

	RULES OF PROCEDURE FOR THE INTERNATIONAL SCIENTIFIC ADVISORY BOARD	File number: REKIKT 464/2025 Version number: 00.
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The rules of operation (hereinafter: Rules of Procedure) shall be defined by the International Scientific Advisory Board (hereinafter: Board) of the Budapest University of Technology and Economics (hereinafter: University) based on Section 7 in Chapter VIII of the Founding Charter of the University and Section 34(18) of the Organisational and Operational Provisions of the University (hereinafter: SZMR), as follows:

1. Scope of the Rules of Procedure

Section 1 *[Scope of the Rules of Procedure]*

- (1) The Rules of Procedure shall apply to the members of the Board, the invitees and those involved in the operation of the Board.
- (2) The material scope of the Rules of Procedure shall include the entire operation of the Board and every procedure on matters falling within the competence of the Board.
- (3) Issues related to the operation of the Board that are not regulated herein or are not regulated in a sufficient detail shall be decided by the Chair of the Board.

2. Status, responsibilities and competences of the Board, participants

Section 2 *[Status, responsibilities and competences of the Board]*

- (1) The Board shall provide advice and opinions on scientific matters concerning the University.
- (2) The members of the Board shall perform their duties related to their membership for the benefit and in the interest of the University in accordance with their own scientific and professional beliefs, and may not be required to engage in any activity contrary thereto.
- ~~(3)~~ The members of the Board shall keep confidential all data, facts and information received in connection with the management and activities of the University, and they shall not disclose them to any unauthorised person.
- (4) The status, responsibilities and competence of the Board and the legal relationship of the members shall be governed by
 - Act V of 2013 on the Civil Code (the Civil Code), and
 - the Rules of Organisation and Operation of the University (in particular the SZMR).

Section 3 *[Composition of the Board, participants]*

- (1) The Board shall consist of nine (9) members one of whom shall be delegated by the Rector and act as Chair.
- (2) The members and the Chair are appointed by the Rector for a fixed term of up to 3 years, which may be renewed multiple times.
- (3) The Board membership is established upon acceptance.
- (4) The Board membership shall terminate upon:
 - (a) the expiry of the fixed term,
 - (b) resignation,
 - (c) the withdrawal of the invitation,
 - (d) the death of the member.
- (5) Members may resign through the Vice-Rector for Scientific Affairs by submitting written statement addressed to the Rector. The mandate of the member shall terminate on the date indicated in the resignation, or, in the absence of such a date, on the date the resignation is communicated. The validity of the resignation shall not require any declaration of

- acceptance. The Vice-Rector for Scientific Affairs shall immediately notify the Rector of the resignation.
- (6) Where the position of a member becomes vacant, the Vice-Rector for Scientific Affairs shall immediately initiate a proposal in order to fill the position concerned.
 - (7) Should the Rector be invited to a meeting of the Board, the Rector shall attend with the right to speak. The Vice-Rector for Scientific Affairs participates in the meetings of the Board as a standing invitee with the right to speak.
 - (8) Further invitees, such as the heads of relevant organisational units of the University, and other persons concerned by the agenda may attend the meetings at the request of the Chair or at the proposal of the members or the Vice-Rector for Scientific Affairs, with the right to speak when the relevant item on the agenda is discussed.
 - (9) The Directorate of Scientific Affairs shall be responsible for the administration of the Board.

3. Rights and obligations of the Board

Section 4 *[Procedure of the Board members, substitution]*

- (1) The elected members of the Board shall discharge their mandate personally; the rights and obligations arising from the Board membership are non-transferable, and representation by proxy is not permitted when exercising such rights and obligations.
- (2) Board members shall be actively involved in the work of the Board; they shall contribute to the achievement of the Board's objectives, and shall carry out the tasks entrusted to them in a timely manner.

Section 5 *[The Chair of the Board]*

- (1) The Chair:
 - (a) shall be responsible for adopting and issuing the Board's Rules of Procedure;
 - (b) shall organise the work of the Board, and, as part of this, shall decide on the invitees, and the formal and substantive requirements of proposals under this Rules of Procedure;
 - (c) shall decide on issues related to the operation of the Board that are not regulated herein, or not regulated in sufficient detail;
 - (d) shall chair the Board meetings, shall ensure that the order of the meetings is maintained, shall order the taking of votes and establish the results thereof;
 - (e) shall issue the memoranda of the meetings;
 - (f) shall monitor, through the Vice-Rector for Scientific Affairs, the implementation of the Board decisions, and shall initiate the collection of the necessary data and information in this regard;
 - (g) shall represent the Board before the Rectoral Management Team, the Senate and the Board of Directors of the Maintainer;
 - (h) shall report to the Rector on the operation of the Board as necessary, at the request of the Rector, but at least every two years.

Section 6 *[Members of the Board]*

- (1) The members:
 - (a) shall attend Board meetings, in case of their absence, they shall notify the Chair through the Directorate of Scientific Affairs about the fact of and reason for such absence;

- (b) shall prepare for the meetings, contribute to the operation of the Board through constructive work;
- (c) shall comply with the rules governing meetings and votings;
- (d) shall perform the duties assigned by the Chair or the Vice-Rector for Scientific Affairs in a timely manner;
- (e) shall be responsible for the decisions made and the opinions delivered by them;
- (f) may, at the meetings, ask questions, of the person submitting the proposal, the other members and the invitees, they may express comments or opinions, and make suggestions related to the proposal;
- (g) shall have the right to receive all information and access all documents that may be necessary for the performance of their duties as Board members; in this regard, they have the right to know the personal data necessary for the performance of their duties;
- (h) may initiate the convention of a meeting in accordance with this Rules of Procedure.

Section 7 *[Invitees of the Board]*

- (1) The invitees:
 - (a) shall attend Board meetings, in case of their absence, they shall notify the Chair through the Directorate of Scientific Affairs about the fact of and reason for such absence, and shall ensure that they are substituted;
 - (b) shall prepare for the meetings, contribute to the work of the Board through constructive work, by submitting proposals, comments and opinions in the best interest of the University and to their best knowledge as experts;
 - (c) shall comply with the rules governing meetings;
 - (d) shall perform the tasks assigned by the Chair in a timely manner;
 - (e) shall submit their proposals by the deadline when acting as the submitter thereof;
 - (f) may, at the meetings, ask questions, of the person submitting the proposal, the other members and the invitees, they may express comments or opinions, and make suggestions related to the proposal.

4. Rules governing Board meetings

Section 8 *[Exercising the competence of the Board]*

- (1) The competence of the Board shall primarily be exercised at its meetings.
- (2) The Board shall meet as necessary, but at least on 1 (one) occasion in each academic year.
- (3) Board meetings are not open to the public, only the members of the Board, the Rector, the Vice-Rector for Scientific Affairs, the invitees and the employee responsible for administration may attend.
- (4) Board meetings can be in-person or online. Online meetings will be held by means of an electronic communications network capable of simultaneous transmission of video and audio, and participation of members in the meeting may be ensured by means of such a network. Members joining the meeting online shall have the same rights as those attending in person and shall be included in determining the quorum.

Section 9 *[Rules governing meetings]*

- (1) Meetings shall be convened by the Chair through the Vice-Rector for Scientific Affairs at a date agreed with the members.
- (2) The Board shall have a quorum if at least five members are present at the meeting.

- (3) All members of the Board shall have one vote, in case of a tie, the Chair shall have the casting vote.
- (4) Board decisions shall be made by simple majority, provided that the Board shall strive for a consensus (unanimous decision).
- (5) Decisions shall be adopted by open vote.
- (6) Members may only cast “yes” or “no” , or “abstention” votes,
- (7) Board decisions are incorporated into decisions by the Directorate of Scientific Affairs within five (5) business days of the meetings. Decisions shall be communicated to the members. Otherwise, the decisions shall not be openly accessible.

Section 10 [Rules governing online meetings]

- (1) The rules described for ordinary meetings shall apply to meetings held without physical presence in an online format except that such meetings shall be held primarily via Microsoft Teams.

5. Rules of Conduct

Section 11 [General rules]

- (1) The employee of the Directorate of Scientific Affairs appointed as such in their job description shall be responsible for the administration related to the operation of the Board. In this regard, the relevant employee:
 - (a) shall prepare the meeting invitations according to the instructions given by the Vice-Rector for Scientific Affairs, and shall ensure the technical conditions of the meeting;
 - (b) shall attend the meeting for the purpose of preparing a memorandum or providing technical support;
 - (c) shall prepare the meeting’s memorandum;
 - (d) shall finalise decisions formally and technically within 5 business days of the meeting, and shall keep the register of decisions;
 - (e) shall be responsible for having documents signed, and for ensuring that the persons authorised to do so by this Rules of Procedure receive (in a timely and appropriate manner) the invitation approved by the Chair, the memorandum and the decisions;
 - (f) shall be responsible for archiving the documentation of the Board electronically, for keeping it in the records office of the Directorate of the Rector’s Office, then for managing and updating it in accordance with the Records Management Policy;
 - (g) shall receive and distribute the meeting documentation of the Board, and shall provide information on the technical conditions of meetings;
 - (h) shall perform all other administrative tasks assigned by the Chair or the Vice-Rector for Scientific Affairs.

Section 12 [Communication]

- (1) The official language used for the operation and communications of the Board shall be English.
- (2) Communication between Board members shall be conducted electronically to ensure fast and efficient flow of information. Members shall notify the Directorate of Scientific Affairs of their e-mail address required for electronic communication, and any changes thereto.
- (3) The Chair shall regularly report to the Rector and the Vice-Rector for Scientific Affairs on the work performed and the results achieved by the Board.

- (4) The Chair as a representative of the Board shall be primarily authorised to communicate internally on all matters concerning the Board to ensure unified and consistent communication.
- (5) Members shall communicate in full compliance with the provisions of Act LIV of 2018 on Trade Secrets and Section 27(5) of Act CXII of 2011 on Informational Self-determination and Freedom of Information.

Section 13 [*Invitation, proposal, memorandum, decision*]

- (1) Invitations to Board meetings shall specify the place, date and expected duration of the meeting, the agenda, the name and position of those submitting proposals, the nature of the meeting (ordinary, online), the name and position of the invitees, the date and place of drafting the invitation.
- (2) The invitation shall be delivered to the members and the invitees by electronic mail.
- (3) Written proposals shall include:
 - (a) the subject of the proposal;
 - (b) the name and position of the person submitting the proposal;
 - (c) the background (if any) of the proposal, the professional reasons and purpose, a brief description and the expected effects of the proposal, the implementation schedule and the person responsible for such implementation;
 - (d) the date of the proposal.
- (4) A memorandum shall be prepared for each meeting.
- (5) The memorandum shall contain at least the following:
 - (a) the form, place and date of the meeting as well as the name of the attendees and the name of those absent;
 - (b) the items of the agenda;
 - (c) the name of the persons commenting in the discussion of each item on the agenda, the substance of their comment, whether they propose a change in the wording, the proposal or the substance thereof;
 - (d) the decisions adopted;
 - (e) the voting ratios.
- (6) The memorandum shall be delivered to the members within five (5) business days of the meeting.
- (7) Board decisions shall be recorded in writing with a numbering re-starting every year. The format of the decision: NTTT-.../year (month day).

Section 14 [*Document management*]

- (1) The documents of the Board shall be managed in accordance with the Records Management Regulation provided that documents may be managed in printed or electronic form.
- (2) Printed documents shall be filed in the archives of the Directorate of the Rector's Office, while electronic documents shall be stored on the joint drive entitled *bodies*, in the folder *Board* separately for each meeting, and in the Poszeidon Documentation and Record Management System.

6. Closing provisions

Section 15 [Closing provisions]

- (1) This Rules of Procedure has been prepared in Hungarian and English, in case of any discrepancy between the Hungarian and the English versions, the English version shall prevail.

This Rules of Procedure has been adopted by the Board by its Decision NTTT-1/2025 (11.03.), and approved by signature of the Rector. In effect from 13. 11. 2025

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Dr. Frank H. P. Fitzek
Chair

Approved by:

..... 2025

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Dr. Hassan Charaf
Rector