



**UNIVERSITY OF VETERINARY MEDICINE BUDAPEST
UNIVERSITY STUDENT APPEALS COMMITTEE
RULES AND REGULATIONS**

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1. PURPOSE AND AREA OF APPLICATION

The University Student Appeals Committee (hereinafter: the Committee) of the University of Veterinary Medicine Budapest (hereinafter: the University) conducts its activities according to the rules and regulations below.

The Committee operates in accordance with the provisions laid out in the Order of Organization and Operation (hereinafter: ORGOP), i.e., Volume I of the UVMB's Rules of Organization and Operation.

2. FORMATION AND MEMBERS OF THE COMMITTEE

2.1. Formation of the Committee

- The chair and members of the Committee are elected by the Senate based on the Rector's proposal.
- The chair and the members of the Committee are assigned by the Rector.

2.2. Composition of the Committee

The Committee has 6 members including the Chair.

- Chair: senior instructor;
- Secretary: associate assigned by the Rector (without voting rights);
- 2 instructors;
- 1 employee involved in education;
- 1 representative of the Doctoral Student Council;
- 2 students.

2.3. Termination of the assignment of Committee members

- a) Committee members are assigned for the term of the Senate.
- b) Membership of associates is terminated if the member
 - resigns;
 - passes away;
 - is recalled in the manner defined in the UVMB's Rules of Organization and Operation;
 - if the member's employment relations with the University is terminated;
- c) Within the one-year term, the assignment of the student is terminated if the student
 - resigns;
 - passes away;
 - is recalled in the manner defined in the UVMB's Rules of Organization and Operation;
 - loses their student status;
 - inactivate their student status.
- d) The Chair's assignment is terminated if the Chair
 - resigns;
 - passes away;



- if the member's employment relations with the University is terminated;
- is recalled from office by the Senate's resolution.

2.4. The members of the Committee shall

- a) participate in the meetings of the Committee and initiate the convention thereof, contribute to the Committee's successful work and adoption of resolutions;
- b) submit comments and proposals regarding the operation of the Committee;
- c) request information about issues related to the Committee's tasks;
- d) support the Senate's work;
- e) support the Rector's work.

3. THE COMMITTEE'S OPERATION, TASKS AND SCOPE OF AUTHORITY

3.1. Introduction

The purpose of the Committee is to guarantee students' rights, as defined in Act CCIV of 2011 on National Higher Education (hereinafter: Higher Education Act), which provides that students are entitled to appeal the higher education institution's decision, resolution or omission, except for the evaluation of students' academic performance, with reference to a violation of the provisions related to legal student status, in accordance with the procedure laid out in the given institution's internal codes and regulations.

3.2. Operation of the Committee

- a) The Committee operates according to the rules developed by the Committee and approved by the Senate;
- b) The Committee conducts its activities consulting the University's competent executives, the affected heads of units and, if necessary, experts of particular fields;
- c) The resources required for the performance of the above activities are provided by the University management.

3.3. Meetings of the Committee

- a) The Committee's meetings are convened by the Chair subject to current affairs;
- b) The Committee's extraordinary meeting shall be convened if it is initiated by the Rector, the Chief Financial Officer, the Vice Rectors, the Chair of the Committee, the Student Council or at least two members of the Committee;
- c) The meeting is convened, opened, presided and adjourned by the Committee's Chair or, if the president is prevented from attending, by his/her substitute requested by the Chair.
- d) The Committee's meetings are not public. The Committee's Chair can invite anyone to participate in the meeting without voting rights and/or ask anyone to participate in the Committee's activity;



- e) The person or chair of the body who/which made the first-instance (appealed) decision shall also be invited to the Committee's meeting;
- f) Invitations to the Committee's meetings, indicating the time, place and agenda of the meeting, shall be sent electronically with a delivery receipt to the members and the invited parties prior to the meeting as follows:
 - at least 5 working days before an ordinary meeting,
 - at least 3 working days before an extraordinary meeting
- g) The Committee shall ensure that a written memo of the meeting is sent to the members within 15 days after the meeting. The memo shall be prepared by the secretary and authenticated by the chair;
- h) The Committee's chair has the right to ask one or more members and/or any of the University's associates to prepare a preliminary opinion, professional proposal or task in relation with certain points on the agenda.

3.4. Adoption of resolutions

- a) The Committee has quorum if more than 50% of its members are present;
- b) If the Committee has no quorum, the meeting shall be convened with the same agenda within up to half an hour, whereby the meeting shall have quorum regardless of the number of those present;
- c) Each member of the Committee has one vote. The Committee adopts resolutions with a simple majority.
- d) The Committee adopts resolutions in terms of agenda points and issues opinions in other cases. If the voting results in a tie, the Chair shall have a casting vote;
- e) The Committee adopts resolutions with an open vote unless
 - any of the members initiates a vote with a simple majority which orders a secret vote, or
 - the Committee needs to make a decision on personal matters.
- f) In exceptional cases, the Committee may adopt resolutions by way of electronic voting. In such cases, the Chair shall inform the members about the subject of the matter and the deadline for casting their votes. The secretary takes account of the votes on the next working day after the deadline for voting. If the number of votes is below the quorum threshold, the vote is invalid; a new vote requires the convention of a meeting;
- g) The Committee may involve experts to support its decision. Ad hoc experts can be given consultation rights.
- h) The decision must be made in accordance with the provisions laid out in the Code of Studies and Examinations.

3.5. Management of documents and notes

- a) The secretary of the Committee is responsible for managing the documents generated during the Committee's work.
- b) The secretary of the Committee shall



- send out the meeting invitations and their annexes to the members of the Committee, and to the other invited parties based on the Chair's instructions;
- send the meeting memos and the approved documents and notes to the Committee's members;
- send the proposals/resolutions regarding development and other issues to the affected leaders and/or the secretary of the Senate;
- Store and safeguard the Committee's correspondence and documents for 15 years.

3.6. Tasks, scopes of authority

The Committee is a decision-support and decision-making body, which acts in accordance with the provisions of the Higher Education Act and the Code of Studies and Examinations.

As a **decision-support** body, it has the tasks below:

- a) obtain the documents and information that are necessary for conducting the legal remedy proceedings related to the students; develop proposals; cooperate with the organizational units as required by the Code of Studies and Examinations;
- b) prepares for the appeals procedure under Subsection 3.6 a).

As a **decision-making** body, it:

- a) acts in terms of appeals against the higher education institution's decision;
- b) acts in the second instance regarding requests for legal remedy;
- c) acts in the first instance and decides in terms of the decision made by the Vice Rector for Study Affairs.

3.7. Legal remedy

Students may seek legal remedy against the Student Appeals Committee's decision to finish the proceedings, by filing a lawsuit under Section 58 of the Higher Education Act and the relevant legal regulations. The filing of the lawsuit shall have suspensive effect.

4. ENTRY INTO FORCE

These Rules and Regulations were discussed and adopted by the University Student Appeals Committee. These Rules and Regulations shall be reviewed every 3 (three) years after its entry into force. The Rules and Regulations enter into force as of the day of signing by the Rector.

Budapest, 14 December 2022

Dr. Sotonyi Péter
rektor





AMENDMENTS LOG

Date of release:	Version No.	Written amended by /	Brief description of amendment
01/06/2017	v1	Dr. Balázs Gyenge	
14/12/2022	v2	Dr. László Könyves	Updating, members