences
  - d) Director General for Financial and Technical Affairs.
- (2) Executives who are not classified as executive employees of the University:
- a) Director General of the National Technical Information Centre and Library,
  - b) Vice-deans,
  - c) directors and deputy directors of institutes,
  - d) heads and deputy heads of department,
  - e) heads and deputy heads of research groups and research centres,
  - f) Chief of Staff to the Rector,
  - g) directors and deputy directors,
  - h) heads of the Dean's Offices
  - i) office managers.
- (3) Offices and groups may be established within an organisational unit, which shall be headed by an office manager or a group leader. The group leader shall not be considered an executive.
- (4) Except as provided for in the Employment Requirements System, executive positions at the University shall be filled through an application procedure. The decision to announce such a call for applications, as well as its content, shall be made by the holder of the employer's rights, within the framework defined by the Employment Requirements System. An exception may be made for the Director General for Financial and Technical Affairs, whose appointment and dismissal fall within the competence of the Maintainer.
- (5) Except for the Rector and the Director General for Financial and Technical Affairs, the conditions of employment for the University's executives, the procedure for applications and the detailed rules governing the term and termination of appointments shall be specified in the Employment Requirements System. The conditions of employment, application procedure, term and termination of appointment for the Rector and the Director General for Financial and Technical Affairs shall be determined by the Maintainer.

- (6) Within the framework of these Provisions, executives shall exercise employer's rights in accordance with the provisions of the Employment Requirements System and the internal regulatory documents relating to employment.
- (7) Leaders shall exercise their right to undertake commitments, authorise payments and issue certificates of completion in accordance with the internal regulatory documents governing the procedure for assuming obligations and concluding contracts.
- (8) Each leader is required to designate a deputy with general power for cases of absence or incapacity, preferably from among the employees under their supervision. If, for any reason, such authorisation is not granted, or the designated deputy is also prevented from acting, the deputy shall be appointed by the person exercising the employer's rights over the leader to be substituted.
- (9) The scope of competences of the Rector and the Director General for Financial and Technical Affairs are defined by the University's Founding Charter and, within its framework, by these Provisions. The distribution of competences among the other executives of the University shall be determined by these Provisions.

## **17. Rector**

### **38. § [Rector]**

- (1) The University shall be headed and represented by the Rector, who shall act and make decisions in all matters not assigned by law, the Founding Charter, the SZMSZ or other internal regulatory documents to another person or body.
- (2) The University is headed by the Rector. The Rector is responsible for the lawful, cost-effective and efficient operation of the University.
- (3) The Rector shall be responsible for:
  - a) the preparation of the University's Mission Statement, mission, vision, Institutional Development Plan and, within its scope, the related sub-strategies, development and business plans; for the harmonisation of the general framework agreement for the provision of higher education services, the agreement for the provision of higher education services under the Higher Education Act and the University's strategies; for the implementation and monitoring of such strategies and development plans; and for the performance of the tasks assigned to the University by the Maintainer;
  - b) the establishment of the University's Organisational and Operational Provisions and management framework, including the submission of these Provisions to the Senate;
  - c) developing the University's educational structure and teaching methodology, and ensuring that the University's educational programmes comply with the relevant legislation and the programme and outcome requirements set by the sectoral minister, while maintaining international competitiveness;
  - d) developing systems for student excellence and talent management, particularly the colleges for advanced studies and the Students' Scientific Association activities, as well as the system for academic and research excellence;

- e) developing the University's scientific, research and innovation ecosystem, achieving cutting-edge scientific results, and attaining research outcomes that contribute to scientific and technological progress and to the enhancement of Hungary's competitiveness;
  - f) developing the University's educational, scientific, research, industrial and social relations;
  - g) strengthening the University's international relations, increasing its international educational, scientific, research, development and innovation collaborations, enhancing its global embeddedness and improving its international reputation;
  - h) developing the University's third-mission activities to strengthen its social engagement and relevance;
  - i) developing the student administration and information system, establishing internationally competitive student administration and information platforms;
  - j) organising management and regulatory activities, ensuring that the University's internal regulations comply with statutory requirements, are coherent and enforceable, and that the University's operations conform to domestic and EU data protection legislation; organising and operating data protection and compliance activities;
  - k) organising and operating the University's human resource management activities in line with strategic objectives and overseeing the University's communication activities.
- (4) The Rector shall:
- a) oversee the preparation of the University's Mission Statement, mission, vision, Institutional Development Plan and business plans, and be responsible for submitting them to the Senate and the Maintainer;
  - b) oversee the University's educational, scientific, research, development and innovation, adult education, information and advisory, and talent management activities, as well as activities related to strengthening the social recognition of science and the University's social embeddedness;
  - c) coordinate the University's educational, research-development, innovation, grant-related and other collaborations with other higher education institutions, national organisations and bodies of higher education, governmental and municipal authorities, corporate partners, civil organisations and other institutions;
  - d) oversee the University's human resource planning and management, as well as its strategic legal, regulatory, data protection, compliance and communication activities;
  - e) through the Director General for Financial and Technical Affairs, oversee the operation of the University, and in this context be responsible for the University's economic, financial, controlling, accounting, labour, operational, legal and IT activities, as well as for the University's asset management, including technical, facility utilisation, operational, logistical, service, procurement and public procurement matters;

- f) through the Director General for Financial and Technical Affairs, ensure the conditions necessary for the University's management in order to secure the performance of its tasks by utilising the resources available to the University;
  - g) make proposals for the assumption of maintainer's rights over public education institutions, and be responsible for submitting such proposals to the Senate;
  - h) make proposals concerning the exercise of ownership rights in companies and economic organisations in which the University participates, including the establishment of a business entity by the University, the purchase or transfer of a business interest in a business entity by the University, as well as the acquisition and transfer of shares by the University, and shall be responsible for submitting the related proposal to the Senate;
  - i) oversee the performance of University-level tasks arising from the preparation of the general framework agreement for the provision of higher education services and the agreement for the provision of higher education services under the Higher Education Act, in cooperation with the Maintainer and the ministry responsible for higher education, and be responsible for submitting them to the Senate;
  - j) exercise the University's publishing and distribution rights;
  - k) chair the meetings of the Senate, the Rectoral Management Team and the Management Meeting, and supervise the implementation of Senate decisions;
  - l) maintain strategic relations with the Maintainer;
  - m) liaise with representative bodies, the university student union and the doctoral student union;
- (5) The Rector shall be the University's legal representative and the holder of employer's rights, pursuant to paragraph (6).
- (6) The Rector, with the exception of granting and withdrawing the appointment of the Director General for Financial and Technical Affairs, exercises employer's rights over the employees of the University, and also exercises the rights of Client in case of service contracts. In exercising employer's rights, the Rector shall take into account the Senate's ranking and opinion in relation to the appointment of vice-rectors and the faculty council's ranking and opinion in relation to the appointment of deans.
- (7) The Rector exercises the right to undertake financial and legal commitments on behalf of the University.
- (8) As a general rule, the Rector may delegate their power of representation, employer's rights and power to undertake commitments, within the scope defined in internal regulatory documents or by specific authorisation, to a vice-rector, a dean or another employee of the University. The person exercising delegated competence may not further delegate that competence.
- (9) The Rector shall be appointed for a term of up to 5 years by the President of the Republic of Hungary. The same person may be appointed as Rector for no more than two (2) terms in total, regardless of the term of office. The Rector may be dismissed by the President of the Republic.
- (10) With the exception of appointment and dismissal, the employer's rights over the Rector are exercised by the Maintainer.

- (11) The Rector reports to the Maintainer. The detailed duties and scope of competences of the Rector shall be set out in the Rector's job description, prepared within the framework of the Founding Charter and these Provisions.
- (12) The Rector is an executive employee.
- (13) In the event of the Rector's absence or incapacity for a period not exceeding 30 days, the right of substitution shall be exercised by the vice-rectors in the following order:
  - a) the Vice-Rector for Research and Innovation; if prevented, then
  - b) the Vice-Rector for Education; if prevented, then
  - c) the Vice-Rector for Scientific Affairs; if prevented, then
  - d) the Vice-Rector for International Affairs; if prevented, then
  - e) the Vice-Rector for Strategy.
- (14) If the Rector is prevented from performing their duties for more than 30 days, in case of conflict of interest, or a vacancy in the office of Rector, the vice-rector designated by the Maintainer shall be entitled to act as the Rector's substitute, serving as the head of the University and the Senate, and the employer's rights over the vice-rector shall be exercised by the Maintainer.
- (15) The Vice-Rector, acting under substitution powers, shall serve as the head of the University and Chair of the Senate.
- (16) The Rector shall regularly inform the Senate of the implementation of Senate Decisions, report on decisions taken under competence delegated by the Senate and other significant measures, and explain the reasons for any actions taken that deviate from the Senate's proposals or opinions.
- (17) In the exercise of their duties and competences, the Rector shall have the right to issue instructions and take measures, but may not instruct the Senate, its committees, other University bodies, faculty councils and bodies or their members in such capacities, nor any representative bodies, when they are exercising their decision-making or consultative powers.
- (18) The Rector may establish ad hoc committees in connection with the performance of statutory duties, and without prejudice to the powers of the Senate and its committees.
- (19) The Rector may be assisted in the performance of tasks of special significance by Rector's Commissioners or Senior Advisers, who report directly to the Rector.

## **18. Vice-Rectors:**

### **39. §** [*Vice-Rectors*]

- (1) The Rector shall be assisted by five (5) Vice-Rectors who pursue independent and proactive professional activities in ensuring and continuously developing the effective and efficient performance of educational, scientific, research-development, innovation, international and strategic activities within the framework of the Institutional Development Plan and its sub-strategies.
- (2) The University has the following Vice-Rectors:
  - a) Vice-Rector for Research and Innovation,
  - b) Vice-Rector for International Affairs,

- c) Vice-Rector for Education,
  - d) Vice-Rector for Strategy,
  - e) Vice-Rector for Scientific Affairs.
- (3) General tasks of the Vice-Rectors:
- a) To direct the preparation of the University's strategy (Institutional Development Plan and sub-strategies) falling within their competence, submit it to the Rectoral Management Team and the Senate, coordinate its implementation at university level and across the faculties, and make proposals for the organisational structure required to implement the strategy.
  - b) To develop action plans and introduce systems of instruments to achieve the University's strategy within their competence, oversee the implementation of strategic decisions at university level, coordinate cooperation between faculties and evaluate outcomes.
  - c) To participate in the preparation of the business plan.
  - d) To participate in the development of the human resources strategy supporting the achievement of strategic objectives and supervise the implementation thereof.
  - e) To contribute to the development and introduction of actions, regulations and instruments ensuring the implementation of the academic human resources strategy.
  - f) To contribute to the development of the lecturer and scientific researcher career model and performance management system, and coordinate the adoption of international best practices.
  - g) To evaluate the activities of domestic and international higher education institutions, conduct competitor analyses, and, if necessary, develop action plans.
  - h) To direct the work of the organisational units performing tasks within their competence through their respective directors and manage the organisational units directly assigned to them.
  - i) To be responsible for planning the budget of the directorates they oversee and make proposals regarding the budgets of the organisational units performing tasks within their competence, and direct the execution of these budgets.
  - j) To be responsible for human resources planning related to the organisational units they oversee. To be responsible for implementing the human resources management plan of the directorates they oversee.
  - k) To chair the bodies defined in the SZMR and other internal regulatory documents, and fulfil their membership duties therein.
  - l) To prepare professional materials for higher education or other relevant sectoral authorities and for the Hungarian Rectors' Conference.
  - m) To manage the annual professional review of internal regulatory documents falling within their competence, be responsible for their submission to the Senate and the Rectoral Management Team, and for the implementation of measures required for their introduction.

- n) To ensure, within their respective scope of competences, the prior professional review of proposals submitted to the Senate and the Rectoral Management Team upon the request of the Chief of Staff to the Rector.
  - o) To maintain, within their respective scope of competences, relations with the Maintainer, the relevant sectoral authorities, national organisations and bodies of higher education, professional organisations, higher education institutions, governmental and municipal bodies, corporate partners, civil organisations, other institutions, and other partners of the University.
  - p) To act, within their respective scope of competences, as representatives of the University in matters delegated to them by the Rector.
  - q) To act as general substitutes for the Rector as defined in the SZMR.
  - r) To substitute for the Rector, upon the Rector's request, at university and external professional events, as well as in protocol activities falling within their respective scope of competences.
  - s) To perform all other duties assigned to their scope of duties by the Rector or by internal regulatory documents.
- (4) The Vice-Rector shall exercise employer's rights in respect of the employees of the organisational units under their supervision as defined in the Employment Requirements System and in internal regulatory documents related to employment. However, the Rector retains the power of approval concerning the establishment and termination of employment, remuneration and performance assessment, as well as disciplinary and compensation matters for employees for whom the Vice-Rector's shall have employer's right. This does not preclude the director reporting to the Vice-Rector from exercising managerial authority over the employees of the directorate concerned.
  - (5) The Vice-Rector shall have power of representation and power to undertake commitments. The Vice-Rector's power to undertake commitments is set out in the internal regulatory documents on the rules of procedure for undertaking commitments and concluding contracts. The Vice-Rector's power to sign, issue or authorise official documents shall extend to documents received by or prepared by the employees of, the organisational unit under their supervision. This does not preclude the heads of such organisational units reporting to the Vice-Rector from having the power to undertake commitments and the power to issue official documents in respect of the units they manage.
  - (6) The Vice-Rector shall perform their duties in close cooperation with the deans of the faculties.
  - (7) The Vice-Rector is an executive employee.
  - (8) The Vice-Rector shall be appointed and dismissed by the Rector, with the approval of the Maintainer being required for both appointment and dismissal.
  - (9) The Vice-Rector shall be appointed for a term of up to 5 years by the Rector. The same person may be appointed as Vice-Rector more than once.
  - (10) The employer's rights over the Vice-Rector shall be exercised by the Rector.
  - (11) The Vice-Rector reports to the Rector. The detailed duties and scope of competences of the Vice-Rector shall be set out in their job description, prepared within the framework of these Provisions.

- (12) The Vice-Rectors shall substitute for one another in the following order:
- a) the Vice-Rector for International Affairs shall be substituted by the Vice-Rector for Scientific Affairs;
  - b) the Vice-Rector for Education shall be substituted by the Vice-Rector for Strategy;
  - c) the Vice-Rector for Research and Innovation shall be substituted by the Vice-Rector for Scientific Affairs;
  - d) the Vice-Rector for Scientific Affairs shall be substituted by the Vice-Rector for Research and Innovation;
  - e) the Vice-Rector for Strategy shall be substituted by the Vice-Rector for Education.
- (13) If substitution under paragraph (12) is not possible, the Vice-Rector shall be substituted by the Chief of Staff to the Rector.
- (14) In the exercise of their duties and powers, the Vice-Rector may not instruct the Senate, its committees, other University bodies, faculty councils and bodies or their members in such capacities, nor any representative bodies, when they are exercising their decision-making or consultative powers.

**40. §** [*Vice-Rector for Research and Innovation*]

- (1) The scope of competences of the Vice-Rector for Research and Innovation shall extend to the University's basic and applied research, development and innovation activities, to the University's RDI grant applications, as well as to excellence grants related to doctoral programmes.
- (2) The Vice-Rector for Research and Innovation shall:
  - a) oversee the development and preparation of the University's research, development and innovation strategy, be responsible for submitting it to the Rectoral Management Team and the Senate, and oversee the continuous monitoring of its implementation; also participate in the elaboration of the scientific strategy;
  - b) oversee the development of action plans for the implementation of the research, development and innovation strategy, introduce the necessary measures for their execution, and supervise their implementation;
  - c) determine, with the involvement of the Vice-Rector for Scientific Affairs, the University-level framework for research cooperation with domestic partners, and with the involvement of the Vice-Rector for International Affairs, the framework for research collaboration with international universities and research groups;
  - d) determine, with the involvement of the Vice-Rector for International Affairs, the University-level framework for international research grant activities;
  - e) oversee the University's research management and innovation activities, including the formulation of the conditions necessary for the implementation and operation of research activities by coordinating the needs arising at the faculties and the available opportunities;

- f) define the University-level framework for research and development activities not based on grant funding;
  - g) supervise, jointly with the Vice-Rector for International Affairs, the University's domestic and international activities related to research collaborations, research grant applications, and research and development projects not based on grants;
  - h) oversee and organise tasks related to the University's EKÖP (EKÖP–ÚNKP, EKÖP–KDP) and DKÖP projects, as well as other excellence grants associated with doctoral programmes;
  - i) announce and evaluate university (non-international) grant applications, organise, coordinate and record the publicity of national grant applications, as well as scientific and research scholarships;
  - j) coordinate the University's research, development and innovation cooperation with higher education institutions, national and international organisations and bodies within higher education, governmental agencies, corporate partners, civil organisations and other institutions;
  - k) oversee the recording, reporting and analysis of data within their competence and be authorised to process personal data within their scope of competences;
  - l) be responsible for the content management of the web pages under their scope of competences and for shaping the University's scientific image, in cooperation with the Director of Communications;
  - m) oversee the planning and organisation of national, international and University-level research, development and innovation conferences and symposia, and be responsible for coordinating faculty-level research, development and innovation conferences;
  - n) manage the Directorate of Research and Development;
  - o) supervise the activities of BME InnoLab Zrt., a company established under the Higher Education Act for carrying out research, development and innovation activities;
  - p) be responsible for the operation of the Research and Innovation Committee, the Industrial Advisory Board and the Innovation Council.
- (3) The administrative background necessary for the Vice-Rector for Research and Innovation to perform their duties is provided by the Directorate of Research and Development.

**41. §** [*Vice-Rector for International Affairs*]

- (1) The scope of competences of the Vice-Rector for International Affairs extends to the University's international activities and relations, as well as to international accreditations.
- (2) The Vice-Rector for International Affairs shall:
  - a) oversee the development and preparation of the University's international strategy, including the establishment and preparation of the cooperation strategy with Hungarian institutions beyond the borders and with foreign partner and sister universities, in collaboration with the other Vice-Rectors; be responsible for submitting the strategy to the Rectoral Management Team and the Senate, and oversee the continuous monitoring of its implementation;

- b) oversee the development of action plans serving the implementation of the international strategy and supervise their execution;
- c) oversee the development and preparation of the strategy concerning educational programmes announced in foreign languages for international students within the institutional admission procedure (hereinafter referred to in this paragraph as international programmes), including state-funded and internally developed scholarship schemes for foreign students, submit them to the Senate and oversee their continuous implementation;
- d) oversee the organisation of international programmes and, through coordinating faculty needs and available opportunities, ensure the conditions necessary for their effective implementation and operation;
- e) coordinate interfaculty educational activities relating to international programmes;
- f) oversee the University's admissions activities for international programmes and be responsible for the operation and development of the applied admissions system;
- g) organise the University's representation in international higher education networks, professional organisations and cooperation programmes, and be responsible for related administrative tasks, maintaining an up-to-date register of the University's memberships in international organisations;
- h) determine the principles to be applied in establishing the University's international educational relations, monitor their implementation, and be responsible for the University-level coordination and development of international cooperation with university alliances, foreign higher education institutions, international organisations and bodies of higher education, governmental agencies, corporate partners, civil organisations and other institutions;
- i) coordinate the handling of enquiries received from foreign universities and other partner institutions and monitor their outcomes;
- j) be responsible for identifying and managing opportunities for cooperation with institutions and bodies of the European Union;
- k) oversee the continuous monitoring and evaluation of cooperation with Hungarian institutions beyond the borders and with foreign sister and partner universities, present the results to the University's leadership, oversee the preparation of necessary measures, and supervise their implementation;
- l) oversee the organisation and delivery of programmes for foreign students and of the University's educational activities conducted outside Hungary, and be responsible for the quality assurance of such programmes;
- m) oversee activities related to international and foreign student scholarship programmes (e.g. Erasmus+, Credit Mobility, Stipendium Hungaricum) and other mobility programmes, as well as the reporting to the relevant funding bodies; furthermore, oversee the organisation and administration of student, lecturer and staff mobility programmes and ensure their professional and administrative compliance;

- n) oversee, with the involvement of the Vice-Rector for Education, the University's international accreditation activities, and participate in domestic accreditation procedures at the request of the Vice-Rector for Education;
  - o) organise the University's international alumni programme, taking into account the University's alumni strategy managed by the Vice-Rector for Scientific Affairs;
  - p) oversee the organisation of the reception of foreign delegations, ensuring the preparation of professional programmes, the availability of protocol and technical conditions, and the appropriate media coverage;
  - q) oversee the provision of professional background materials, data and information to colleagues participating in official trips abroad, and organise the adequate preparations in terms of cultural aspects and security;
  - r) in cooperation with the Vice-Rector for Education, oversee the organisation of the involvement of visiting foreign professors in educational programmes in Hungary;
  - s) be responsible for identifying international grant funding opportunities and informing the competent Vice-Rector thereof;
  - t) oversee the University's activities in the field of sport;
  - u) assist in the organisation of international conferences and symposia at the request of the Vice-Rector for Scientific Affairs or the Vice-Rector for Research and Innovation;
  - v) oversee the recording, reporting and analysis of data within their competence and be authorised to process personal data within their scope of competences;
  - w) be responsible for the content management of the web pages under their scope of competences and for shaping the University's international image, in cooperation with the Director of Communications;
  - x) manage the Directorate of International Relations and the Directorate of International Study Programmes.
- (3) The administrative background required for the Vice-Rector for International Affairs to perform their duties is provided by the Directorate of International Relations and the Directorate of International Study Programmes.

**42. §** [*Vice Rector for Education*]

- (1) The scope of competences of the Vice-Rector for Education includes the University's educational, programme development, educational quality assurance and educational administration activities.
- (2) The Vice-Rector for Education shall:
  - a) oversee the development and preparation of the educational and programme development strategy and the sub-strategies related to education and programme development, including the teaching methodology strategy; be responsible for their submission to the Rectoral Management Team and the Senate; and oversee the continuous monitoring of their implementation;
  - b) oversee the development of action plans for the implementation of the educational and programme development strategy and its related sub-strategies, and supervise their execution;

- c) oversee the development of the University's Quality Policy, be responsible for its submission to the Rectoral Management Team and the Senate, oversee the elaboration of the annual quality objectives, be responsible for their submission to the Rectoral Management Team, oversee their implementation and continuous monitoring, as well as the preparation of the report on the achievement of the quality objectives;
- d) with the exception of international programmes, oversee the University's education management activities, and, through coordinating faculty needs and available opportunities, be responsible for defining the conditions necessary for the effective implementation and operation of educational activities;
- e) coordinate interfaculty domestic educational activities;
- f) define the University-level framework for educational cooperation with domestic higher education institutions, be responsible for coordinating such cooperation and identify new opportunities for educational collaboration;
- g) coordinate the University's educational cooperation with higher education institutions, national organisations and bodies of higher education, governmental and municipal agencies, corporate partners, civil organisations and other institutions;
- h) in line with the University's educational strategy, define the professional framework and directions for programme development, supervise the establishment and launching of degree programmes, and the review and development of educational programmes and curricula;
- i) oversee the University's domestic accreditation activities, and, at the request of the Vice-Rector for International Affairs, participate in international accreditation procedures;
- j) oversee the operation of the University's admissions system and the domestic admissions process; in this context, review faculty proposals concerning the announcement and suspension of educational programmes, the establishment and launch of completion of part of a programme, and submit the list of programmes to be announced to the Rectoral Management Team;
- k) oversee educational administration and academic administrative processes;
- l) oversee educational authority procedures;
- m) oversee the University's career guidance activities;
- n) oversee the development and organisation of career support services, as well as the development and organisation of services related to learning support, career planning and mental health support provided for students;
- o) oversee the operation and development of the unified Study Administration System (Neptun);
- p) oversee the recording, reporting and analysis of data within their competence and be authorised to process personal data within their scope of competences;
- q) oversee the compilation, management, evaluation and analysis of educational data assets, including student feedback and graduate career tracking results, present the findings to the University's leadership, and develop and supervise the implementation of measures aimed at strengthening the University's positioning;

- r) oversee the evaluation of national higher education rankings, summarise the resulting conclusions and, where necessary, develop and supervise the implementation of action plans;
  - s) be responsible for the content management of the web pages under their scope of competences and for overseeing campaigns related to student enrolment, in cooperation with the Director of Communications;
  - t) oversee the Directorate of Education and the Directorate of Quality Assurance;
  - u) oversee the University's Academic Services Centre and the Student Services Centre;
  - v) provide professional supervision of talent management activities in cooperation with the Talent Support and Career Guidance Council;
  - w) supervise the student enrolment and admissions activities of the faculties;
  - x) supervise the education management activities of the faculties, including online learning (E-learning) activities;
  - y) supervise the academic activities of colleges for advanced studies and other student scientific groups, with due respect for the autonomy of student communities;
  - z) be responsible for maintaining relations with the University Student Union and the Doctoral Student Union, and, upon the request of the Chief of Staff to the Rector, participate in the compliance review of the University Student Union and Doctoral Student Union.
- (3) The administrative background necessary for the Vice-Rector for Education to perform their duties is provided by the Directorate of Education and the Directorate of Quality Assurance.

**43. §** [*Vice-Rector for Strategy*]

- (1) The scope of competences of the Vice-Rector for Strategy extends primarily to the monitoring and analysis of the University's internal processes from an academic perspective, the development of internal processes that effectively support academic activities, the establishment of internal links and smooth information flow between academic and service functions, and the representation of academic considerations in the development of the University's budget and funding framework.
- (2) The Vice-Rector for Strategy shall:
  - a) develop the monitoring system for the indicators defined within the "General Framework Agreement for the Provision of Higher Education Services" and the "Agreement for the Provision of Higher Education Services" (hereinafter referred to as funding indicators);
  - b) supervise and continuously monitor the fulfilment of the funding indicators;
  - c) coordinate the preparation of the Institutional Development Plan;
  - d) make proposals for the faculty aggregate amounts within the budget, as well as for the key figures influencing the indicators set out in the general framework agreement for the provision of higher education services and the agreement for the provision of higher education services;

- e) contribute, from an academic perspective, to the formulation of proposals for the creation, interconnection and development of internal databases;
  - f) coordinate interfaculty consultations on matters related to University operations and financial management;
  - g) in cooperation with the Deans, coordinate the development and enhancement of the lecturer-researcher performance management system from an academic perspective, including the adoption of international best practices;
  - h) coordinate the University's general, strategic cooperation with higher education institutions, national organisations and bodies of higher education, governmental and municipal agencies, corporate partners, civil organisations and other institutions;
  - i) oversee the recording, reporting and analysis of data within their scope of competences, and be authorised to process personal data within their scope of competences.
- (3) The Vice-Rector for Strategy shall perform their duties in close cooperation with the Director General for Financial and Technical Affairs.
- (4) The administrative background necessary for the Vice-Rector for Strategy to perform their duties is provided by the Directorate of the Rector's Office.

**44. §** [*Vice-Rector for Scientific Affairs*]

- (1) The scope of competences of the Vice-Rector for Scientific Affairs shall cover the University's scientific activities.
- (2) The Vice-Rector for Scientific Affairs shall:
- a) oversee the development and preparation of the University's scientific strategy, be responsible for submitting it to the Rectoral Management Team and the Senate, and oversee the continuous monitoring of its implementation;
  - b) oversee the development of action plans for the implementation of the scientific strategy, including the introduction of measures to promote scientific and publication activities, and supervise their execution;
  - c) oversee the development of the strategy concerning doctoral programmes, in cooperation with the EHBDT;
  - d) oversee the University's science management activities, including the formulation of the conditions necessary for the implementation and operation of scientific activities by coordinating the needs arising at the faculties and the available opportunities;
  - e) coordinate the University's scientific cooperation with higher education institutions, international organisations and bodies of higher education, governmental and municipal agencies, corporate partners, civil organisations and other institutions;
  - f) with the involvement of the Vice-Rector for International Affairs, define the University-level framework for scientific cooperation with international scientific workshops, be responsible for coordinating such cooperation, and identify new opportunities for scientific collaboration;

- g) define the University-level framework for scientific cooperation with domestic inter-university and scientific workshops, be responsible for coordinating such cooperation, and identify new opportunities for scientific collaboration;
  - h) oversee relations with domestic research institutes with the involvement of the Vice-Rector for Research and Innovation;
  - i) oversee university-level Students' Scientific Association activities and programmes, and supervise the operation of the bodies active in this field;
  - j) coordinate the University's science promotion activities, oversee the development of university-level science promotion programmes and be responsible for their maintenance, and supervise related faculty activities;
  - k) organise university-level alumni activities and oversee their operation; oversee the maintenance and continuous development of the alumni network and the organisational unit providing alumni services, and supervise faculty alumni activities;
  - l) oversee the continuous monitoring, analysis and evaluation of national and international higher education rankings, present the results to the leadership, oversee the development of measures for improving the University's positioning, and supervise their implementation;
  - m) oversee the recording, reporting and analysis of data within their competence and be authorised to process personal data within their scope of competences;
  - n) be responsible for the content management of the web pages under their scope of competences and for shaping the University's scientific image, in cooperation with the Director of Communications;
  - o) oversee the planning and organisation of national, international and university-level scientific conferences and symposia organised by the University or with its participation, and be responsible for coordinating faculty-level scientific conferences;
  - p) manage the Directorate of Scientific Affairs and supervise the activities of OMIKK;
  - q) oversee the development of the University's scientific publication tools (journals, specialist books, software, databases, MTMT, Open Science, etc.);
  - r) manage the portfolio of journals and publications associated with the University;
  - s) be responsible for the operation of the Scientific Committee, the International Scientific Advisory Board, and the Scientific Council;
  - t) supervise, under competence delegated by the Rector, doctoral programmes, the doctoral degree award procedures and the habilitation procedures
- (3) The administrative background necessary for the Vice-Rector for Scientific Affairs to perform their duties is provided by the Directorate of Scientific Affairs.

## 19. Dean

### 45. § [Dean]

- (1) In implementing the Institutional Development Plan and its sub-strategies, the Rector shall be assisted by Deans who carry out independent and proactive

professional activities in planning the educational, scientific, research-development, innovation, international and strategic activities of the faculties, in planning their respective faculty budgets, the inter-faculty educational and RDI activities, as well as in directing and continuously developing the efficient and effective operation of their faculties.

(2) The faculty is headed by the Dean. The Dean's scope of competences shall include the educational, scientific, research-development, innovation, international relations, financial management and human resources activities of the faculty.

(3) The Dean shall:

- a) represent the faculty's educational, scientific, research-development, innovation, human resources and financial management interests in the preparation of the Institutional Development Plan, its subsidiary strategies and other strategic documents and action plans;
- b) represent the faculty's educational, scientific, research-development, innovation, human resources and financial management interests in the preparation of the University's budget and business plan;
- c) represent the faculty's interests in the establishment and development of the lecturer and scientific researcher career model and the performance management system for lecturers and researchers;
- d) implement the provisions of the University's Institutional Development Plan, business plan and other strategic documents at faculty level, ensure that the faculty's educational, scientific, research and innovation activities meet professional standards;
- e) within the framework of these Provisions, develop the Organisational and Operational Provisions and management framework of the faculty, and submit related proposals to the Rectoral Management Team, the Senate, the Faculty Council and other bodies vested with the power of consultation defined in the faculty's internal regulations;
- f) within the framework of the Institutional Development Plan and the University's educational strategy, establish a high-quality, coherent and economically efficient faculty programme structure, ensure the continuous development of the teaching methodology, and that the faculty's programmes comply with the relevant legislation and the programme and outcome requirements defined by the sectoral minister, while remaining internationally competitive; in this context, submit proposals for establishing and launching study programmes, educational programmes and curricula to the Rectoral Management Team, the Senate, the Faculty Council and other bodies vested with the power of consultation defined in faculty regulations;
- g) within the framework of the Institutional Development Plan and the University's scientific and publication strategies, shape the scientific profile of the faculty, develop its scientific activities, coordinate the research activities and development initiatives of institutes and departments – including scientific collaborations and events – ensure cost-effective implementation, achieve cutting-edge scientific results and contribute to scientific and technological advancement and Hungary's competitiveness;

- h) within the framework of the Institutional Development Plan and the University's research-development and innovation strategy, establish the faculty's RDI ecosystem, improve performance in this field, develop industry relations and achieve faculty RDI results that enhance Hungary's competitiveness;
  - i) within the framework of the Institutional Development Plan and the University's international strategy, increase the faculty's international embeddedness and the number and intensity of its international relations, particularly through the development of double/dual degree, multiple degree, joint degree programmes, international publications co-authored by lecturers, researchers and doctoral students, implement joint international research and development projects, and establish memberships in international professional organisations;
  - j) develop the faculty's educational, scientific, research, industrial and social relations;
  - k) organise, oversee and implement the faculty-level tasks defined under the University's third mission activities;
  - l) develop the faculty's administrative and information systems and establish internationally competitive student administration and information platforms;
  - m) organise the faculty's administrative and regulatory activities, and ensure that the internal regulatory documents of the faculty comply with University-level regulations and remain up to date;
  - n) ensure the legality, cost-effectiveness and efficiency of the faculty's operations, particularly in education, scientific research, research-development, innovation, academic administration and student advisory services;
  - o) be responsible for faculty-level human resources planning and management;
  - p) implement the faculty's budget, ensure lawful and efficient financial management and oversee the faculty's financial operations;
  - q) maintain and develop the faculty's alumni relations.
- (4) The Dean shall exercise their powers within the competences delegated by the Rector.
- (5) The Dean shall:
- a) participate in the preparation of the University's Institutional Development Plan, its sub-strategies and other strategic documents;
  - b) contribute to the preparation of the University's budget through proposals regarding the faculty budget and the inter-faculty allocation mechanism, and participate in the preparation of the University's business plan;
  - c) oversee human resources planning and the implementation of the approved HR plan within the faculty;
  - d) contribute to the establishment and development of the lecturer and scientific researcher career model and performance management system, as well as the performance management system for non-lecturer-researcher staff;
  - e) oversee the operation of the performance management system, including setting individual and group performance targets;

- f) in line with the University's Institutional Development Plan, determine the human resource needs necessary for the faculty's educational, scientific, innovation, artistic and research activities, and prepare plans for ensuring the replacement and succession of lecturer and researcher staff;
  - g) develop faculty-level action plans to achieve the University's strategic objectives, implement the necessary mechanisms, direct the implementation of strategic decisions at faculty level, coordinate cooperation between institutes and departments and evaluate results;
  - h) oversee the work of organisational units belonging to the faculty through their heads, and directly manage units reporting to them;
  - i) manage the use of the faculty's budget allocation as defined in the University's budget;
  - j) make proposals for the establishment and launch of new study programmes, the modification of educational programmes and curricula, and the range of programmes to be announced;
  - k) oversee the faculty's educational, scientific, research-development, innovation, artistic, adult education, information, counselling and talent management activities, as well as remedial education programmes;
  - l) coordinate the faculty's educational, research-development, innovation, grant-related and other collaborations with other higher education institutions, governmental and municipal authorities, corporate partners, civil organisations and other institutions;
  - m) award faculty honours and propose candidates for national or University-level honours on behalf of the faculty;
  - n) chair meetings of the Faculty Council, the Dean's Council/meeting, the heads of department meetings, and other forums defined in the faculty's internal regulations, and supervise the implementation of Faculty Council decisions;
  - o) oversee the work of bodies defined in the University's SZMR and other internal regulatory documents, and perform membership duties therein;
  - p) represent the faculty before University, faculty and other external forums;
  - q) liaise with the University Student Unions at the faculty.
- (6) The Dean shall represent the faculty within the competences delegated by the Rector.
- (7) In accordance with the Employment Requirements System and related internal regulations, the Dean shall exercise employer's rights over the employees of the faculty under their supervision. This does not preclude the executive reporting to the Dean from exercising managerial authority over the employees of the organisational unit concerned.
- (8) The Dean shall have power of representation and power to undertake commitments. The Dean's power to undertake commitments is set out in the internal regulatory documents on the rules of procedure for undertaking commitments and concluding contracts. The Dean's power to sign, issue or authorise official documents shall extend to documents received or prepared by the staff of the faculty under their supervision. This does not preclude the heads of such organisational units reporting to the Dean from having the power to undertake

- commitments and the power to issue official documents in respect of the units they manage.
- (9) The Dean shall perform their duties in close cooperation with the Rector and the Vice-Rectors.
  - (10) The Dean is an executive employee.
  - (11) The Dean shall be appointed for a term of up to five (5) years by the Rector. The same person may be appointed as Dean for no more than two (2) terms in total, regardless of the term of office.
  - (12) The employer's rights over the Dean shall be exercised by the Rector.
  - (13) The Dean reports to the Rector. The detailed duties and scope of competences of the Dean shall be set out in their job description, prepared within the framework of these Provisions.
  - (14) In the event of the Dean's absence or incapacity for a period not exceeding 30 days, the right of substitution shall be exercised by the vice-dean designated by them.
  - (15) In the event of the Dean's absence or incapacity exceeding 30 days, conflict of interest or vacancy of the Dean's post, the Rector shall appoint an Acting Dean.
  - (16) The person acting in under substitution powers shall perform the duties of the head of the faculty and the chair of the Faculty Council.
  - (17) The Dean shall regularly inform the Faculty Council and the body comprising the heads of the faculty's organisational unit (e.g. the Dean's Council and the Heads of Department meeting) about the implementation of faculty decisions, measures taken under delegated competence, other significant measures, and the reasoning behind any decisions taken in deviation from the Faculty Council's proposals or opinions. The Dean shall also regularly inform them of the agenda items of the Senate and the Management Meeting.
  - (18) In the exercise of their duties and powers, the Dean may not instruct the Senate, its committees, other University bodies, faculty councils and bodies or their members in such capacities, nor any representative bodies, when they are exercising their decision-making or consultative powers.
  - (19) The Rector may establish ad hoc committees in connection with the performance of statutory duties, and without prejudice to the powers of the Senate and its committees, the Faculty Council and its committees.

## **20. Vice-Dean, Head of the Dean's Office**

### **46. §** [*Vice-Dean Head of the Dean's Office*]

- (1) The Dean is assisted in their work by Vice-Deans and by the Head of the Dean's Office under their direct supervision.
- (2) In the event of the Dean's absence or incapacity, the Vice-Dean designated by the Dean shall act as their substitute.
- (3) The duties and scope of competences of the Vice-Deans and the Head of the Dean's Office, the manner in which these competences are exercised, and the related rules of responsibility – including the division of tasks among the Vice-Deans – shall be defined in the faculty's internal regulatory documents.

## **21. Institute Director, Head of Department, Head of Research Group and Head of Research Centre**

**47. §** [*Institute Director, Head of Department, Head of Research Group and Head of Research Centre*]

- (1) The Institute Director shall have the following duties and scope of competences in particular:
  - a) representing the Institute;
  - b) overseeing and supervising the work of the Heads of Departments; and
  - c) exercising all powers and fulfilling all obligations assigned to their duties and scope of competences by internal regulatory documents.
- (2) The Head of Department and the Head of Research Centre shall have the following duties and scope of competences in particular:
  - a) representing the Department or the Research Centre;
  - b) informing, managing and supervising the staff employed in the Department or Research Centre;
  - c) coordinating and directing the educational activities and scientific research carried out within the Department or Research Centre, and promoting and harmonising publication and innovation activities;
  - d) the Head of Department shall participate in overseeing educational and education management administration; and
  - e) exercising all powers and fulfilling all obligations assigned to their duties and competences by internal regulatory documents.
- (3) The Head of Research Group shall be responsible for overseeing and supervising the work of the research group, with the proviso that the rules governing the management, professional supervision and reporting of research groups shall be defined in their rules of procedure.
- (4) The tasks and competences of the Institute Director, as well as the head of department and the head of the research centre, together with the manner in which these competences are exercised and the related rules of responsibility, are laid down in the faculty's internal regulatory documents.

## **22. Director General for Financial and Technical Affairs**

**48. §** [*Director General for Financial and Technical Affairs*]

- (1) The scope of competences of the Director General for Economic and Technical Affairs covers the University's financial and operational activities. The Director General for Financial and Technical Affairs is responsible for preparing financial and operational measures and proposals.
- (2) The Director General for Financial and Technical Affairs shall be appointed and dismissed by the Maintainer, following consultation with the Rector.
- (3) The Maintainer shall exercise the rights of appointment, dismissal and remuneration over the Director General for Financial and Technical Affairs.

- (4) With the exception of appointment, dismissal and remuneration, the employer's rights over the Director General for Financial and Technical Affairs are exercised by the Rector.
- (5) The Director General for Financial and Technical Affairs, under the Rector's direction, manages the operation of the Institution, and in this capacity is responsible for the University's economic, financial, controlling, accounting, human resources, operational, legal, and information technology activities, as well as for the Institution's asset management, including technical, facility utilisation, operation, logistics, service, procurement, and public procurement matters. The Director General for Financial and Technical Affairs shall be responsible for ensuring the University's financial stability and the lawful and efficient management of the Institution.
- (6) The Director General for Financial and Technical Affairs shall:
  - a) oversee the preparation of the property development and asset management strategy and the related sub-strategies formulated as part of the Institutional Development Plan; be responsible for submitting these to the Senate and the Maintainer; and oversee the continuous monitoring of their implementation;
  - b) oversee the preparation of action plans supporting the implementation of the property development, investment and asset management strategy, the introduction of measures required for their execution, and supervise their implementation;
  - c) oversee the preparation of the budget and the financial statements in accordance with accounting regulations, and be responsible for submitting them to the Senate and the Maintainer;
  - d) coordinate the preparation of the business plan and provide methodological proposals for its compilation;
  - e) be responsible for developing and introducing the management systems – including financial, accounting, controlling, procurement, public procurement, asset management, facility operation, labour and payroll systems – as well as for establishing the necessary infrastructure to support the University's statutory functions and strategic objectives as set out in its Founding Charter;
  - f) be responsible for establishing the operational legal services supporting the implementation of the University's statutory functions and strategic objectives as set out in its Founding Charter;
  - g) participate in the development and oversee the implementation of the human resources strategy supporting the achievement of strategic objectives;
  - h) contribute to the establishment and development of the performance management system;
  - i) oversee the Directorate of Finance, the Directorate of Procurement, the Directorate of Informatics, the Directorate of Legal Affairs, and the Directorate of Maintenance;
  - j) oversee the work of bodies defined in the SZMR and other internal regulatory documents, and perform membership duties therein;
  - k) manage the annual professional review of regulations on financial, accounting, controlling, procurement, asset management and facility operation policies and

other internal regulatory documents, be responsible for submitting these to the Senate or the Rectoral Management Team, and for taking the necessary measures to ensure their implementation;

- l) within their scope of competences, upon request of the Chief of Staff to the Rector, ensure the preliminary professional review of proposals to be submitted to the Senate or the Rectoral Management Team, including consultation by the directorates under their supervision and the relevant Senate committees;
  - m) within their scope of competences, maintain relations with the Maintainer, sectoral authorities, governmental and municipal bodies, corporate partners, civil organisations, other institutions and other partners of the University;
  - n) act, within their respective scope of competences, as representative of the University in matters delegated to them by the Rector.
  - o) oversee the recording, reporting and analysis of data within their competence and be authorised to process personal data within their scope of competences;
  - p) perform all other duties assigned to their scope of duties by the Rector or by internal regulatory documents.
- (7) The Director General for Financial and Technical Affairs shall exercise employer's rights in respect of the employees of the organisational units under their supervision as defined in the Employment Requirements System. However, the Rector retains the power of approval concerning the establishment and termination of employment, remuneration and performance assessment, as well as disciplinary and compensation matters for employees for whom the Director General for Financial and Technical Affairs shall have employer's right.
- (8) The power to undertake commitments designated to the Director General for Financial and Technical Affairs is set out in the internal regulatory documents on the rules of procedure for undertaking commitments and concluding contracts.
- (9) The Director General for Financial and Technical Affairs' power to sign, issue or authorise official documents shall extend to documents received by or prepared by the employees to the organisational unit under their supervision, with the proviso that the first-level signatory is the head of the respective organisational unit.
- (10) The Director General for Financial and Technical Affairs shall perform their duties in close cooperation with the Vice-Rector for Strategy.
- (11) The Director General for Financial and Technical Affairs is an executive employee.
- (12) The Director General for Financial and Technical Affairs shall report to the Rector. The detailed duties and scope of competences of the Director General for Financial and Technical Affairs shall be set out in their job description, prepared within the framework of these Provisions.
- (13) In the event of the absence or incapacity of the Director General for Financial and Technical Affairs not exceeding 30 days, the Director of Finance shall act as their substitute.
- (14) If the Director General for Financial and Technical Affairs is prevented from performing their duties for more than 30 days, in case of conflict of interest, or a vacancy in the office of Director General for Financial and Technical Affairs, the executive designated by the Maintainer shall be entitled to act as the substitute of the Director General for Financial and Technical Affairs, serving as the chief

financial officer of the University, over whom the employer's rights shall be exercised by the Maintainer.

- (15) During substitution, the substitute shall exercise, on behalf of the Director General for Financial and Technical Affairs, the employer's rights, the power to undertake commitments, and the power to sign, issue or authorise official documents.
- (16) At the request of the Maintainer, the Director General for Financial and Technical Affairs shall provide information to the Maintainer on matters within their scope of competences.
- (17) In the exercise of their duties and powers, the Director General for Financial and Technical Affairs may not instruct the Senate, its committees, other University bodies, faculty councils and bodies or their members in such capacities, nor any representative bodies, when they are exercising their decision-making or consultative powers.

### **23. Chief of Staff to the Rector**

#### **49. § [Chief of Staff to the Rector]**

- (1) The scope of competences of the Chief of Staff to the Rector shall cover coordination activities related to the management of the University, as well as to strategic legal, data protection, and compliance functions.
- (2) The Chief of Staff to the Rector shall be appointed and dismissed by the Rector, with the approval of the Maintainer being required for both appointment and dismissal.
- (3) The employer's rights over the Chief of Staff to the Rector shall be exercised by the Rector.
- (4) The Chief of Staff to the Rector shall:
  - a) under the Rector's executive instructions, coordinate the operational tasks of the Rector's Office, in particular the preparation of the budgets, financial statements in accordance with accounting regulations, and human resources plans of the organisational units belonging to the Rector's Office; oversee the implementation of these budgets and procurements from a financial management and compliance perspective; be responsible for planning the budget of the Directorate of the Rector's Office and oversee its execution;
  - b) within the budgetary framework provided by the University, be responsible for ensuring the operational conditions of the organisational units belonging to the Rector's Office, in particular coordinating the management of premises, other operational requirements and procurements of the organisational units belonging to the Rector's Office;
  - c) within the budgetary framework provided by the University, be responsible for the implementation of the human resources management plans of the organisational units belonging to the Rector's Office, and organise their human resources management;
  - d) head the Directorate of the Rector's Office and, under the professional direction of the Rector, oversee the Directorate of Communications;
  - e) coordinate the preparation of strategic agreements designated as such by the Rector, including in particular the general framework agreement for the

provision of higher education services, the agreement for the provision of higher education services, and the agreements concluded with the Maintainer; carry out the legal review thereof, be responsible for the legal management of matters designated as strategic by the Rector and for verifying their legal compliance;

- f) subject to the professional responsibility of the relevant area-specific leaders, be responsible for the University's regulatory activities and for establishing a regulatory framework that supports the implementation of the statutory functions and strategic objectives set out in the University's Founding Charter;
- g) manage the annual professional review of internal regulatory documents within their scope of competences, be responsible for submitting them to the Senate or the Rectoral Management Team, ensure the continuous maintenance of the University's Founding Charter and take measures to ensure the implementation of the approved regulations;
- h) be responsible for the publication of the University's public information, for handling request for public data disclosure and for ensuring the University's compliance with data protection regulations;
- i) be responsible for University-level compliance management and related administrative functions;
- j) prepare professional materials for higher education or other relevant sectoral authorities and for the Hungarian Rectors' Conference;
- k) be responsible for maintaining University-level relations with the Maintainer; subject to the professional responsibility of the relevant area-specific leaders, be responsible for compiling and submitting University proposals to the Maintainer; receive the Maintainer's decisions and act on their implementation in accordance with the Rector's instructions;
- l) act as Secretary to the Senate and the Rectoral Management Team, ensuring their lawful operation and coordinating their administrative tasks;
- m) oversee the work of bodies defined in the SZMR and other internal regulatory documents, and perform membership duties therein;
- n) be responsible for obtaining the specimen signatures of University's executives in notarised form or countersigned by an attorney and maintain the registers thereof;
- o) oversee the administrative and records management tasks of the organisational units belonging to the Rector's Office, as well as the conduct of official procedures falling within their competence;
- p) within their scope of competences, maintain relations with the Maintainer, sectoral authorities, governmental and municipal bodies, corporate partners, civil organisations, other institutions, and other partners of the University;
- q) act, within their respective scope of competences, as representative of the University in matters delegated to them by the Rector.
- r) oversee the recording, reporting and analysis of data within their competence and be authorised to process personal data within their scope of competences;
- s) be responsible for the content management of the web pages under their scope of competences, in cooperation with the Director of Communications;

- t) perform all other tasks assigned to their scope of duties by the Rector or by internal regulatory documents.
- (5) The Chief of Staff to the Rector shall exercise employer's rights in respect of the employees of the organisational units under their supervision as defined in the Employment Requirements System. However, the Rector retains the power of approval concerning the establishment and termination of employment, remuneration and performance assessment, as well as disciplinary and compensation matters for employees for whom the Chief of Staff to the Rector shall have employer's right.
- (6) The power to undertake commitments designated to the Chief of Staff to the Rector is set out in the internal regulatory documents on the rules of procedure for undertaking commitments and concluding contracts.
- (7) The Chief of Staff to the Rector's power to sign, issue or authorise official documents shall extend to documents received or prepared by the employees of the organisational unit under their supervision.
- (8) The Chief of Staff to the Rector reports to the Rector. The detailed duties and scope of competences of the Chief of Staff to the Rector shall be set out in their job description, prepared within the framework of these Provisions.
- (9) In the event of the absence, incapacity, conflict of interest of the Chief of Staff to the Rector, or vacancy of the post, the Vice-Rector for Education shall act as substitute.
- (10) During substitution, the substitute shall exercise, on behalf of the Chief of Staff to the Rector, the employer's rights, the power to undertake commitments and the power to sign, issue or authorise official documents.
- (11) In the exercise of their duties and powers, the Chief of Staff to the Rector may not instruct the Senate, its committees, other University bodies, faculty councils and bodies or their members in such capacities, nor any representative bodies, when they are exercising their decision-making or consultative powers.

#### **24. Director of Human Resources**

##### **50. §** [*Director of Human Resources*]

- (1) The scope of competences of the Director of Human Resources shall cover the University's strategic HR activities.
- (2) The Director of Human Resources shall be appointed and dismissed by the Rector, with the approval of the Maintainer being required for both appointment and dismissal.
- (3) The employer's rights over the Director of Human Resources shall be exercised by the Rector.
- (4) The Director of Human Resources shall:
  - a) be responsible for planning the budget of the Directorate of Human Resources and oversee its implementation;
  - b) within the budgetary framework provided by the University, be responsible for the implementation of the human resource management plan of the Directorate of Human Resources and organise its human resources management;

- c) according to the Rector's executive instructions, coordinate the development and preparation of the human resources strategy, be responsible for submitting it to the Senate, and oversee the continuous monitoring of its implementation, in close cooperation with the Vice-Rector for Strategy in relation to academic matters;
- d) coordinate the establishment of the performance development and incentive system according to the Rector's executive instructions;
- e) coordinate the preparation of action plans for the implementation of the human resources strategy according to the Rector's executive instructions, introduce measures supporting its execution, and supervise their implementation, in close cooperation with the Vice-Rector for Strategy in relation to academic matters;
- f) coordinate the implementation of the human resources strategy, develop the methodology for monitoring the strategy, and ensure its continuous monitoring, in close cooperation with the Vice-Rector for Strategy in relation to academic matters, according to the Rector's instructions;
- g) manage the annual professional review of the Employment Requirements System and other internal regulatory documents supporting its implementation and be responsible for submitting them to the Senate or the Rectoral Management Team;
- h) be responsible for developing and operating the University's job description, job classification and remuneration system, prepare proposals for the University's remuneration strategy, annual wage review and incentive policies and submit them for approval;
- i) be responsible for developing the University's recruitment and selection processes, establish the supporting systems for selection processes, coordinate recruitment activities in accordance with the needs of the relevant entity exercising employer's rights, and provide professional support to executives in their selection decisions;
- j) be responsible for developing workforce planning and management processes, coordinate workforce planning, operate the annual workforce planning process, and support executives with professional guidance and advice;
- k) be responsible for developing salary planning and management processes, coordinate wage planning, and support executives with professional guidance and advice during the process;
- l) be responsible for preparing the University's staff training and development plans and manage the organisation of staff training;
- m) coordinate the operation of the performance development and incentive system, support executives in evaluating human resource performance, preparing necessary action plans and monitoring their implementation;
- n) be responsible for developing HR advisory services to support executives in their human resources management activities, particularly in relation to workforce supply, development, engagement and retention;
- o) oversee the preparation of surveys on organisational culture and employee engagement, and develop and implement HR action programmes aimed at improving organisational culture and increasing engagement;

- p) be responsible for establishing HR controlling processes;
  - q) be responsible for developing and operating the procedures and record systems for managing conflicts of interest;
  - r) be responsible for developing onboarding programmes for new employees and support executives with guidance and professional advice during the process;
  - s) support the administrative tasks of the BME's Employees' Council and carry out administrative duties for its Election Committee;
  - t) maintain official relations with the trade union and the BME's Civil Servants' Council;
  - u) develop and oversee the employees' employment records and oversee tasks related to social security registration, deregistration and change reporting;
  - v) oversee the recording, reporting and analysis of data within their competence and be authorised to process personal data within their scope of competences;
  - w) in cooperation with the Director of Communications, be responsible for the content management of website sections and for the preparation of internal communication materials and information related to the activities of the Directorate of Human Resources;
  - x) perform all other tasks assigned to their scope of duties by the Rector or by internal regulatory documents.
- (5) The Director of Human Resources shall exercise employer's rights in respect of the employees of the organisational units under their supervision as defined in the Employment Requirements System. However, the Rector retains the power of approval concerning the establishment and termination of employment, remuneration and performance assessment, as well as disciplinary and compensation matters for employees for whom the Director of Human Resources shall have employer's right.
  - (6) The power to undertake commitments designated to the Director of Human Resources is set out in the internal regulatory documents on the rules of procedure for undertaking commitments and concluding contracts.
  - (7) The Director of Human Resources's power to sign, issue or authorise official documents shall extend to documents received or prepared by the employees of the organisational unit under their supervision.
  - (8) The Director of Human Resources shall report to the Rector. The detailed duties and scope of competences of the Director of Human Resources shall be set out in their job description, prepared within the framework of these Provisions.
  - (9) In the event of the absence, incapacity of the Director of Human Resources, conflict of interest, or vacancy of the post, the Director shall be substituted by a member of staff designated by the Rector.
  - (10) During substitution, the substitute shall exercise, on behalf of the Director of Human Resources, the employer's rights, the power to undertake commitments, and the power to sign, issue or authorise official documents.
  - (11) In the exercise of their duties and powers, the Director of Human Resources may not instruct the Senate, its committees, other University bodies, faculty councils and bodies or their members in such capacities, nor any representative bodies, when they are exercising their decision-making or consultative powers.

## 25. Director General of the National Technical Information Centre and Library

### 51. § [*Director General of the National Technical Information Centre and Library*]

- (1) The scope of competences of the Director General of the National Technical Information Centre and Library (hereinafter: OMIKK) shall cover the University's library and archival activities.
- (2) The Director General of OMIKK shall be appointed and dismissed by the Vice-Rector for Scientific Affairs, with the Rector's approval required for both appointment and dismissal.
- (3) The employer's rights over the Director General of OMIKK shall be exercised by the Vice-Rector for Scientific Affairs.
- (4) The Director General shall:
  - a) be responsible for planning OMIKK's budget and oversee its implementation;
  - b) within the budgetary framework provided by the University, be responsible for implementing OMIKK's human resource management plan and organise its human resource management activities;
  - c) contribute to developing the Institutional Development Plan and the sub-strategies adopted within its implementation;
  - d) head OMIKK;
  - e) coordinate the work of OMIKK with that of the faculty, institute and departmental libraries;
  - f) be responsible for developing OMIKK's Quality Policy and submitting it to the Senate;
  - g) at the request of the Vice-Rector for Scientific Affairs, contribute to the development of the University's scientific strategy, including the publication strategy, and to the continuous monitoring of its implementation;
  - h) at the request of the Vice-Rector for Scientific Affairs, contribute to the preparation of action plans supporting the implementation of the scientific strategy, including the introduction and supervision of measures promoting publication activities;
  - i) at the request of the Vice-Rector for Scientific Affairs, participate in organising the University's science management activities;
  - j) at the request of the Vice-Rector for Scientific Affairs, participate in shaping the University's science promotion activities and the development of University-level science outreach programmes;
  - k) at the request of the Vice-Rector for Scientific Affairs, participate in the planning and organisation of national, international and University-level scientific conferences and symposia;
  - l) under the direction of the Vice-Rector for Scientific Affairs, coordinate the development of the University's research infrastructure (journals, specialist books, software, databases, MTMT, Open Science, etc.);
  - m) under the direction of the Vice-Rector for Scientific Affairs, manage the portfolio of journals and publications associated with the University;

- n) oversee the recording, reporting and analysis of data within their competence and be authorised to process personal data within their scope of competences;
  - o) be responsible for developing the content of website sections within their scope of competences and for preparing promotional activities related to scientific outreach programmes in cooperation with the Director of Communications.
- (5) The Director-General of OMIKK shall exercise employer's rights in respect of the employees of the organisational units under their supervision as defined in the Employment Requirements System. However, the Vice-Rector for Scientific Affairs retains the power of approval concerning the establishment and termination of employment, remuneration and performance assessment, as well as disciplinary and compensation matters for employees for whom the Chief of Staff to the Rector shall have employer's right.
  - (6) The power to undertake commitments designated to OMIKK is set out in the internal regulatory documents on the rules of procedure for undertaking commitments and concluding contracts.
  - (7) The power of the Director-General of OMIKK to sign, issue or authorise official documents shall extend to documents received or prepared by the employees of the organisational unit under their supervision.
  - (8) The Director General of OMIKK reports to the Vice-Rector for Scientific Affairs. The detailed duties and scope of competences of the Director-General of OMIKK shall be set out in their job description, prepared within the framework of these Provisions.
  - (9) In the event of the Director General of OMIKK's absence, incapacity, conflict of interest or vacancy of the post, the Deputy Director-General shall act as substitute.
  - (10) During substitution, the substitute shall exercise, on behalf of the Director of Human Resources, the employer's rights, the power to undertake commitments, and the power to sign, issue or authorise official documents.
  - (11) In the exercise of their duties and powers, the Director-General of OMIKK may not instruct the Senate, its committees, other University bodies, faculty councils and bodies or their members in such capacities, nor any representative bodies, when they are exercising their decision-making or consultative powers.

## **26. Directors**

### **52. §** [*Directors*]

- (1) The heads of the directorates and centres are the directors, who are not considered to be executive employees.
- (2) The directors shall:
  - a) oversee the work of the organisational units performing tasks within their scope of competences;
  - b) prepare the draft budget of the directorate under their leadership for submission to the executive employee responsible for the area, and be responsible for the lawful implementation of the approved budget;

- c) be responsible for the lawful implementation of the human resource management plan of the directorate under their leadership, within the budgetary framework provided by the University;
  - d) make proposals to the executive employee responsible for the area regarding the internal structure of the directorate under their leadership; organise its work and the division of tasks among staff; establish the organisation of work; and exercise managerial authority over the employees of the directorate;
  - e) oversee the work of bodies defined in the SZMR and other internal regulatory documents, and perform secretarial and membership duties therein;
  - f) participate in the development of strategies and action plans within their scope of competences;
  - g) be responsible for the annual professional review of internal regulatory documents within their scope of competences, for submitting them to the executive employee responsible for the area, and make proposals for measures required to implement them;
  - h) be responsible for ensuring the lawful financial management, organisation of work, data processing, administrative procedures, and the professional correctness, quality, and cost-effectiveness of the directorate under their leadership;
  - i) at the request of the executive employee responsible for the area, participate in University and external professional events related to their scope of duties;
  - j) be responsible for the recording of data within their scope of competences, as well as for the provision and analysis of data, and be authorised to process personal data within their scope of competence;
  - k) be responsible, in cooperation with the Director of Communications, for preparing University-level communication activities within their respective areas of competence and for the content management of the relevant sections of the University's website falling within their competence;
  - l) perform all other tasks assigned to their scope of competences by the executive employee responsible for the area or by internal regulatory documents.
- (3) The detailed scope of duties and competences of the directors shall, in the case of faculties, be regulated at faculty level in the faculty's internal rules of procedure; in other cases, in the organisational unit's rules of procedure and in the director's job description.

## **27. Office managers, group leaders**

### **53. §** [*Office managers, group leaders*]

- (1) The work of independent offices, as well as that of non-independent offices and groups, shall be coordinated by the office manager and the group leader, respectively.
- (2) The detailed duties and scope of competences of the office manager and group leader shall be defined in the internal regulations governing the operation of the organisational unit concerned and in their respective job descriptions.

### III. CHAPTER THE ORGANISATIONAL STRUCTURE OF THE UNIVERSITY

#### 28. General rules

##### 54. § [General rules]

- (1) The internal structure of the University shall be established in such a way as to ensure the professional, cost-effective and economical performance of the University's core educational and scientific research functions, as well as its related supplementary and service functions and the functional activities necessary for its operation.
- (2) The organisational structure of the University, within the framework defined in its Founding Charter, is set out in this Chapter.
- (3) The University consists of the following organisational units:
  - a) management,
  - b) educational, research-development, innovation, complex talent management, as well as related supplementary,
  - c) service, innovation management and knowledge transfer, and
  - d) operationalunits.
- (4) The organisational units performing management and operational tasks are the offices, directorates and independent offices.
- (5) The organisational framework for carrying out educational, research and development, innovation and related supplementary activities comprises the following types of organisational units:
  - a) faculties,
  - b) institutes,
  - c) departments,
  - d) doctoral schools,
  - e) knowledge centres,
  - f) research institutions,
  - g) research centres,
  - h) laboratories.
- (6) The organisational framework for carrying out complex talent management activities comprises the following types of organisational units and bodies:
  - a) colleges for advanced studies,
  - b) competitive teams,
  - c) voluntary student groups,
  - d) Student Delegation.
- (7) The organisational framework for carrying out service activities comprises the centres.
- (8) Pursuant to Act CXVI of 1996 on Atomic Energy, the University operates a training reactor for educational and research purposes, which qualifies as a nuclear facility

and constitutes a licensed activity. The detailed rules are set out in Paragraph 73. §(12).

- (9) Pursuant to the Act on Museums, Public Libraries and Cultural Community Services, the University's organisational unit with special legal status is the National Technical Information Centre and Library, which functions as a public, national specialist library.
- (10) Non-independent offices and groups may be established within the framework of the offices, directorates and centres.
- (11) An independent office may be established for high-priority activities that do not fit within the remit of another organisational unit and whose size does not justify the establishment of a directorate, office or centre.
- (12) The organisational structure of the University shall be defined in these Provisions as follows:
  - a) Within the SZMR, the Rector shall propose the SZMR-level structure of the University to the Rectoral Management Team and the Senate, subject to the approval of the Maintainer.
  - b) The establishment of an independent office, office or group shall be decided by the Rectoral Management Team upon the proposal of the head responsible for the area concerned, with the consent and submission of the executive employee responsible for the area, where applicable.
- (13) An organogram of the University shall be prepared, including the internal structure of its organisational units. The organogram shall be prepared and published by the Chief of Staff to the Rector.

## **29. Organisational structure of the University, organisational units operating within the University**

### **55. § [Rector's Office]**

- (1) The Rector's Office is headed by the Rector.
- (2) The following organisational units operate within the framework of the Rector's Office:
  - a) Directorate of Research and Development,
  - b) Directorate of International Relations,
  - c) Directorate of International Study Programmes,
  - d) Directorate of Quality Assurance,
  - e) Directorate of Education,
  - f) Directorate of Scientific Affairs,
  - g) Directorate of the Rector's Office,
  - h) Directorate of Communications,
  - i) Directorate of Human Resources.

### 30. Organisational units operate within the framework of the Rector's Office

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

- (1) The Directorate of Research and Development is an organisational unit operating under the supervision of the Vice-Rector for Research and Innovation.
- (2) The Directorate of Research and Development shall:
  - a) prepare the Senate proposal relating to the University's research and development strategy;
  - b) perform the administrative and organisational tasks related to the University's research management activities; collect and systematise the needs and potentials identified by the faculties for the implementation and operation of research and development activities; and prepare background materials for decision-making for the Vice-Rector for Research and Innovation;
  - c) manage the doctoral excellence grant applications jointly with the EHBBDT;
  - d) coordinate the handling of research, development and innovation proposals received by the University from higher education institutions, international higher education organisations and bodies, government agencies, corporate partners, civil organisations and other institutions, as well as initiatives originating from the faculties; develop the methodology for monitoring these activities and continuously oversee their implementation;
  - e) in coordination with the Directorate of Scientific Affairs, manage the enquiries received from domestic research institutes and faculty initiatives; develop monitoring methodologies and continuously oversee implementation;
  - f) maintain up-to-date records of the University's research, development and innovation collaborations with higher education institutions, international higher education organisations and bodies, government agencies, corporate partners, civil organisations and other institutions;
  - g) continuously monitor, analyse and evaluate the University's international research, development and innovation collaborations; prepare executive summaries thereof; coordinate the development of measures to enhance the University's positioning; develop monitoring methodologies and continuously oversee implementation;
  - h) identify new international research, development and innovation cooperation opportunities and communicate them to the faculties;
  - i) coordinate research, development and innovation initiatives designated as priorities by the Rector;
  - j) collect best practices, conduct analyses and prepare reports to support the development of the University's human resources strategy and related action plans; develop monitoring methodologies and participate in monitoring;
  - k) organise national, international and University-level research, development and innovation conferences, symposia and events, jointly with the Directorate of Scientific Affairs if so decided by the Rector; coordinate the faculties' research, development and innovation events;
  - l) provide professional support in the field of research, development and innovation to the vice-deans responsible for scientific or research and

- development matters at the faculties; issue written expert opinions and statements; and, where necessary, liaise with the relevant sectoral authorities or competent organisations on professional matters;
- m) maintain up-to-date records of data within its scope of competences, provide and analyse such data, and manage personal data within its scope of competences, acting as the data controller in this regard;
  - n) manage the content of the website sections falling within its scope of competences, and make proposals to the Director of Communications regarding the University's research, development and innovation image;
  - o) in cooperation with the Directorate of Communications, participate in the strategic planning, action planning, implementation and continuous updating of public relations and marketing activities related to scholarship schemes in research and development, particularly those connected to research and innovation activities and doctoral programmes;
  - p) perform the administrative tasks of the Industrial Advisory Board.
- (3) The Centre for Innovation Management and Cooperation (hereinafter: FIEK) operates within the framework of the Directorate of Research and Development, under the leadership of the Director of Research and Development.
- (4) The FIEK shall:
- a) prepare the Senate proposal relating to the research, development and innovation strategy;
  - b) coordinate the implementation of the research, development and innovation strategy; develop the methodology for monitoring its execution and continuously oversee its implementation;
  - c) With the involvement of the faculties, prepare action plans for implementing the elements of the research, development and innovation strategy falling within its scope of competences; develop the methodology for monitoring and continuously oversee its implementation;
  - d) coordinate the University's internal research-related grant schemes;
  - e) provide professional coordination for national and international large-scale research grant applications, with particular emphasis on research funding;
  - f) develop and maintain the University's competence map;
  - g) manage the University's industry relations and maintain a database thereof;
  - h) manage the grant projects assigned to the FIEK: coordinate preparation, planning and contracting processes; perform full project management, including financial management; and participate in the preparation of financial reports, contract amendments and maintenance reports;
  - i) in the case of national and international grant applications administered by the faculties, support project and financial management by participating in preparation, planning and contracting, monitoring implementation and maintaining records;
  - j) manage and update the content of regulations and internal documents on application processes and intellectual property and other matters within its scope of competences;

- k) support the dissemination of grant application management competences and best practices by organising information and knowledge-sharing events, participating in staff training, and contributing to the training of postgraduate competences;
  - l) manage the University's intellectual property, conduct negotiations on its utilisation;
  - m) administer the Industrial Property Protection Fund, deliver internal training in this field at the University, review contracts relating to the University's intellectual property, and conduct consultations on such matters;
  - n) manage laboratories and knowledge centres established or operated within the framework of the FIEK and oversee their utilisation, jointly with the University's other organisational units;
  - o) manage the marketing and communication activities related to projects, laboratories and innovation management under the FIEK's supervision, in cooperation with the Directorate of Communications;
  - p) coordinate the implementation of excellence programmes;
  - q) participate in the preparation and organisation of University-level events related to research, development and innovation activities;
  - r) as a contributing body, participate in the University's programmes related to equal opportunities, gender equality and researchers' career development;
  - s) perform the administrative tasks of the Research and Innovation Committee, the Innovation Council and the Industrial Property Protection Committee.
- (5) The Directorate of Research and Development, including the FIEK, is headed by the Director of Research and Development, who shall report to the Vice-Rector for Research and Development for the lawful, professional and cost-effective performance of the Directorate's tasks.
- (6) The detailed rules governing the operation of the Directorate of Research and Development, including the internal division of tasks within the organisational unit, are defined in its rules of procedure and the job descriptions of its staff.

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

- (1) The Directorate of International Relations is an organisational unit operating under the supervision of the Vice-Rector for International Affairs.
- (2) The Directorate of International Relations shall:
- a) prepare the part of the Senate proposal falling within its competence concerning the University's Internationalisation Strategy, including the strategy for cooperation with Hungarian institutions beyond the borders and with foreign sister and partner universities;
  - b) coordinate the implementation of the internationalisation strategy, including the strategy for cooperation with Hungarian institutions beyond the borders and with foreign sister and partner universities; develop the methodology for monitoring its implementation within its scope of competences and continuously oversee it;
  - c) with the involvement of the faculties, prepare action plans for implementing the elements of the internationalisation strategy falling within its scope of

- competences; develop the methodology for monitoring and continuously oversee its implementation;
- d) manage the content of the Regulation on Partial Studies Abroad, which form part of the Student Requirements System, as well as other regulations and internal regulatory documents within its scope of competences;
  - e) maintain up-to-date records of the University's memberships in international organisations;
  - f) identify new international educational cooperation opportunities and communicate them to the faculties;
  - g) coordinate the principles governing the establishment of the University's international educational relations; develop the methodology for monitoring and continuously oversee their implementation;
  - h) coordinate the handling of enquiries received from foreign universities and other partner institutions, as well as initiatives originating from the faculties; develop monitoring methodologies and continuously oversee their implementation;
  - i) identify opportunities for cooperation with institutions of the European Union and make proposals for their management;
  - j) continuously monitor, analyse and evaluate relations and collaborations with Hungarian institutions beyond the borders and with foreign sister and partner universities; prepare executive summaries thereof; coordinate the development of measures aimed at strengthening the University's international positioning; develop monitoring methodologies and continuously oversee their implementation;
  - k) administer the application processes for Erasmus+, Credit Mobility, CEEPUS, ATHENS, PES and other mobility programmes: prepare and submit the main applications to the Tempus Public Foundation; manage correspondence and clarifications; coordinate the finalisation and signing of funding contracts or grant agreements, as well as Erasmus+ Charta and other relevant documents and their publication as required; prepare and submit reports to the funding bodies; address any deficiencies identified; and manage audits initiated by the Tempus Public Foundation or other authorities;
  - l) organise University-wide student, lecturer and staff mobility programmes; announce calls for mobility and other international grant applications within its scope of competences; administer the processes; prepare decisions based on faculty proposals; conclude grant agreements with successful applicants; inform the faculties of the selected participants; and, where necessary, provide professional support to the faculties in concluding learning agreements; in this regard, coordinate the faculty Erasmus coordinators and supervise the faculties' activities for administrative compliance;
  - m) provide information regarding the registration of students participating in mobility programmes in the Neptun system upon request from the Academic Services Centre;
  - n) coordinate internationalisation initiatives designated as priorities by the Rector;

- o) manage the reception of foreign delegations: in cooperation with the relevant organisational units, develop their professional programmes and organise their protocol and technical arrangements, as well as appropriate media coverage;
  - p) with the involvement of the relevant organisational units, prepare professional background materials for colleagues undertaking international visits and, where required, organise cultural and security briefings;
  - q) monitor international grant opportunities for students;
  - r) take part in actions aimed at increasing the number of international students and operate the University's international agent network;
  - s) assist in the organisation of international conferences and symposia at the request of the Vice-Rector for Scientific Affairs or the Vice-Rector for Research and Innovation;
  - t) represent the University at international forums, fairs and networks upon request;
  - u) provide professional support to the faculties' vice-deans for international affairs, vice-deans for education and international coordinators through written professional opinions and statements; contact the relevant sectoral authorities, the Tempus Public Foundation or other supporting organisations on professional matters when necessary;
  - v) maintain official contact with the sectoral authority, the Tempus Public Foundation and other supporting organisations in official matters;
  - w) maintain up-to-date records of data within its scope of competences, provide and analyse such data, and manage personal data within its scope of competence, acting as the data controller in this regard;
  - x) manage the content of the website sections falling within its scope of competences, and make proposals to the Director of Communications regarding the University's international image;
  - y) participate in the strategic planning, action planning, implementation and continuous updating of public relations and marketing activities related to scholarship schemes in international matters in cooperation with the Directorate of Communications;
  - z) perform the administrative duties of the Internationalisation Committee.
- (3) The Directorate of International Relations is headed by the Director of International Relations, who shall report to the Vice-Rector for International Affairs on the lawful, professional and cost-effective performance of the Directorate's duties.
- (4) The detailed rules governing the operation of the Directorate of International Relations, including the internal division of tasks within the organisational unit, are defined in its rules of procedure and the job descriptions of its staff.

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

- (1) The Directorate of International Study Programmes is an organisational unit operating under the supervision of the Vice-Rector for International Affairs.
- (2) The Directorate of International Study Programmes shall:

- a) prepare the part of the Senate proposal falling within its competence concerning the internationalisation strategy, including the strategy for cooperation with foreign partner and sister universities;
- b) prepare the part of the Senate proposal relating to programmes announced in foreign languages for international students within the institutional admission process (hereinafter referred to in this paragraph as “international programmes”), including those implemented with state funding as well as scholarship programmes developed independently for foreign students;
- c) coordinate the implementation of the strategy concerning international programmes, including scholarship schemes for foreign students implemented with state funding or developed independently (e.g. Stipendium Hungaricum, Diaspora Programme), and also develop the methodology for monitoring the strategy and continuously oversee its implementation;
- d) coordinate the implementation of the Internationalisation Strategy, including the strategy for cooperation with foreign sister and partner universities; develop the methodology for monitoring its implementation within its scope of competences and continuously oversee it;
- e) with the involvement of the faculties, prepare the part of the Internationalisation Strategy and the international education and programme development strategy falling within its competence, as well as the related action plans for their implementation, develop the methodology for monitoring the strategy and continuously oversee its execution;
- f) manage the content of the Admission Regulation, relating to international programmes, as well as other policies and internal regulatory documents within its scope of competences;
- g) conduct the admission processes of the University for international programmes, provide all relevant information to the Academic Services Centre to ensure the proper conduct of the enrolment procedure; within this, conduct the procedures for the recognition of foreign diplomas for the purpose of further studies, including not only international programmes, but all programmes offered by the University;
- h) operate the admission system used in the admission processes for international programmes;
- i) identify new opportunities for international educational cooperation and communicate them to the Director of International Relations;
- j) contribute to defining the principles for developing the University’s international educational relations at the request of the Director of International Relations;
- k) oversee and organise international institutional collaborations related to education that fall within its scope of competences, as well as the development of international programmes on education;
- l) carry out the tasks related to scholarship programmes for foreign students (e.g. Stipendium Hungaricum, Diaspora): prepare and submit applications to the funding body, handle inquiries from the Tempus Public Foundation and other authorities, coordinate the finalisation of the Grant Agreement/document, the

signing and publication of these and other relevant documents in accordance with the applicable regulations, prepare and submit reports to the funding body, manage any deficiencies, and oversee inspections initiated by the Tempus Public Foundation or other authorities;

- m) coordinate the development, improvement and implementation of scholarship programmes for foreign students at the University (e.g. Stipendium Hungaricum, Diaspora);
- n) assist in maintaining contact with the immigration authority and in providing data to the authority on a case-by-case basis at the request of the Academic Services Centre;
- o) continuously monitor, analyse and evaluate the Stipendium Hungaricum, Hungarian Diaspora Scholarship and Scholarship Programme for Christian Young People; prepare executive summaries, coordinate the development of measures necessary for positioning the University, develop the methodology for follow-up, and continuously monitor their implementation;
- p) supervise the organisation and delivery of programmes for foreign students and of the University's educational activities conducted outside Hungary, and be responsible for the quality assurance of such programmes;
- q) oversee and organise the work of the International Mentor Team;
- r) organise and coordinate the tasks assigned to the University within the European Engineering Learning Innovation and Science Alliance (EELISA), the EELISA INNOVation and COMmon REsearch Strategy (EELISA InnoCore), and related projects, and manage their implementation within the University;
- s) formulate proposals and initiatives for obtaining international accreditation, initiate international accreditation processes, ensure the necessary administrative support, and coordinate the accreditation procedures;
- t) coordinate internationalisation development tasks, in particular the Student Career Path Programme and the EELISA collaborations;
- u) participate in domestic accreditation procedures at the request of the Vice-Rector for Education;
- v) assist in organising the reception of foreign delegations at the request of the Director of International Relations;
- w) formulate initiatives, proposals and action plans to increase the number of international students, involving the Director of International Relations;
- x) assist in the organisation of international conferences and symposia at the request of the Director of International Relations;
- y) represent the University at international forums, fairs and networks upon request;
- z) provide professional support to the faculties' vice-deans for international affairs, vice-deans for education and international coordinators through written professional opinions and statements; contact the relevant sectoral authorities, the Tempus Public Foundation or other supporting organisations on professional matters when necessary;
- aa) maintain official contact with the sectoral authority, the Tempus Public Foundation and other supporting organisations in official matters;

- bb) maintain up-to-date records of data within its scope of competences, provide and analyse such data, and manage personal data within its scope of competences, acting as the data controller in this regard;
  - cc) manage the content of the website sections falling within its scope of competences, and make proposals to the Director of Communications regarding the University's international image;
  - dd) participate in the strategic planning and action planning of PR and marketing activities related to the international field, as well as to foreign-language programmes and students in cooperation with the Directorate of Communications; also take part in their implementation and in the continuous updating and maintenance of completed PR and marketing materials.
- (3) The Directorate of International Study Programmes is headed by the Director of International Study Programmes, who shall report to the Vice-Rector for International Affairs on the lawful, professional and cost-effective performance of the Directorate's duties.
  - (4) The detailed rules governing the operation of the Directorate of International Study Programmes, including the internal division of tasks within the organisational unit, are defined in its rules of procedure and the job descriptions of its staff.

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

- (1) The Directorate of Quality Assurance is an organisational unit operating under the supervision of the Vice-Rector for Education.
- (2) The Directorate of Quality Assurance shall:
  - a) prepare the University's Quality Policy and the annual quality objectives, oversee their implementation and continuously monitor their achievement;
  - b) prepare the action plans for the implementation of the Quality Policy and the quality objectives with the involvement of the faculties;
  - c) determine the key performance indicators in accordance with the expectations of the sectoral authorities and the Maintainer;
  - d) coordinate the implementation of the Quality Policy and the achievement of the quality objectives, develop the methodology for monitoring the quality objectives, prepare University-level quality assessment plans and programmes (audit plans and programmes), continuously monitor them, and develop quality improvement measures;
  - e) provide support for the quality assurance of research activities, services and third mission activities with regard to the tasks related to the ESG;
  - f) be responsible for the content management of the Quality Manual, the Regulation on Student Evaluation of Teaching, and related internal regulatory documents;
  - g) coordinate the University's domestic accreditation activities and liaise with the Hungarian Accreditation Committee in accreditation matters;
  - h) participate in international accreditation procedures at the request of the Vice-Rector for International Affairs;
  - i) operate the University's quality management and quality information systems;
  - j) ensure the documentation of quality processes and procedures;

- k) in line with the University's educational strategy, define the professional framework and directions for programme development, supervise the establishment and launching of study programmes, and the review and development of educational programmes and curricula, and ensure their compliance with the University's quality objectives;
  - l) supervise the quality assurance of educational and training processes in terms of compliance with the ESG;
  - m) organise internal training courses in teaching methodology for lecturers and scientific researchers;
  - n) maintain up-to-date records of data within its scope of competences, provide and analyse such data, and manage personal data within its scope of competences, acting as the data controller in this regard;
  - o) operate the Graduate Career Tracking System and carry out labour market surveys;
  - p) compile the educational data assets, including the results of student evaluations and graduate career tracking, analyse and assess them, and develop and supervise the implementation of measures serving the University's positioning;
  - q) manage the content of the website sections falling within its scope of competences, and make proposals to the Director of Communications regarding the University's quality assurance image;
  - r) operate the system for student feedback on teaching;
  - s) operate career guidance activities;
  - t) perform the administrative duties of the Quality Committee.
- (3) The Directorate of Quality Assurance shall be headed by the Director of Quality Assurance, who shall report to the Vice-Rector for Education regarding the lawful, professional and cost-effective performance of the Directorate's duties.
- (4) The detailed rules governing the operation of the Directorate of Quality Assurance, including the internal division of tasks within the organisational unit, are defined in its rules of procedure and the job descriptions of its staff.

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

- (1) The Directorate of Education is an organisational unit operating under the supervision of the Vice-Rector for Education.
- (2) The Directorate of Education shall:
- a) prepare the part of the Senate proposal falling within its competence concerning the educational and programme development strategy and the related sub-strategies, including the cooperation strategy with Hungarian institutions beyond the borders and with foreign sister and partner universities;
  - b) coordinate the implementation of the educational and programme development strategy and the related sub-strategies, including the cooperation strategy with Hungarian institutions beyond the borders and with foreign sister and partner universities, falling within its scope of competences; develop the methodology for monitoring the strategy and continuously monitor its implementation;

- c) prepare the action plans for the implementation of the educational and programme development strategy and the related sub-strategies within its scope of competences, develop the methodology for monitoring the strategy, and continuously monitor its implementation, with the involvement of the faculties;
- d) be responsible for the content management of the regulations forming part of the Student Requirements System, including the Admission Regulation, the Student Appeal Regulation, the Studies and Exams Regulation, the Regulation on Student Fees and Benefits, the Regulation on Student Disciplinary and Compensation, the Regulation on the Procedure for Requesting and Assessing Allowances for Students with Disabilities, as well as other regulations and internal regulatory documents falling within its competence;
- e) establish the University's framework for educational cooperation with domestic higher education institutions and maintain records of the University's educational collaborations;
- f) perform the tasks related to the operation of the admission process and the organisation of the national admission process on behalf of the Vice-Rector for Education; coordinate at University level the faculties' tasks related to the preparation of the admission process and the determination of admission thresholds, and prepare review of faculty proposals concerning the announcement, suspension and establishment or launch of partial study programme;
- g) manage educational administrative procedures and notifications falling within the competence of the Educational Authority;
- h) provide professional support in matters of education management, education administration, programme development and academic affairs to the faculties' Vice-Deans for Education, programme leaders and staff responsible for academic matters through written professional opinions and statements; when necessary, contact the sectoral authority or the Educational Authority on professional matters;
- i) provide professional support in matters of education management, education administration and academic affairs to the staff of the Academic Services Centre and the Student Services Centre through written professional opinions and statements; when necessary, contact the sectoral authority or the Educational Authority on professional matters;
- j) update and maintain, at University level, the templates and forms related to students' studies that are registered by the Academic Services Centre;
- k) maintain official contact with the sectoral authority, the Educational Authority, the Hungarian Accreditation Committee and the Hungarian Rectors' Conference in administrative matters;
- l) maintain up-to-date records of data within its scope of competences, provide and analyse such data, and manage personal data within its scope of competences, acting as the data controller in this regard;
- m) manage the content of the website sections falling within its scope of competences, and make proposals to the Director of Communications

- regarding the communication of the University's educational strategy and the visual identity of its educational programmes;
- n) issue special academic certificates, not specified in the Studies and Exams Regulation, for students or former students;
  - o) participate in the strategic planning, action planning, implementation and continuous updating and maintenance of domestic PR and marketing activities related to the University's Hungarian-language programme, in cooperation with the Directorate of Communications;
  - p) perform the administrative duties of the Education Committee, the University Study Committee, the University Credit Transfer Committee and the Talent Support and Career Guidance Council;
  - q) exercise professional supervision over talent management activities and perform the related administrative duties, in cooperation with the Talent Support and Career Guidance Council;
  - r) supervise and ensure the quality assurance of the student academic counselling system;
  - s) provide support to the faculties, the Academic Services Centre and the Student Services Centre in order to ensure the effective operation of student career tracking and academic counselling activities.
- (3) The Directorate of Education shall be headed by the Director for Education, who shall report to the Vice-Rector for Education on the lawful, professional and cost-effective performance of the Directorate's duties.
- (4) The detailed rules governing the operation of the Directorate of Education, including the internal division of tasks within the organisational unit, are defined in its rules of procedure and the job descriptions of its staff.

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

- (1) The Directorate of Scientific Affairs is an organisational unit operating under the supervision of the Vice-Rector for Scientific Affairs.
- (2) The Directorate of Scientific Affairs shall:
  - a) prepare the Senate proposal on the University's scientific strategy, including the publication strategy as part thereof;
  - b) coordinate the implementation of the scientific strategy, including the publication strategy; develop the methodology for monitoring its execution and continuously oversee its implementation;
  - c) prepare the Senate proposal on the strategy related to doctoral programmes in cooperation with the EHBTD;
  - d) prepare action plans for implementing the scientific strategy, including the publication strategy, with the involvement of the faculties; develop the methodology for monitoring the strategy and continuously monitor its implementation;
  - e) perform the administrative and organisational tasks related to the University's science management activities; collect and systematise the needs and potentials identified by the faculties for the implementation and operation of scientific

activities; and prepare background materials for decision-making for the Vice-Rector for Scientific Affairs;

- f) in cooperation with the EHBDT, be responsible for the content management of the regulations included in the Student Requirements System, particularly the Doctoral Studies Regulation, as well as the regulations concerning habilitation and Students' Scientific Association activities, and other regulations and internal regulatory documents within its scope of competences;
- g) coordinate the handling of proposals received by the University from higher education institutions, international higher education organisations and bodies, government agencies, corporate partners, civil organisations and other institutions, as well as initiatives originating from the faculties; develop the methodology for monitoring these activities and continuously oversee their implementation;
- h) coordinate the handling of inquiries from domestic research institutes and faculty initiatives; develop the methodology for follow-up and continuously monitor their implementation;
- i) maintain up-to-date records of the University's scientific collaborations with higher education institutions, international higher education organisations and bodies, governmental authorities, corporate partners, civil organisations and other institutions;
- j) continuously monitor, analyse and evaluate the University's international collaborations; prepare executive summaries thereof; coordinate the development of measures to enhance the University's positioning; develop monitoring methodologies and continuously oversee implementation;
- k) identify new international scientific cooperation opportunities and communicate them to the faculties;
- l) coordinate scientific initiatives designated as priorities by the Rector;
- m) collect best practices, conduct analyses and prepare reports to support the development of the University's academic human resources strategy;
- n) prepare, organise and conduct University-level Students' Scientific Association programmes; coordinate the faculties' Students' Scientific Association programmes; collect data and conduct analyses on the University's Students' Scientific Association activities;
- o) coordinate the University's science promotion activities, oversee the development of University-level scientific outreach programmes, develop the methodology for supervising faculty-level outreach activities, and monitor their implementation;
- p) operate the University's alumni system, manage the alumni database, maintain the alumni network, as well as develop and implement University-level alumni services; supervise faculty alumni activities; coordinate faculty alumni activities; collect data and conduct analyses on the University's alumni activities;
- q) be responsible for the content management of the University's Alumni Regulation and the related internal regulatory documents;

- r) organise national, international and University-level scientific conferences, symposia and events, jointly with the Directorate of Research and Development, if so decided by the Rector; coordinate the faculties' scientific events;
  - s) coordinate activities related to appointments of University Professors by decision of the President of the Republic, perform the related administrative tasks; organise the Professorial Inaugural Speeches;
  - t) continuously monitor domestic and international higher education rankings, conduct analyses and evaluations, prepare executive summaries, and formulate proposals for measures;
  - u) provide professional support to the vice-deans responsible for scientific matters at the faculties; issue written expert opinions and statements; and, where necessary, liaise with the relevant sectoral authorities or competent organisations on professional matters;
  - v) maintain up-to-date records of data within its scope of competences, provide and analyse such data, and manage personal data within its scope of competence, acting as the data controller in this regard;
  - w) be responsible for the content management of the University's website sections falling within its scope of competences and make proposals to the Director of Communications regarding the University's scientific image;
  - x) in close cooperation with the Directorate of Communications, participate in the strategic planning, action planning, implementation and ongoing maintenance of PR and marketing activities related to science, particularly to scientific activities, doctoral programmes, publication activity and alumni relations, as well as in the continuous updating and maintenance of the prepared PR and marketing materials;
  - y) perform the administrative duties of the Scientific Committee, the International Scientific Advisory Board and the Scientific Council.
- (3) The Directorate of Scientific Affairs is headed by the Director of International Relations, who shall report to the Vice-Rector for Scientific Affairs on the lawful, professional and cost-effective performance of the Directorate's duties.
  - (4) The detailed rules governing the operation of the Directorate of Scientific Affairs, including the internal division of tasks within the organisational unit, are defined in its rules of procedure and the job descriptions of its staff.

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

- (1) The Directorate of the Rector's Office is an organisational unit operating under the supervision of the Rector.
- (2) The Directorate of the Rector's Office shall:
  - a) prepare the budget, the accounting report in accordance with accounting regulations and the human resources plan of the organisational units belonging to the Rector's Office;
  - b) monitor the implementation of the budgets of the organisational units belonging to the Rector's Office from financial and compliance perspectives;

- c) organise the management of premises and, based on the professional needs of the respective fields, conduct procurement procedures in order to ensure the operational conditions of the organisational units belonging to the Rector's Office;
- d) perform the labour coordination and administrative duties relating to the organisational units belonging to the Rector's Office and to other executives under the employer's authority of the Rector, based on the guidance of the Directorate of Human Resources;
- e) manage the University's institutional-level relations with the Maintainer, and, under the professional responsibility of the area-specific leaders, prepare the University's proposals and forward them to the Maintainer; receive the Maintainer's decisions and, under the Rector's executive instruction, take measures for their implementation;
- f) perform the administrative tasks of the Senate, the Rectoral Management Team, and the Management Meeting, draft the decisions of these bodies, and maintain records thereof;
- g) perform the administrative duties of other bodies specified in the SZMR and in other internal regulatory documents;
- h) be responsible for obtaining the specimen signatures of University's executives in notarised form or countersigned by an attorney and maintain the registers thereof;
- i) within the scope of performing strategic legal tasks, draft, issue, register, review and certify the legal compliance of legal instruments, including, in particular, contracts, cooperation agreements, unilateral legal declarations, contract templates and standard forms, furthermore, certify the compliance of the contracts assigned to its scope of duties by the Rector with the relevant legislation and internal regulations; within this, coordinate the preparation of strategic agreements designated as such by the Rector, including in particular the general framework agreement for the provision of higher education services, the agreement for the provision of higher education services, and the agreements concluded with the Maintainer; carry out the legal review thereof, be responsible for the legal management of matters designated as strategic by the Rector and for verifying their legal compliance;
- j) prepare professional documents and analyses for the higher education or other relevant sectoral governance bodies and for the Hungarian Rectors' Conference;
- k) in matters relating to the University's core activities, provide legal advice, conduct legislative monitoring, inform the rectoral management team on legislative changes, and draft and review legislative proposals;
- l) establish the regulatory framework for institutional governance and enforce regulatory principles; prepare internal regulatory documents, perform codification tasks, make proposals for amendments resulting from legislative changes or internal regulatory needs, and provide a legal review of internal regulatory documents; publish and maintain a register of such documents;
- m) be responsible for the content management and implementation of the Organisational and Operational Provisions, the Data Protection Regulation, the

Internal Whistleblowing System Regulation, the policies related to complaints handling and compliance activities, as well as other regulations and internal regulatory documents within its scope of competences;

- n) carry out legal coordination in litigious and non-litigious proceedings, as well as initiate and manage administrative procedures within its scope of duties; coordinate the activities of external legal representatives; liaise with competent authorities on legal matters related to the University's core activities;
  - o) provide legal advice on strategic matters;
  - p) provide legal support to committees acting in student appeals, student disciplinary proceedings and ethical cases;
  - q) perform the compliance check of the operation of the University Student Union and the Doctoral Student Union, and provide legal support to them;
  - r) perform the tasks of data protection expert and data protection officer, as well as the tasks related to general disclosure and public information requests;
  - s) operate the University-level compliance system;
  - t) oversee the administrative and records management tasks of the organisational units belonging to the Rector's Office, as well as the conduct of official procedures falling within the scope of duties of the Rector's Office;
  - u) maintain up-to-date records of data within its scope of competences, provide and analyse such data, and manage personal data within its scope of competences, acting as the data controller in this regard;
  - v) be responsible for the content management of the website sections that fall within its scope of competences.
- (3) The Directorate of the Rector's Office is headed by the Chief of Staff to the Rector, who shall report to the Rector on the lawful, professional and cost-effective performance of the Directorate of the Rector's Office's duties.
- (4) The detailed rules governing the operation of the Directorate of the Rector's Office, including the internal division of tasks within the organisational unit, are defined in its rules of procedure and the job descriptions of its staff.

### 63. § [Directorate of Communications]

- (1) The Directorate of Communications is an organisational unit operating under the professional supervision of the Rector and the administrative supervision of the Chief of Staff to the Rector.
- (2) The Directorate of Communications shall:
- a) prepare the University-level communication strategy, both short- and long-term, to support the achievement of the University's strategic objectives and to ensure the coherent institutional image, and develop the plans relating to the resources required for its implementation, taking into account the perspectives of the faculties and relevant university organisational units;
  - b) ensure that the communication plans of the faculties and University-wide organisational units are coordinated and aligned with the University's overall communication strategy;
  - c) perform university-wide communication tasks arising at the faculties and other University-level organisational units, such as issuing press releases, organising

events, as well as perform university-wide communication and organisational tasks related to the issue of notifications for students and staff;

- d) design and implement the continuous development of communication activities in accordance with the information and engagement habits of target groups;
- e) be responsible for the content management and implementation of the regulations and internal regulatory documents relating to PR, marketing, as well as internal and external communication that fall within its scope of competences;
- f) manage, perform and coordinate the University's PR, marketing and digital communication, student recruitment communication, internal communication, event organisation and protocol activities;
- g) design and implement the renewal and development of the University's visual identity as required and in line with new communication needs, ensuring a consistent and integrated institutional image;
- h) edit the University's central website ([www.bme.hu](http://www.bme.hu)) and the University-wide online platforms providing information to domestic and international applicants, ensuring their continuous updating;
- i) lead and coordinate projects aimed at the development of University-wide online platforms;
- j) edit the University's official social media platforms and, by providing information to the faculties and organisational units, ensure the coordinated representation of the University in social media;
- k) design and coordinate the communication tasks and campaigns related to domestic, University-wide student recruitment and career guidance, and prepare the related publications, online and visual materials, in cooperation with the Vice-Rector for Education;
- l) ensure the communication and promotion of University-wide and central talent management programmes to internal and external stakeholders, in close cooperation with the Vice-Rectors responsible for the relevant programmes;
- m) design and implement communication and promotional activities related to alumni relations, in cooperation with the Vice-Rector responsible for alumni relations;
- n) design and implement communication campaigns supporting international student recruitment, and prepare the related publications, online and visual materials, on the basis of the strategy and criteria received from the Directorate of International Relations and the Directorate of International Study Programmes;
- o) perform information and promotional tasks related to the EELISA University Alliance for University staff, students and external stakeholders;
- p) continuously verify and update the content relating to the University being featured on online platforms available in the international higher education market;
- q) organise the University's unified and coordinated press relations activities and coordinate University-wide and high-profile media appearances; expand the

- University's media relations and organise press events to promote the University's educational, scientific, research and development, innovation and third mission activities; operate the University's central press relations email account and coordinate the drafting and sending of institutional responses to incoming press enquiries;
- r) coordinate the handling of requests for filming and photography permits submitted by faculties and organisational units in connection with University activities;
  - s) prepare the media appearances of University-wide significance of the Rector, Vice-Rectors and Deans;
  - t) organise and coordinate high-profile University-level events; perform the organisational tasks of University-wide events and protocol functions attended by the Rector and Vice-Rectors;
  - u) edit and develop the University's internal communication platforms, including the intranet site and internal newsletters, and participate in the organisation of University-wide internal communication events and forums; participate in the organisation and development of internal communication projects supporting the flow of information and cooperation among staff members;
  - v) organise events and perform communication and PR activities related to the University's scientific achievements, science outreach and science promotion activities, as well as the promotion of innovation and presentation of innovation results, in cooperation with the Directorate of Research and Development and the Directorate of Scientific Affairs;
  - w) perform information, promotional and communication tasks related to the University's third mission activities, in cooperation with the Vice-Rector responsible for the relevant field;
  - x) maintain up-to-date records of data within its scope of competences, provide and analyse such data, and manage personal data within its scope of competences, acting as the data controller in this regard;
  - y) supervise, from the University's communication perspective, the activities of the University Gift Shop (BME Shop), approve the design of the proposed range of gift items; ensure the design and procurement of representative and marketing communication gifts, providing such items to the organisational units belonging to the Rector's Office.
- (3) The Directorate of Communications shall be headed by the Director of Communications, who shall report to the Rector on professional matters and to the Chief of Staff to the Rector on organisational, operational and human resources matters to ensure the lawful, professional, and cost-effective performance of the Directorate's duties;
- (4) The detailed rules governing the operation of the Directorate of Communications, including the internal division of tasks within the organisational unit, are defined in its rules of procedure and the job descriptions of its staff.

64. § [Directorate of Human Resources]

- (1) The Directorate of Human Resources is an organisational unit operating under the supervision of the Rector.
- (2) The Directorate of Human Resources shall:
  - a) prepare the Senate proposal concerning the University's human resources strategy;
  - b) coordinate the implementation of the human resources strategy, develop the methodology for monitoring the strategy, and ensure its continuous monitoring;
  - c) prepare action plans to implement the human resources strategy, develop the methodology for monitoring the strategy, and continuously monitor its implementation;
  - d) establish and operate the University's job classification and remuneration system; make proposals concerning the University's remuneration strategy, its annual wage review and incentive policy, submit these for approval, and provide professional advice to executives on their application;
  - e) organise surveys relating to organisational culture and employee engagement, develop HR action programmes to improve organisational culture and enhance engagement, and manage their implementation.;
  - f) be responsible for the content management and implementation of the regulations included in the Employment Requirements System, as well as other regulations and internal regulatory documents within its scope of competences;
  - g) support the human resources management activities of executives through HR consultancy and cooperation, in particular in the areas of workforce provision, development, engagement/motivation and retention;
  - h) establish the University's recruitment and selection practices, conduct selection processes with the involvement of the competent entity exercising employer's rights; provide professional support to executives in their selection-related decisions;
  - i) prepare training development plans and manage the implementation of the training activities in order to develop the leadership competencies of executives and the professional and job-related competencies of staff;
  - j) develop and implement the University's career development system;
  - k) establish and operate the University's performance development and incentive system; provide professional support to executives;
  - l) manage staff affairs, including employment and labour law matters and complaints; provide individual counselling upon staff request;
  - m) develop the rules for salary planning and management, operate the annual salary planning process, and support executives with guidelines and professional advice in their implementation;
  - n) establish the rules for workforce planning and management, operate the annual workforce planning process, and support executives with guidelines and professional advice in their application;
  - o) perform HR controlling tasks;

- p) conduct exit interviews with exiting employees, prepare analyses, and formulate action plans based on the findings;
  - q) develop and operate the integration programme for newly recruited staff;
  - r) establish and operate the system for managing conflicts of interest; provide professional support to executives in this area;
  - s) maintain up-to-date records of data within its scope of competences, provide and analyse such data, and manage personal data within its scope of competences, acting as the data controller in this regard;
  - t) cooperate with the Directorate of Communications in matters relating to organisational culture, employee engagement and information for new staff and University employees, and be responsible for the content management of the website sections within its scope of competences;
  - u) support the administrative tasks of the BME's Employees' Council and carry out administrative duties for its Election Committee;
  - v) maintain official relations with the trade union and the BME's Civil Servants' Council;
- (3) The Directorate of Human Resources shall be headed by the Director of Human Resources, who shall report to the Rector on the lawful, professional, and cost-effective performance of the Directorate's duties.
- (4) The detailed rules governing the operation of the Directorate of Human Resources, including the internal division of tasks within the organisational unit, are defined in its rules of procedure and the job descriptions of its staff.

### **31. Service Centres**

#### **65. §** [*National Technical Information Centre and Library*]

- (1) The National Technical Information Centre and Library (hereinafter referred to as OMIKK) is an organisational unit operating under the supervision of the Vice-Rector for Scientific Affairs.
- (2) The OMIKK shall:
- a) perform library services and information provision tasks as a national public specialist and university library;
  - b) perform the professional management of the University's library network, which is maintained by the University, and act as its central institution;
  - c) develop, catalogue, provide access to and preserve the collection of Hungarian publications (library documents) in the topics of engineering and the inanimate natural sciences, in the fields of engineering, the natural sciences and the social sciences;
  - d) be a member of the National Document Supply System (ODR), provide data to the ODR holdings register centre and supply documents from its entire collection within the ODR;
  - e) provide professional information services to users and those submitting requests regarding the documents of the Library and the public library system;
  - f) provide domestic and international interlibrary loan and copying services;

- g) assist the libraries of Hungarian-language technical and natural science universities abroad in the performance of their duties;
- h) provide the services defined in its own internal regulatory documents to any user requesting access to the Library's various information sources;
- i) present its results in publications and at conferences, organise scientific events, and develop and provide databases, including the development of the National Research Register's database;
- j) perform data processing tasks as the national centre of the International Atomic Energy Agency's (IAEA) International Nuclear Information System (INIS);
- k) provide the University's students, lecturers, researchers and other staff members with specialised literature and information, and contribute, through library tools, to the dissemination and deepening of general knowledge;
- l) assess the demand for library services and ensure appropriate learning and research conditions for the University's staff and students;
- m) prepare materials to support the decision-making of the Vice-Rector for Scientific Affairs in matters relating to library operations;
- n) preserve the University's archival records and make them available for research;
- o) participate in domestic and international document and information exchange between libraries;
- p) operate the University Archives, which, as a higher education archives, form part of OMIKK, collecting and preserving the University's valuable historic records;
- q) engage in publishing and translation activities, including the management of tasks related to the publication of the University's scientific journal, *Periodica Polytechnica*;
- r) organise professional conferences and events;
- s) ensure the establishment and public operation of a thematic professional registry system for the R&D sector;
- t) provide training for library assistants;
- u) manage the development of the University's publication tools, particularly journals, textbooks, software, databases, the MTMT and Open Science initiatives;
- v) manage the portfolio of journals and publications associated with the University;
- w) be responsible for the content management and implementation of the regulations relating to library and archival activities, as well as other regulations and internal regulatory documents within its scope of competences;
- x) maintain up-to-date records of data within its scope of competences, provide and analyse such data, and manage personal data within its scope of competences, acting as the data controller in this regard;
- y) be responsible for the content management of the website sections that fall within its scope of competences. cooperate with the Directorate of

Communications in matters relating to the communication of University-level science promotion programmes.

- (3) OMIKK shall be headed by the Director General, who shall report to the Vice-Rector for Scientific Affairs on the lawful, professional and cost-effective performance of OMIKK's duties.
- (4) The detailed rules governing the operation of OMIKK, including the internal division of tasks within the organisational unit, are defined in its internal regulatory documents and the job descriptions of its staff.

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

- (1) The Academic Services Centre is an organisational unit operating under the supervision of the Vice-Rector for Education.
- (2) The University Academic Services Centre shall be responsible, in relation to students participating in Hungarian- and English-language programmes, for providing student services, admission procedures, academic administration and educational support activities related to the operation and development of the Neptun electronic Study Administration System that is assigned to its scope of competences by the University. The Academic Services Centre shall:
  - a) be responsible for the organisation and implementation of admission processes falling within its scope of competences and for providing information to applicants;
  - b) administer the enrolment of students admitted or transferred under its scope of competences;
  - c) maintain contact with students, provide student counselling and information concerning academic matters, and offer services related to admission applications and studies, perform administrative tasks, including, in particular, the preparation and issuance of student documents, assistance in final examinations and the issuance of diplomas;
  - d) participate in disbursing student benefits and imposing fees payable by students, and, within this framework, manage data exchange with external financial institutions;
  - e) determine and issue student payment obligations falling within its scope of competences;
  - f) perform the content administration, regulatory and process management tasks of the Neptun Unified Study Administration System, and manage development requests in close cooperation with the Directorate of Informatics;
  - g) operate, both technically and content-wise, the University software systems supporting academic administration, in particular, the Neptun Unified Study Administration System, and carry out related development activities;
  - h) issue and maintain standardised forms and forms required for strict accounting, related to student studies;
  - i) maintain the complete student data records, and perform data provision tasks to the Higher Education Information System (FIR) and other external authorities as prescribed by law;

- j) participate in the preparation of regulations forming part of the Student Requirements System and other internal regulatory documents concerning students;
  - k) perform the academic administration of postgraduate specialist training programmes, and, in cooperation with the faculties, participate in the administration of doctoral programmes;
  - l) prepare doctoral diplomas in cooperation with the Doctoral Schools;
  - m) help the integration of international students and organise orientation and information activities to support their inclusion;
  - n) perform the administrative duties of the Student Appeal Committee;
  - o) provide information and guidance to staff members engaged in academic administration, regarding educational and administrative procedures;
  - p) maintain up-to-date records of data within its scope of competences, provide and analyse such data, and manage personal data within its scope of competences, acting as the data controller in this regard;
  - q) be responsible for the content management of the website sections within its scope of competences and manage IT systems supporting admission, educational activities and processes, as defined in other regulations;
- (3) The Academic Services Centre shall:
- a) manage and record the data of admitted and transferred students as prescribed by law;
  - b) provide academic information services to students;
  - c) provide professional support for the preparation and implementation of University-level decisions relating to educational activities;
  - d) support the organisation of educational activities through its advisory services;
  - e) ensure the professional, appropriate and lawful performance of academic administrative processes and activities;
  - f) operate the system supporting the Student Feedback on Teaching.
- (4) In the course of its duties, the Academic Services Centre shall liaise with the Educational Authority and partner institutions, and shall participate in forums and professional conferences organised by the Educational Authority.
- (5) The Academic Services Centre shall be headed by the Director of the Academic Services Centre, who shall report to the Vice-Rector for Education on the lawful, professional and cost-effective performance of the Centre's duties.
- (6) The detailed rules governing the operation of the Academic Services Centre, including the internal division of tasks within the organisational unit, are defined in its rules of procedure and the job descriptions of its staff.

**67. §** [*Student Services Centre*]

- (1) The Student Services Centre is an organisational unit operating under the supervision of the Vice-Rector for Education.
- (2) The Student Services Centre shall:
- a) coordinate the process of the budgetary utilisation and allocation of student benefits, in cooperation with the Directorate of Finance;

- b) perform the central organisational and information-provision tasks related to student benefits and support the central decision-making mechanism concerning such benefits;
- c) establish the procedural framework for student residence hall admissions, as well as organise and administer the residence hall admission process of students in cooperation with the University Student Union, the Doctoral Student Union and the Student Social Committee;
- d) establish the procedural framework for the award of needs-based scholarships to students, as well as organise and administer the scholarship procedures in cooperation with the University Student Union, the Doctoral Student Union and the Student Social Committee;
- e) perform the tasks related to residence hall accommodation as defined in a separate internal regulatory document, develop and operate the support system for resident students, and, within this framework, operate the residence hall mentoring system;
- f) prepare decisions related to student benefits;
- g) manage and keep records of residence hall accommodation and the related fees and charges, maintain up-to-date records on data related to residence hall services; perform data provision tasks associated with residence halls;
- h) perform the tasks related to the provision of benefits to students participating in scholarship programmes for international students (such as the Stipendium Hungaricum and Diaspora programmes), implemented with state support or developed under the University's own competence;
- i) participate in the preparation of regulations forming part of the Student Requirements System and other internal regulatory documents concerning students;
- j) conduct the professional review of contracts related to student fees and benefits;
- k) provide learning, career planning and mental health support for students, and support students with special learning needs;
- l) establish and operate the student integration (onboarding) system, with special emphasis on the integration of international students into the University's community;
- m) establish and operate the student career development system, and operate the University's Graduate Career Tracking System;
- n) manage tasks related to students with disabilities and to equal opportunities, and, in this context, perform the administrative duties of the relevant committee(s);
- o) coordinate student scholarship and social matters, and, in this context, perform the administrative duties of the relevant committees of first-instance;
- p) coordinate student disciplinary and compensation cases, and, in this context, perform the administrative duties of the relevant committee(s);
- q) perform data provision tasks falling within its scope of competences;
- r) maintain up-to-date records of data within its scope of competences, provide and analyse such data, and manage personal data within its scope of competences, acting as the data controller in this regard;

- s) cooperate with the Directorate of Communications in the implementation of communication activities related to student services, and be responsible for the content management of the website sections and electronic application platforms within its scope of competences;
  - t) coordinate the organisation of student and recruitment events.
- (3) The Student Services Centre shall be headed by the Director of the Student Services Centre, who shall report to the Vice-Rector for Education on the lawful, professional and cost-effective performance of the Centre's duties.
- (4) The detailed rules governing the operation of the Student Services Centre, including the internal division of tasks within the organisational unit, are defined in its rules of procedure and the job descriptions of its staff.

**68. §** [*Directorate of Finance*]

- (1) The Directorate of Finance is an organisational unit operating under the supervision of the Director General for Financial and Technical Affairs.
- (2) The Directorate of Finance shall:
- a) prepare the budget and the financial report in accordance with accounting regulations;
  - b) participate in the preparation of the business plan and formulate methodological proposals for its development;
  - c) prepare the University's medium-term and annual financial plan to ensure stable financial operations, continuously monitor its implementation, and, where necessary, conduct its review and formulate proposals for measures;
  - d) develop internal regulations and processes to ensure the achievement of the financial plans, as well as submit and implement these;
  - e) be responsible for the content management and implementation of regulations relating to finance, accounting, payroll services, labour administration and inventory management, as well as other regulations and internal regulatory documents falling within its scope of competences;
  - f) formulate proposals for the establishment and introduction of a financial, accounting, controlling, labour and payroll management system, and for the necessary infrastructure, to help achieve the University's statutory duties and strategic objectives as set out in its Founding Charter;
  - g) participate in workforce planning;
  - h) develop and operate the HR and financial controlling processes;
  - i) operate a management, financial and accounting advisory system to support the financial management activities of University executives, in particular regarding budgetary planning and compliance with financial and accounting regulations;
  - j) monitor the financial frameworks of organisational units and provide professional guidance and support to executives;
  - k) develop and operate a reporting system to ensure the availability of management information related to financial operations;
  - l) monitor and manage the University's financial risks and, where necessary, propose risk mitigation measures for intervention by senior executives;

- m) ensure compliance with tax, accounting and financial regulations, and perform financial countersignature duties;
  - n) record, process and account financial documents, be responsible for the identification, documentation and prevention of irregularities observed in the areas of management, finance and accounting, and initiate actions and reports related to accountability and the elimination of deficiencies towards the Director General for Financial and Technical Affairs; implement and verify corrective measures within its own scope of competences;
  - o) manage bank transactions, prepare and submit tax returns;
  - p) perform asset and inventory management tasks, and carry out inventory taking and asset disposal;
  - q) perform payroll and social security administration tasks, manage and process agency contracts, student and doctoral contracts, and ad hoc employment contracts;
  - r) be responsible for employee administration, including the handling of employment and labour law matters and complaints, and for the operation of the advisory system in this area;
  - s) manage the University's receivables;
  - t) manage the University's travel administration tasks;
  - u) be responsible for establishing and operating the system for the declarations of assets and for developing and maintaining the related registry system;
  - v) manage occupational safety and occupational health tasks; record and maintain the related documentation;
  - w) perform the tasks related to social insurance registration, deregistration and change notifications;
  - x) maintain up-to-date records of data within its scope of competences, provide and analyse such data, and manage personal data within its scope of competences, acting as the data controller in this regard;
  - y) be responsible for the content management of the website sections that fall within its scope of competences.
- (3) The Directorate of Finance shall be headed by the Director of Finance, who shall report to the Director General for Financial and Technical Affairs on the lawful, professional and cost-effective performance of the Directorate's duties.
- (4) The detailed rules governing the operation of the Directorate of Finance, including the internal division of tasks within the organisational unit, are defined in its rules of procedure and the job descriptions of its staff.

**69. §** [*Directorate of Legal Affairs*]

- (1) The Directorate of Legal Affairs is an organisational unit operating under the supervision of the Director General for Financial and Technical Affairs.
- (2) The Directorate of Legal Affairs shall:
  - a) draft, review and examine contracts, cooperation agreements, unilateral declarations and other legal instruments, and review their compliance with legal regulations and internal rules, verifying their legal conformity;

- b) draft, issue and use contract templates and standard forms;
  - c) develop and operate the processes supporting contract conclusion, and continuously improve those processes;
  - d) provide legal advice;
  - e) monitor legislation, inform the management of legislative changes, prepare and comment on draft legislation;
  - f) be responsible for the content management and implementation of the Records Management Regulation, the regulations on undertaking commitments and concluding contracts, as well as other regulations and internal regulatory documents falling within its scope of competences;
  - g) edit the internal regulatory documents managed by the organisational units operating under the supervision of the Director General for Financial and Technical Affairs;
  - h) initiate before the Chief of Staff to the Rector the commencement of litigation, non-litigious procedures and administrative proceedings in matters falling within its scope of competences, and, upon the Rector's request, manage such proceedings and, where so authorised, represent the University in court; represent the University before the competent authorities in legal matters not related to its core activities;
  - i) provide legal support and advice in public procurement procedures; represent the University in legal proceedings related to public procurement;
  - j) provide legal support and advice in HR, employment and financial legal matters and proceedings, as well as draft and maintain employment-related standard forms; represent the University in legal proceedings related to public procurement;
  - k) provide legal support and advice in matters and proceedings related to copyright, patents, industrial property protection and other intellectual property rights, and as well as draft and maintain related standard forms;
  - l) develop, operate and continuously improve the University's records management system; perform central postal and document archiving tasks;
  - m) perform legal tasks related to business and civil organisations belonging to the University's sphere of interest;
  - n) maintain up-to-date records of data within its scope of competences, in particular of the University's contracts, perform data provision and analysis, and manage personal data within its scope of competence; acting as the data controller in this regard;
  - o) be responsible for the content management of the website sections that fall within its scope of competences.
- (3) The Directorate of Legal Affairs shall be headed by the Director of Legal Affairs, who shall report to the Director General for Financial and Technical Affairs on the lawful, professional and cost-effective performance of the Directorate's duties.
- (4) The detailed rules governing the operation of the Directorate of Legal Affairs, including the internal division of tasks within the organisational unit, are defined in its rules of procedure and the job descriptions of its staff.

**70. §** [*Directorate of Procurement*]

- (1) The Directorate of Procurement is an organisational unit operating under the supervision of the Director General for Financial and Technical Affairs.
- (2) The Directorate of Procurement shall:
  - a) be responsible for the development, organisation and support of the University's procurement, warehousing and central inventory management processes, and for ensuring, operating and developing the related service portfolio;
  - b) carry out public procurement procedures in their entirety, and, where external consultants are engaged, coordinate such procedures;
  - c) manage the official electronic platform for public procurement and judicial procedures, and maintain records of authorised access;
  - d) carry out procurement procedures in their entirety;
  - e) conclude framework agreements for standardised product categories, create warehouse stock to ensure more efficient and prompt procurement and service delivery, in line with the annual procurement plan;
  - f) develop and continuously improve the internal processes for the procurement of non-standardisable goods and services;
  - g) organise the internal and external transport tasks performed by the University's suppliers;
  - h) be responsible for the content management and implementation of the Public Procurement Regulation, the Procurement Regulation, as well as other regulations and internal regulatory documents within its scope of competences;
  - i) maintain up-to-date records of data within its scope of competences, provide and analyse such data, and manage personal data within its scope of competences, acting as the data controller in this regard;
  - j) be responsible for the content management of the website sections that fall within its scope of competences.
- (3) The Directorate of Procurement shall be headed by the Director of Procurement, who shall report to the Director General for Financial and Technical Affairs on the lawful, professional and cost-effective performance of the Directorate's duties.
- (4) The detailed rules governing the operation of the Directorate of Procurement, including the internal division of tasks within the organisational unit, are defined in its rules of procedure and the job descriptions of its staff.

**71. §** [*Directorate of Informatics*]

- (1) The Directorate of Informatics is an organisational unit operating under the supervision of the Director General for Financial and Technical Affairs.
- (2) The Directorate of Informatics shall:
  - a) propose the University's IT development strategy, in this context, assess the University's IT-development needs, prepare management summaries concerning such needs, manage the related decision-making process and implement the approved development projects;
  - b) plan the University's IT infrastructure and IT services;

- c) be responsible for the management of the University's IT resources, for the development, organisation and support of processes related to IT infrastructure usage, and for ensuring and developing the related service portfolio;
- d) operate and develop the University's IT infrastructure in its entirety;
- e) ensure the operation of the entire University network, including University-owned IT and educational technology equipment, computers and central servers, and perform user administration and supervision;
- f) provide central IT, educational technology and telecommunications services;
- g) operate and develop the University's telecommunications network (telephone network, exchanges, connecting devices and services), liaise with service providers and give professional opinions on service contracts;
- h) carry out IT service and maintenance tasks;
- i) conduct market research among service providers operating in areas within its scope of duties, and, in compliance with procurement and public procurement regulations, establish a network of external professional service providers offering favourable conditions for the University; manage relationships with external service providers, provide professional opinions on service contracts, monitor and supervise the quality of services, verify proper performance and manage the enforcement of claims arising from breach of contract;
- j) provide user support, assists in resolving IT-related problems, and handle IT incidents;
- k) carry out administrative tasks related to the services provided by the Directorate;
- l) assist in handling data protection incidents related to IT upon the request of the Chief of Staff to the Rector;
- m) organise and operate processes that ensure a unified framework for the utilisation and management of the University's data assets;
- n) be responsible for the content management and implementation of the IT Security Regulation, as well as other regulations required by EU and national legislation and directives in the field of cybersecurity, and other rules necessary to ensure a high level of information security, as well as other regulations and internal regulatory documents within its scope of competences;
- o) maintain up-to-date records of data within its scope of competences, provide and analyse such data, and manage personal data within its scope of competences, acting as the data controller in this regard;
- p) be responsible for the content management of the website sections that fall within its scope of competences.

**72. §** [*Directorate of Maintenance*]

- (1) The Directorate of Maintenance is an organisational unit operating under the supervision of the Director General for Financial and Technical Affairs.
- (2) The Directorate of Maintenance shall:
  - a) propose the University's development strategy for the built infrastructure and its asset management plan; in this context, assess development needs, prepare

- a management summary regarding such needs, manage the decision-making process, and implement the approved investments and development projects;
  - b) plan the University's built infrastructure and operational services;
  - c) be responsible for the management of the University's built infrastructure resources, for establishing, organising and supporting the processes related to the use of built infrastructure, and for ensuring and developing the related service portfolio;
  - d) manage, operate and develop the University's built infrastructure in its entirety, including the University's residence halls;
  - e) be responsible for performing the University's ownership, asset management and asset utilisation duties, with particular attention to compliance with the provisions set out in the University's asset management contracts; in this context, carry out both long-term and ad hoc utilisation activities, the sale of assets, and any other tasks arising from changes in usage arrangements;
  - f) ensure the operation of the University's entire built infrastructure and perform the administration and supervision of users;
  - g) provide investment, regular and extraordinary maintenance and renovation services, as well as full operational management;
  - h) provide reception, security and law enforcement services, and perform cleaning, logistics, dispatch, fire safety and disaster management duties;
  - i) conduct market research among service providers operating in areas within its scope of duties, and, in compliance with procurement and public procurement regulations, establish a network of external professional service providers offering favourable conditions for the University; manage relationships with external service providers, provide professional opinions on service contracts, monitor and supervise the quality of services, verify proper performance and manage the enforcement of claims arising from breach of contract;
  - j) provide support and assistance in resolving technical problems;
  - k) carry out administrative tasks related to the services provided by the Directorate;
  - l) be responsible for the content management and implementation of the Fire Safety Regulation, the rules of conduct of the buildings, the internal regulatory documents related to camera surveillance, as well as any other regulations and internal regulatory documents within its scope of competences, and implement them;
  - m) maintain up-to-date records of data within its scope of competence, provide such data within its scope of competence, including data provision and data organisation within the real estate registry and the relevant municipal databases, and manage personal data within its scope of competences; acting as the data controller in this regard;
  - n) be responsible for the content management of the website sections that fall within its scope of competences.
- (3) The Directorate of Maintenance shall be headed by the Director of Maintenance, who shall report to the Director General for Financial and Technical Affairs on the lawful, professional and cost-effective performance of the Directorate's duties.

- (4) The detailed rules governing the operation of the Directorate of Maintenance, including the internal division of tasks within the organisational unit, are defined in its rules of procedure and the job descriptions of its staff.

## 32. Faculties

### 73. § [Faculties]

- (1) Faculties shall operate within the University. A faculty shall be an organisational unit responsible for carrying out several educational and research, or creative artistic activities belonging to one or more fields of study, disciplines, or art, as defined in the educational programme. Programmes requiring a student status shall be organised exclusively within a faculty. The faculty is headed by the Dean.
- (2) The faculties of the University and their abbreviations, listed in order of their establishment, as follows:
  - a) Faculty of Civil Engineering (ÉMK);
  - b) Faculty of Mechanical Engineering (GPK);
  - c) Faculty of Architecture (ÉPK);
  - d) Faculty of Chemical Technology and Biotechnology (VBK);
  - e) Faculty of Electrical Engineering and Informatics (VIK);
  - f) Faculty of Transportation Engineering and Vehicle Engineering (KJK);
  - g) Faculty of Natural Sciences (TTK);
  - h) Faculty of Economic and Social Sciences (GTK).
- (3) Faculties, and only faculties, shall be subdivided into institutes, departments, the Dean's Office, knowledge centres, research centres and other organisational units.
- (4) A department shall be an organisational unit that, within the disciplines and branches of study pursued by the faculty, shall perform educational, research and education management tasks in connection with at least one subject.
- (5) A department shall operate or be established, or any organisational transformation shall result in a department, only if the calculated number of employees in lecturer-researcher positions working at the department as the place of work shall be at least ten (10), of whom at least five (5) shall hold a doctoral (PhD or DLA) degree. Within this number, at least one (1) person shall be employed full time as a university professor.
- (6) A deviation from the provisions set out in paragraph (5) may be authorised – in respect of at most one department per faculty and subject to a supportive Faculty Council decision – by the Senate in accordance with the rules set out in its Rules of Procedure. Such authorisation may be granted repeatedly.
- (7) The department shall be headed by the Head of Department.
- (8) An institute shall be a comprehensive organisational unit coordinating the activities of several departments or other organisational units established to perform tasks belonging to another core activity. The institute shall be headed by the Institute Director.
- (9) If a department fails to meet the condition set out in paragraph (5) on a permanent basis – that is, continuously for more than twenty-four months – the internal

regulatory document governing the operation of the faculty shall be amended with the proposal for the termination of the department, to be submitted no later than to the second Faculty Council and the third Senate meeting following the twenty-fourth month.

- (10) The Dean's Office shall perform the administrative, management, financial and organisational tasks related to the core activities of the faculties. The Dean's Office shall be headed by the Head of the Dean's Office.
- (11) The list of other organisational units operating within each faculty shall be contained in the internal regulatory document governing the operation of the faculty.
- (12) Pursuant to Act CXVI of 1996 on Atomic Energy, the University operates a training reactor for educational and research purposes, which qualifies as a nuclear facility and constitutes a licensed activity.
  - a) The licensee of the training reactor shall be the University.
  - b) Sole responsibility for the safety of the training reactor shall be born by the Rector, as the University's chief executive and representative under the Higher Education Act. The Rector's duties and responsibilities shall include determining the organisational structure in accordance with the relevant legislation, ensuring the necessary resources and selecting the management. The Rector shall ensure the provision of the material and human resources and the operational environment necessary for the safe operation of the training reactor.
  - c) The training reactor shall operate within the framework of the Institute of Nuclear Techniques of the Faculty of Natural Sciences (hereinafter: TTK), and operationally within the Department of Nuclear Energy. The University shall ensure the lawful operation of the training reactor within the framework of the Institute of Nuclear Techniques of the TTK, in accordance with the applicable legislation.
  - d) The educational and research tasks related to the training reactor shall be carried out by the Institute of Nuclear Techniques.
  - e) The Director of the Institute of Nuclear Techniques shall be responsible for the safe operation of the training reactor, within the framework provided by the University.

#### **IV. CHAPTER**

#### **REPRESENTATIVE BODIES AND FORUMS AT THE UNIVERSITY**

#### **33. BME Employees' Council (works council)**

##### **74. §** [*BME Employees' Council (works council)*]

- (1) The rights of participation shall be exercised on behalf of the employees of the University by the Works Council, elected directly by the employees of the University. The works council at the University shall bear the following name: BME Employees' Council.

- (2) The rights and obligations of the BME Employees' Council shall be defined by the applicable legislation, in particular by the Labour Code.
- (3) The areas, frameworks and methods of cooperation between the BME Employees' Council and the employer shall be determined by the Labour Code.

### **34. Trade Union**

#### **75. §** [*Trade Union*]

- (1) The University shall have a trade union in order to represent, enforce and protect the employees' interests related to their employment relationship, working conditions, welfare and social benefits.
- (2) The rights and obligations of the trade union shall be defined by the applicable legislation, in particular by the Labour Code, and, where a collective agreement is concluded between the employer and the trade union, by that collective agreement.
- (3) The representative trade union shall be entitled to conclude a collective agreement, and the employer shall be obliged to cooperate with the representative trade union in the conduct of collective bargaining.
- (4) Liaison between the trade union and the employer shall be maintained through the President of the Trade Union and the Director of Human Resources, provided that, by decision of the Rector, such liaison may be exercised directly on any occasion.
- (5) The areas, frameworks and methods of cooperation between the trade union and the employer shall be defined by the Labour Code, and, where a collective agreement is concluded between the employer and the trade union, by that collective agreement.

### **35. Students of the University and their organisations**

#### **76. §** [*Rights and obligations of students*]

- (1) The students and doctoral students (hereinafter collectively referred to as students) shall constitute the largest group within the University community. The primary objective of the University's educational core activities shall be to provide them with the highest possible standard of education.
- (2) Students and doctoral students shall exercise their individual rights arising from their student or doctoral student status in accordance with the provisions of the relevant legislation and the internal regulatory documents.
- (3) A student shall have the right to:
  - a) have their human dignity, their right to the free development of personality, their right to self-determination, religious, ideological or other convictions, as well as their national or ethnic identity, respected;
  - b) freely express opinions on any matter, including the work of academic staff and the operation of the University;
  - c) receive information concerning themselves and their studies, obtain the information necessary for the exercise of their rights, make proposals, and address questions to the executives and academic staff of the University or of the residence halls, and to the bodies and officers of the HDÖK, and to receive

- a substantive response within a reasonable period of time appropriate to the nature of the inquiry, even if no specific deadline is set by internal regulations;
- d) pursue their studies at the University in safety and in a healthy environment, and receive assistance in their studies according to their talents, abilities and interests;
  - e) receive appropriate treatment with regard to their condition, personal circumstances or disability;
  - f) receive financial or in-kind support with regard to their financial situation, income or academic results;
  - g) be a member of a Students' Scientific Association and participate in the University's research and development activities;
  - h) become acquainted with international practices during their studies and, for this purpose, pursue part-time studies at higher education institutions operating in the countries of the European Union, in countries specified by international treaties, or in those with which the University has concluded cooperation agreements;
  - i) participate personally or through representatives in decisions affecting their interests;
  - j) vote and be elected to the bodies of the HDÖK;
  - k) exercise their right of appeal in accordance with the provisions of the Studies and Exams Regulation.
- (4) In exercising their rights, students shall respect the provisions of the relevant legislation and internal regulatory documents, the human dignity of others, their own and others' physical integrity, and the right of others to study.

**77. §** [*University Student and Doctoral Student Union*]

- (1) A University Student and Doctoral Student Union shall operate within the framework of the University. The membership of the HDÖK shall consist of the members of the HÖK and the DOK. All students who have a student status at the University shall be members of the HÖK, and all doctoral students who have a doctoral student status at the University shall be members of the DOK.
- (2) The purpose of the HDÖK shall be to represent the interests of the students and the doctoral students at the University. The HDÖK shall exercise its rights in accordance with its Statutes, preserving the good reputation of the University, and within the framework of the applicable legislative provisions and internal regulatory documents.
- (3) No instructions shall be issued to the HDÖK in relation to its representative activities.
- (4) The operational rules of the HDÖK shall be defined by its Statutes, which shall be adopted by the General Assembly of the HDÖK and approved by the Senate. The Senate shall make a statement on the approval of the Statutes no later than at its first meeting following the thirtieth day after submission.
- (5) The operational rules of the HÖK and the DOK shall be defined by their own Statutes, adopted in accordance and consistent with the internal regulatory documents. Such Statutes shall form annexes to the HDÖK Statutes.

- (6) The HÖK Statutes shall be adopted by the General Assembly of the HÖK and approved by the Senate. The DOK Statutes shall be adopted by the General Assembly of the DOK and approved by the Senate.
- (7) Before the adoption or amendment of the Statutes referred to in paragraphs (4)–(5), the Directorate of the Rector’s Office shall provide an opinion thereon.
- (8) In the course of its review, the Directorate of the Rector’s Office shall primarily examine whether the relevant provisions of the Statutes comply with the applicable legislation and the internal regulatory documents.
- (9) The Senate may refuse to approve the Statutes referred to in paragraphs (4)–(5) only if they conflict with the law or with these Provisions. The Statutes, or any amendment thereto, shall be deemed approved if the Senate does not make a statement within the time limit specified in paragraph (4).
- (10) The internal regulatory documents of the University shall apply to the operation of the HDÖK in the same manner as to the University’s organisational units. The relevant organisational units of the University shall provide economic, financial, procurement, legal, IT, technical, data protection and other necessary support for its operation, ensuring compliance with the rules laid down in the internal regulatory documents during the provision of such support.

**78. §** [*Rights and obligations of the University Student and Doctoral Student Union*]

- (1) The HDÖK shall exercise the right of consent in respect of:
  - a) the Regulation on Student Fees and Benefits;
  - b) the procedure for Student Feedback on Teaching;
  - c) the Studies and Exams Regulation.
- (2) The HDÖK shall, in accordance with the applicable legislation, internal regulatory documents and the University’s fundamental principles of financial management, exercise the right of consent regarding the use of financial resources allocated for youth policy and student purposes.
- (3) The HDÖK shall participate in the student feedback on teaching.
- (4) The HDÖK shall have the right to express opinions and make proposals on all matters related to the operation of the University and to students.
- (5) The HDÖK shall:
  - a) be entitled to delegate the number of members specified in these Provisions to the Senate and other University bodies, and, within the framework of these Provisions, to delegate the number of members specified in the internal regulatory document concerning the operation of the faculty to the Faculty Council and faculty bodies;
  - b) delegate representatives to the University and faculty bodies, committees, meetings, in the proportions and numbers specified by legislation and internal regulatory documents, at the level of institutes and departments in matters of education management, and to other bodies;
  - c) be ensured representation in the Evaluation Committees of the Senate and the Faculty Councils.

- (6) Any amendment to the proportion of the student delegation in the Senate as defined in Section 8. §(8) shall require the consent of the HDÖK.
- (7) The HDÖK shall, in accordance with the applicable legislation, internal regulatory documents and the University's financial management principles, decide on its operation, the use of its financial resources, state support and own revenues, the exercise of its scopes of competences, and the establishment and operation of its institutional information system.
- (8) In order to perform its tasks, the HDÖK shall be entitled, in accordance with the applicable legislation, internal regulatory documents and the University's financial management principles, to use the University's premises and equipment free of charge, provided that this does not restrict the University's operations, particularly with regard to asset management and facility utilisation.
- (9) Any person, organisational unit or body of the University vested with decision-making authority shall, upon request by the HDÖK, provide a substantive response within thirty days, or, in the case of the Senate, at its first meeting following the thirtieth day.
- (10) If the rights of the HDÖK, established by the Higher Education Act, are violated – including any unlawful refusal to approve its Statutes – it may apply to a court within thirty days of notification, identifying the specific legal or internal regulatory provision infringed.
- (11) In addition to the representative activities defined in paragraphs (1)–(5), the HDÖK may perform further tasks, in relation to which the relevant provisions of legislation and internal regulatory documents concerning supervision, direction and oversight shall apply.
- (12) The University shall provide the conditions necessary for the operation of the HDÖK and the performance of its duties also with respect to paragraph (7). The provisions governing the financial management of the HDÖK shall be set out in the University Budget Regulation and in the Statutes of the HDÖK.
- (13) The officers of the HÖK and the DOK shall have the right to have access to the University's documents necessary for the performance of their duties.
- (14) Under their joint Statutes, the HÖK and the DOK shall
  - a) make decisions on:
    - aa) the distribution between them of the material and financial assets and other funds allocated by the University for their operation and for student purposes, and the support of other University student organisations and groups;
    - ab) the use of student and doctoral student funds and the use of financial and in-kind support allocated to the student unions as specified by legislation and internal regulatory documents;
    - ac) the conditions for applications for admission to residence halls, the distribution of available residence hall accommodation among faculties and residence halls, and the results of the residence hall admission applications;
  - b) exercise the right of consent concerning:

- ba) the adoption and amendment of the rules of conduct of the residence halls;
  - bb) the allocation of places in the Balatonlelle Youth Camp during the period from 15 July to 31 August;
  - bc) the content of the Student Residence Agreement;
  - bd) internal regulatory documents governing student disciplinary and compensation matters;
  - be) the rules of the national higher education scholarship application, including the system of evaluation;
  - bf) the use of community spaces in residence halls necessary for the operation of the HDÖK;
  - c) make proposals on:
    - ca) the appointment of senior mentors and residence hall mentors;
    - cb) the allocation of places in the Balatonlelle Youth Camp to HDÖK bodies, self-organised student groups, colleges for advanced studies, and other student organisations;
  - d) express opinions on:
    - da) the operational rules and programmes of the University's cultural and sports facilities;
    - db) the use of residence hall accommodation outside the study and exam periods;
    - dc) the use of areas other than residence hall rooms and residence hall facilities for student use;
    - dd) matters related to residence halls, student benefits and services provided to students.
- (15) In addition to the activities defined by legislation and internal regulatory documents, the HDÖK may also undertake the following tasks:
- a) organisation of freshman camps;
  - b) operation of systems supporting student integration;
  - c) publication of student journals and periodicals;
  - d) supervision of the activities of self-organised student groups and competitive teams;
  - e) support for the activities of colleges for advanced studies.

### **36. College for advanced studies**

#### **79. §** [*College for advanced studies*]

- (1) The objective of the colleges for advanced studies is to provide high-level, high-quality professional education by developing their own professional programme, thereby helping to foster the talent and encourage the participation in public life of students with outstanding abilities, to create the material and human resources required to get prepared for tasks facing intellectuals, and to educate intellectuals who are sensitive to social problems and have a professional attitude.
- (2) The college for advanced studies operates on the principle of self-governance and the active participation of its members. The membership of the college decides –

within the framework defined by the University's regulations – particularly on the establishment and termination of membership, the adoption of the college's Rules of Organisation and Operation, its academic programme, and the requirements related to academic performance associated with it.

- (3) Any student, lecturer or researcher of the University, as well as students from other higher education institutions, may become a member of a college for advanced studies. The conditions for the establishment and termination of membership are determined by the college itself.
- (4) The services of the college for advanced studies may also be used – under the conditions defined by the college – by students who do not hold membership status.
- (5) A Roma college for advanced studies is a college whose articles of association explicitly states this status, includes among its aims the promotion of the new generation of Roma professionals, is committed to the talent management of students who identify as Roma, and qualifies as a Roma college for advanced studies in accordance with Government Decree No. 24/2013 (II.5.) on National Excellence in Higher Education.
- (6) A college for advanced studies shall be established through the joint initiative of its founding members, is registered and reported to the Educational Authority by the University Student and Doctoral Student Union.
- (7) The articles of association and the Rules of Organisation and Operation of the college for advanced studies shall define
  - a) the aims of the college;
  - b) the principles of its operation;
  - c) the establishment and termination of membership;
  - d) the forms of membership and
  - e) the procedure for electing the leadership.
- (8) The objectives set out in the articles of association and the Rules of Organisation and Operation of the college for advanced studies include providing their members with opportunities for professional education and independent learning which go beyond the educational activity of the University, educating socially responsible intellectuals and ensuring autonomy.
- (9) The educational programme of the college for advanced studies specifies, in particular, the professional requirements for membership, the educational commitments, the principles for recognising academic achievement, and the obligation to complete the college's educational programme.
- (10) The highest decision-making body of the college for advanced studies is a body composed of its members, established according to the procedure defined in its Rules of Organisation and Operation.
- (11) The highest decision-making body of the college for advanced studies decides on:
  - a) the professional programme of the college (the educational programme and the schedule of educational commitments for the given academic year),
  - b) the requirements concerning the academic performance of student members related to the professional programme; and

- c) any other matters assigned to its scope of competences by the Rules of Organisation and Operation.
- (12) The highest decision-making body of the college for advanced studies designates the person authorised to represent it.
- (13) The college for advanced studies shall cease to exist if:
  - a) its highest decision-making body decides to dissolve it; or
  - b) it merges with another college for advanced studies.
- (14) The college for advanced studies may be terminated if its student membership falls below ten (10) for two consecutive terms. In such a case, the University Student Delegation shall decide on initiating its termination with the founding authority. In exceptional and duly justified cases, the University Student Delegation may grant a period of up to one (1) year to restore the required number of student members.
- (15) If the University Student Delegation determines that the college for advanced studies operates contrary to its regulations, the relevant legislation or its declared objectives, it shall call upon the college to restore lawful operation within a period not exceeding six (6) months. If lawful operation is not restored within the given period, the University Student Delegation shall initiate the termination of the college.
- (16) In the event of termination, the University shall ensure the preservation of the college's assets and documents. The assets of the dissolved college for advanced studies may be used exclusively for the purpose of supporting student talent management.
- (17) The University shall provide financial support to the colleges for advanced studies as defined in its business plan.
- (18) The University Student Delegation shall ensure the financial support of the colleges for advanced studies within the framework of the University's budget.
- (19) The Vice-Rector for Education and the chair of the University Student Delegation shall jointly exercise the power of supervision over the colleges for advanced studies.

## **V. CHAPTER**

### **INTERNAL COMMUNICATION WITHIN THE UNIVERSITY**

#### **80. §** [*Internal communication within the University*]

- (1) Internal communication is the organised exchange of information between university citizens, institutional organisational units and groups. This includes the flow of both internal and external documents, institutional decisions and oral information, as well as the submitting of proposals, requests, proposals and reports.
- (2) Students are informed through the channels set out in the Student Requirements System.

## VI. CHAPTER INSTITUTIONAL DOCUMENTS

### 37. The system of institutional documents

81. § [*The system of institutional documents*]

- (1) The strategic goals of the University, the plans, the principles and rules of operation necessary for the implementation thereof shall be defined in institutional documents within the framework defined by law and the Maintainer.
- (2) The institutional documents of the University are as follows:
  - a) strategic documents,
  - b) the educational programme, and
  - c) regulatory documents.
- (3) Vision, mission, mission statement and strategic plans:
  - a) As a higher education institution, the University defines its goals and vision in its Founding Charter and in the documents setting out its vision, mission, and mission statement.
  - b) The University's medium- and long-term strategic document is the Institutional Development Plan, which is elaborated in detail through short- or medium-term sub-strategies developed for its implementation.
  - c) Action plans are implementation documents serving the execution of the strategy, the Institutional Development Plan and the functional action plans derived from its sub-strategies.
- (4) The internal regulatory documents shall define the organisational structure and governance of the University, the scopes of duties of every organisational unit, the requirements for executives, employees and students, persons participating in the various programmes, the rules governing the scopes of competences, responsibilities and scopes of powers of the executives and bodies, the duties, rights and obligations of the employees, the students and persons participating in the various programmes. The internal regulatory documents shall regulate the complex activities involving multiple actors and multiple steps, so that such activities comply with the principles of lawfulness, expediency, transparency, enforceability and accountability.
- (5) The internal regulatory documents of the University, in hierarchical order, are as follows:
  - a) *Founding Charter*: the Founding Charter is the constitutive document of the University, adopted by the Maintainer, which defines, pursuant to the provisions of the Higher Education Act, the University's purpose, legal status, principles of organisational structure, highest-level management framework, the distribution of competences among its executives, its core and supplementary (public-benefit) activities, maximum student capacity and real estate assets.
  - b) *Rules of Organisation and Operation*: The Rules of Organisation and Operation define the University's organisation, its operational principles, the leadership structure, the bodies functioning within the University, the distribution of

powers and responsibilities between executives and bodies, the scope of competences of executives, the organisational structure, as well as the scope of duties of the organisational units and the division of tasks among them. The Rules of Organisation and Operation set out the employment and HR rules applicable to staff, the procedures for establishing and terminating employment, the framework of staff rights and obligations, the requirements applicable to them, the key rules concerning students, their rights and obligations, and the framework for the organisation of education. The Rules of Organisation and Operation also determine the basic framework of student events, the framework of the quality assurance system, and the fundamental rules for intellectual property management. The Rules of Organisation and Operation include the internal regulations, required by legislation to be regulated therein. The Rules of Organisation and Operation is the most important document for the management of the University, adopted by the Senate pursuant to the authorisation contained in the Founding Charter and these Provisions, and in certain cases approved by the Maintainer.

- c) *Other regulations*: In addition to the Rules of Organisation and Operation, other regulations govern complex, multi-actor issues, primarily those related to matters of substantive law and procedural law in the fields of finance and operations.
  - d) *Rector's Instruction*: it is an internal regulatory document usually connected to the implementation of a regulation, detailing execution, task allocation, scheduling and technical implementation.
  - e) *Dean's Instruction*: it is an internal regulatory document, typically linked to the implementation of a regulation, defining detailed execution, task allocation, scheduling and technical implementation, but limited in scope to the Faculty headed by the Dean, and establishing tasks, deadlines, schedules, rights and obligations within that Faculty.
  - f) *Rector's directive*: the directive is a set of principles designed to provide clear and unambiguous guidance to university executives and employees within the frameworks of the relevant regulation, regarding the principles applied in the professional area concerned, to ensure the consistent application of such principles, the consistency and transparency of the decisions.
  - g) *Operational provisions*: these determine the operational rules of a specific organisational unit within the framework of the relevant regulation.
  - h) *Rules of Procedure*: these determine the rules governing the operation of a given body (e.g. committees) within the framework of the regulation.
- (6) The educational programme is the University's comprehensive educational document, which includes the detailed educational and academic requirements of bachelor, master and single-cycle programmes, postgraduate specialist training programmes, as well as the plans for the doctoral programmes, along with detailed rules of the programme concerned, in particular together with the curricula, the academic programmes and the subject programmes, as well as the evaluation and monitoring methods, procedures and rules.

- (7) A separate group of institutional documents is constituted by the financial plans, in particular the institutional budget, the business plan and the statements prepared in line with the accounting provisions.
- (8) A higher-level rule shall not be in conflict with a lower level rule.

### **38. Strategic plans**

#### **82. §** [*Strategic plans*]

- (1) The Maintainer shall define the strategic development frameworks of the institution.
- (2) The Institutional Development Plan and as part thereof, the research, development and innovation strategy shall be prepared according to the Higher Education Act and within the frameworks specified by the Maintainer. The sub-strategies are developed within the framework of the Institutional Development Plan, generally by specialties (e.g.: educational and programme development strategy, scientific strategy, publication strategy, international strategy, research, development and innovation strategy, human resources strategy/plan, asset management strategy/plan, property development strategy/plan, IT development strategy/plan, talent management strategy/plan, admissions campaign plan, etc.).
- (3) The Vice-Rector for Strategy shall be responsible for preparing and presenting the Institutional Development Plan and for monitoring the implementation thereof and shall also be responsible for aligning the plans of the professional areas with the Institutional Development Plan and other plans. The head of each area shall be responsible for the area-specific plans.
- (4) The Vice-Rector for Strategy shall prepare the formal and content requirements of the Institutional Development Plan and the area-specific plans, together with the schedule for strategic planning, and shall propose those responsible for each area-specific plan (responsible, reviewer, to be informed). The proposals shall be approved by the Rectoral Management Team.
- (5) The Institutional Development Plan and the sub-strategies developed for its implementation shall be adopted by the Senate, while the action plans shall be approved by the Rectoral Management Team.
- (6) Strategic documents shall be recorded and issued by the Directorate of the Rector's Office.

### **39. Internal regulatory documents**

#### **83. §** [*Principles for drafting internal regulatory documents*]

- (1) Principles for drafting internal regulatory documents:
  - a) One person only may be in charge of the professional aspects of any document.
  - b) Documents shall be prepared in a manner consistent with the strategic goals set by the Maintainer and shall effectively support the realisation of such goals, i.e. the documents shall be expedient and effective.

- c) Efforts shall be made to simplify documents and to ensure that they are clear and unambiguous. The aim is not to repeat the wording of legislation but to apply it appropriately at institutional level.
  - d) The development and revision of a new document should focus on those areas where it is actually needed. Excessive regulation should be avoided.
  - e) The drafting of documents should be preceded by comprehensive evaluation and analytical work, and the necessary consultations should be carried out.
  - f) The documents shall be prepared in Hungarian, if so decided by the person responsible for the document, also in English. In case of any discrepancy, the Hungarian version shall prevail.
- (2) Adherence to these principles helps enable internal regulation to achieve its objectives, with as little bureaucracy as possible and cost-efficiently: to be able to give fast and accurate answers to university citizens regarding the matters, tasks and issues concerning them.
  - (3) During the drafting of documents, the enforcement of the above principles shall be the responsibility of the competent professional leader, while ensuring compliance with legislation and internal regulations shall be the responsibility of the Chief of Staff to the Rector.

**84. §** [*Regulatory powers*]

- (1) The division of regulatory powers between the Maintainer and the University is as follows:
  - a) decisions made by the Maintainer; or
  - b) decisions made by the University.
- (2) Within their respective regulatory powers:
  - a) *Maintainer*: shall determine the rules applicable to the University within the frameworks of the law and in accordance with the provisions of its Founding Charter and other regulations;
  - b) *Senate*: may issue regulations;
  - c) *Rectoral Management Team*: may issue regulations, operational provisions, Rector's Instructions, Rector's Directives;
  - d) *Dean*: may issue Dean's Instructions;
  - e) *body*: may issue rules of procedure, subject to approval under these Provisions.

**85. §** [*Persons in charge of the internal regulatory documents*]

- (1) The Chief of Staff to the Rector shall be responsible for drafting the Founding Charter and for ensuring the consistency of internal regulatory documents with the Founding Charter.
- (2) The relevant professional executive shall be responsible for drafting and presenting internal regulatory documents and for monitoring the implementation thereof. The list of persons in charge of the internal regulatory documents shall be drawn up by the Chief of Staff to the Rector and approved by the Rectoral Management Team.

- (3) The Directorate of the Rector's Office shall perform the legal review and, where necessary, the codification of internal regulatory documents.
- (4) The Directorate of the Rector's Office shall prepare the topics, formal and content requirements of internal regulatory documents, the schedule for their drafting and review, the responsible persons for each area-specific plan (responsible, performing codification and legal review, reviewer, to be informed), and the rules for publication, which shall be approved by the Rectoral Management Team.
- (5) The decision on any institutional regulatory document to be prepared in addition to the Rules of Organisation and Operation, as well as the decision on the type of document to regulate the subject concerned shall be adopted by the Chief of Staff to the Rectors, in cooperation with the area-specific leader.
- (6) The internal regulatory documents shall be issued by the Directorate of the Rector's Office and published on the University's website. Records of the internal regulatory documents, the status thereof and the relevant responsible persons shall be kept by the Directorate of the Rector's Office.

**86. §** [*Implementation of internal regulatory documents*]

- (1) Executives may issue notices concerning the details of implementation, technical tasks, scheduling of partial tasks, designation of specific responsible persons, and interpretation of internal regulatory documents. These notices shall not constitute internal regulatory documents, but shall be considered as binding executive decisions on the implementation thereof. Compliance with such notices is obligatory for all staff and students. Records of such notices shall be kept in the organisational unit concerned, provided that the executive deems it necessary.
- (2) In order to implement the internal regulatory documents, the executives may issue work instructions to the employees of their own organisational unit, in accordance with labour law regulations. Work instructions shall not constitute internal regulatory documents, and records of the work instructions shall be kept in the organisational unit considered, provided that the executive deems it necessary.

**87. §** [*Educational programme, financial plans*]

- (1) The rules applicable to the educational programmes, financial plans and reports prepared in line with the accounting provisions are included in separate regulation.

**VII. CHAPTER  
PROVISIONS RELATED TO THE PUBLIC BENEFIT STATUS**

**40. Provisions related to the public benefit status**

**88. §** [*Provisions related to the public benefit status*]

- (1) For three years after the termination of a public benefit organisation, the position of Rector shall not be filled by any person who used to be the executive officer of any public-benefit organisation – for at least one year in the two years before its termination –,

- a) which was dissolved without legal successor without having settled its tax and customs debts with the state tax and customs authorities;
  - b) in respect of which the state tax and customs authorities discovered significant tax liabilities;
  - c) against which the state tax and customs authority applied the measure of closure of business or imposed a fine in lieu of closure of business;
  - d) the tax number of which was suspended or cancelled by the state tax and customs authority in accordance with the Act on the Rules of Taxation.
- (2) The annual report of the University drafted in accordance with the accounting act, and the public-benefit status report shall be approved by the Maintainer until 31st May of the year following the current year at the latest. The public benefit status report shall be published on the University's website, in a way that is accessible to everyone.
- (3) Anyone may request access to documents related to the operation of the University as a public-benefit organisation. The application shall be submitted in writing to the Directorate of the Rector's Office and shall be processed within 30 days.

## VIII. CHAPTER CLOSING PROVISIONS

### 89. § [*Closing provisions*]

- (1) The present Provisions were adopted by the Senate at its meeting of 20 June 2025 under Decision no. XI./1.9./2024-2025 (2025. VI. 20.) and approved by the Directorate of the Maintainer on 21 July 2025 under Directorate Decision no. 3/2025. (VII. 21.).
- (2) These Provisions shall be effective from 22 July 2025 with the exceptions stated in paragraph (3).
- (3) The provisions relating to the composition of the Senate shall enter into force on 15 September 2025.
- (4) Upon the entry into force of these Provisions, the Organisational and Operational Provisions adopted by the Senate on 27 March 2023 under Senate Decision No. VII./9./2022-2023 (2023. III. 27.) shall cease to have effect.

### 90. § [*Temporary provisions*]

- (1) These Provisions, as well as the Faculty Rules of Organisation and Operation, shall be reviewed by 31 March 2026, primarily with regard to the rules concerning the faculty's organisational structure, internal divisions, management structure, and the responsibilities and functions of executives, in order to ensure, on the one hand, their consistency with the present Provisions, and, on the other, that the rules applicable to the faculties are reflected with appropriate detail and emphasis in the Organisational and Operational Provisions. This review obligation does not necessarily affect the sections of these Provisions relating to the Dean, as these are already set out in detail in the SZMR. These Provisions shall also be supplemented by 31 March 2026 with provisions governing the structure of the Employment Requirements System and the Student Requirements System, that is, these

Provisions shall define which rules and in what order form part of the Employment Requirements System and the Student Requirements System.

- (2) The annexes of the Organisational and Operational Provisions shall be prepared or reviewed by 31 March 2026 for compliance with these Provisions and the relevant legislation, and incorporated into the annex structure provided for by these Provisions.
- (3) The regulation forming part of the Employment Requirements System that concerns the legal framework of employment, job descriptions, basic job requirements and related promotion rules shall be prepared by 30 September 2025.
- (4) The internal regulatory document concerning the exercise of employer's rights shall be prepared by 30 September 2025.
- (5) The internal regulatory documents governing the procedure for undertaking commitments and concluding contracts shall be prepared by 30 September 2025.
- (6) All internal regulatory documents of the University shall be continuously reviewed in order to ensure consistency with these Provisions.
- (7) Documents identified in the University's internal regulatory documents as internal organisational regulations or internal organisational regulatory documents shall, following the entry into force of these Provisions, be regarded and referred to as internal regulatory documents.
- (8) Except for matters within the scope of employer's rights, where an internal regulatory document (formerly termed an internal organisational regulation or internal organisational regulatory document) refers to the Chancellor, this shall, following the entry into force of these Provisions, be understood to mean the Director General for Financial and Technical Affairs. In matters falling within the scope of employer's rights, references to the Chancellor in internal regulatory documents (formerly termed an internal organisational regulation or internal organisational regulatory document) shall, following the entry into force of these Provisions, be understood to mean the Rector.
- (9) In the event of any inconsistency between the SZMR and any other internal regulatory document of the University, these Provisions shall prevail, and the procedure set out in the SZMR shall be followed.
- (10) The Senate established through the 2024 general election of Senate members, and constituted on 30 September 2024, shall, by virtue of these Provisions and without any further action, be reconstituted as follows from 15 September 2025:
  - a) from 15 September 2025, the Rector shall be an ex officio voting member and Chair of the Senate;
  - b) from 15 September 2025, the Vice-Rector for Research and Innovation, the Vice-Rector for International Affairs, the Vice-Rector for Education and the Vice-Rector for Scientific Affairs shall be ex officio voting members of the Senate;
  - c) from 15 September 2025, the Director General for Financial and Technical Affairs shall be an ex officio voting member of the Senate;
  - d) from 15 September 2025, a Dean shall be an elected voting member of the Senate by virtue of having been supported and ranked first, provided that the Faculty Council supported and ranked the Dean's application in first place during the Dean's election process; this provision applies to all Deans regardless of

whether the Dean's selection process and Faculty Council ranking took place before or after the entry into force of these Provisions, and regardless of the start date of the Dean's appointment; the Dean's elected voting membership lasts for the duration of the Dean's appointment;

- e) from 15 September 2025, a Dean who was an elected voting member of the Senate shall, upon termination of the Dean's appointment – unless becoming an elected voting member under 8. §(4) – remain an elected voting member under Section 8. §(5), provided that the Dean received a sufficient number of votes in the 2024 Senate elections as specified in the Senate's rules of procedure; in such a case, the Dean's elected voting membership lasts for the duration of the mandate obtained in the 2024 Senate elections;
- f) if the Dean does not remain an elected voting member under point e), they may become one under Section 8. §(5), provided that a by-election is held for a substitute membership and they are elected in that process;
- g) in accordance with point e), the Senate membership of a faculty-elected lecturer-scientific researcher-teacher member shall cease if they no longer hold a sufficient number of votes under the Senate's rules of procedure as obtained in the 2024 Senate elections (i.e. that is, notwithstanding the termination of the Dean's appointment, the Senate member referred to in point REF\_Ref200730151 \r \h e) shall remain an elected voting member of the Senate under Section 8. §(5) on the basis of the votes cast for them in the 2024 Senate elections, thereby taking precedence over the Senate member thus excluded by virtue of having received a higher number of votes);
- h) from 15 September 2025, a non-lecturer, non-researcher, or non-teacher elected Senate member shall qualify as an elected non-voting member with right of consultation; such membership shall last for the duration of the mandate obtained in the 2024 Senate elections;
- i) except for the rules concerning Deans, the entry into force of these Provisions shall not affect the membership of Senate members elected by the Faculties or the voting membership of an elected trade union delegate; such membership shall last for the duration of the mandate obtained in the 2024 Senate elections;
- j) the entry into force of these Provisions shall not affect the membership of Senate members representing the HÖK; with the proviso that the President of the Students' Union shall ensure the nomination, election or delegation of any additional HÖK member required under these Provisions by no later than 15 September 2025;
- k) a by-election shall be held by 15 September 2025 to elect the University-wide lecturer-researcher-teacher member;
- l) in addition to point k), if any category of Senate membership as defined in these Provisions is vacant, a by-election shall be held in that category;
- m) from 15 September 2025, the Vice-Rector for Strategy shall be an ex officio non-voting member with the right of consultation, unless already an elected voting member under 8. §(5) or 8. §(6);
- n) the Senate's rules of procedure shall apply with the modification that if a Dean becomes an elected voting member under point (d), the other elected voting

member under Section 8. §(5) shall be the candidate who received the next highest number of votes; otherwise, the two candidates receiving the highest number of votes shall become elected voting members under 8. §(5);

- o) until 14 September 2025, the Senate shall continue to operate in the composition established through the 2024 general Senate elections and constituted on 30 September 2024.
- (11) Regarding the University committees, councils and bodies established under the SZMR, membership shall be reviewed for compliance with these Provisions, including the fact and type of membership (ex officio, elected or delegated) and the term of appointment, and new assignment letters shall be issued by 15 September 2025 in accordance with these Provisions.
- (12) In the adoption, amendment or repeal of the provisions of Chapter IV, Sections 76. §–78. § of these Provisions (Students of the University and their organisations), the HDÖK shall exercise the right of consent.
- (13) These Provisions shall be made available in the University’s central internal policy repository and on its website.

#### **41. Appendices and annexes**

Annex 1:	Organogram
Annex2:	Rules of Procedure of the Senate
Annex 3:	Regulation on organising student events and services, and the regulation of events using the University’s name
Annex 4:	Quality Management Regulation
Annex 5:	Regulation on Intellectual Property Management

### Organogram

