

University of Veterinary Medicine Budapest Organisational and Operational Manual

I. Volume Rules for Organisation and Operation



Budapest

12 December 2017

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PREAMBLE

The University of Veterinary Medicine (hereinafter referred to as: University) has been following the centuries-long traditions of higher education, including veterinary medicine which goes back more than two centuries, as well as the principles laid down in the *Magna Charta Universitatum Europaeum*. Its objective and duty are to serve the professional and scientific education of future generations and contribute to the creation of balance between humanity and our natural environment.

I.

GENERAL

PROVISIONS

History of the University

(1) Predecessors of the University

1787-1851	University of Pest, Faculty of Medicine, Department of Veterinary Medicine and Institute of Veterinary Medicine
1851-1860	Imperial and Royal Institute of Veterinary Medicine of Pest
1861-1875	Hungarian Royal Institute of Veterinary Medicine of Pest
1875-1890	Hungarian Royal School of Veterinary Medicine
1890-1899	Hungarian Royal Academy of Veterinary Medicine
1899-1933	Hungarian Royal College of Veterinary Medicine
1934-1945	Department of Veterinary Medicine operating within Archduke Joseph Hungarian Royal University of Technology and Economics
1945-1952	Hungarian University of Agronomy, Faculty of Veterinary Medicine
1952-1963	College of Veterinary Medicine
1962-1999	University of Veterinary Medicine
2000-2016	St. Stephen's University, Faculty of Veterinary Medicine.

- (2) As from 1 July 2016, the University of Veterinary Medicine has been performing its activity as an independent university.

Structure of the Organisational and Operational Manual

1. §

- (1) The University shall establish its provisions related to its organisation and operation in its Organisational and Operational Manual (hereinafter referred to as: OOM). Pursuant to Act CCIV of 2011 on national higher education (hereinafter referred to as: 'Nftv.>') and its decrees on implementation, OOM shall regulate all basic matters necessary to ensure an efficient institutional operation. OOM does not cover operational fields which shall be subject to other policies in accordance with the relevant legislation. The University shall have one OOM the parts of which shall be the following:

- a) Volume I: Rules for Organisation and Operation (hereinafter referred to as: ROO),
- b) Volume II: Employment Requirements (hereinafter referred to as: ER),

- c) Volume III: Student Requirements (hereinafter referred to as: SR),
d) and the Annexes of the volumes specified in paragraphs a), b), and c).
- (2) In order to define, set a frame for, and communicate the quality requirements and conditions set for the activities performed at the University and to regularly supervise their implementation, the University shall operate a quality assurance system and elaborate a quality development programme. The detailed description of the University's quality assurance system is annexed to the OOM. (Annex No. 4)

Scope of the ROO

2. §

- (1) The personal scope of the ROO covers:
- a) lecturers, researchers, teachers of the University, as well as persons employed by the University who participate in the performance of the University's tasks,
 - b) students of the University, and in the cases specified herein, ex-students of the University, as well as persons using the educational services of the University in accordance with the effective regulations,
 - c) persons employed by the University on public service employment basis or in alternative employment relations, the role of whom is the performance of tasks related to the operation, maintenance and professional activity of the University,
 - d) in the cases specified herein, natural and legal persons in a contractual relationship with the University,
 - e) all organisations and organisational units which were established, founded or recognised by the University as its own organisational unit, and which represent the interests of the University's citizens, or perform their activities by referring to the representation of the interests of the University's citizens,
- (2) The territorial scope of the ROO covers the whole territory of the University specified in its Founding Charter.
- (3) The substantive scope of the ROO covers all issues which are part of the University's obligatory duties under effective regulations, or are necessary for the performance of the University's tasks pursuant to the decision of the University's main body or the heads of the University who are authorized to represent it.

Name, legal status and registered seat of the University

3. §

- (1) Name of the University: Állatorvostudományi Egyetem
- a) abbreviated name: ÁTE,
 - b) English name: University of Veterinary Medicine, Budapest (UVMB),
 - c) German name: Veterinärmedizinische Universität, Budapest (UVMB),
 - d) Latin name: Universitas Scientiarum Veterinariarum Budapestinensis.

- (2) The University is Hungary's state higher education institution, a legal person founded in accordance with Act CCIV of 2011 on national higher education (hereinafter referred to as: 'Nftv.'), which shall have autonomy in matters related to education, scientific research, organisation and operation within the frames specified in its Founding Charter and in these rules. Pursuant to Nftv., founder's rights may be exercised by the National Assembly.
- (3) The Minister responsible for Education shall be responsible for the sectoral management of the University with the content and acting within the competence specified by law, and shall exercise maintenance-related rights on behalf of the state.
- (4) The University is a central budgetary organ with own financial organisation, which shall manage state assets, the appropriations specified in the central budget, and other additional resources in accordance with Act CXCV of 2011 on public finance (hereinafter referred to as: 'Áht.')
- (5) Registered seat of the University: Budapest.
- (6) Address: H-1078 Budapest, István utca 2.
- (7) Other premises of the University:
 - a) H-2225 Üllő, Dóra major,
 - b) H-1077 Budapest Rottenbiller u. 50.,
 - c) H-1143 Budapest, Hungária krt. 23-25.,
 - d) H-1148 Budapest Mogyoródi út 59-63.,
 - e) H-7400 Kaposvár, Guba Sándor u. 87.,
 - f) H-7475 Böszénfa, Malom u. 3.,
 - g) H-9200 Mosonmagyaróvár, Lucsony u. 24.,
 - h) H-6000 Kecskemét, Erdei Ferenc tér 1-3.,
 - i) H-6000 Kecskemét-Kisfái 181.
- (8) Official website: univet.hu
- (9) Round stamp of the University: Coat of Arms of Hungary, with the text 'Állatorvostudományi Egyetem, Budapest', and round stamp without the Coat of Arms, with the same text. The use of round stamps is regulated in an instruction.
- (10) ¹Date of the Founding Charter of the University: 30 June 2016
Its number, date of the foundation: 27672/2016, 1 July 2016.

Symbols of the University

4. §

- (1) Symbol of the University: circle with an open book in the middle, serpent coiling around a stick. The stick forms a cross above the serpent's head. In a circle, bordered by two circles there is the inscription 'UNIVERSITAS SCIENTIARUM VETERINARIARUM BUDAPESTINENSIS 1787'.

¹ Amended by the Senate under No. 45/2016/2017 SZT at its meeting held on 2 May 2017

- (2) Flag of the University: white colour base, trimmed in gold, rectangular shape (1:2 ratio), in the middle of both sides the symbol of the University. In a circle, bordered by two circles there is the inscription 'UNIVERSITAS SCIENTIARUM VETERINARIARUM BUDAPESTINENSIS 1787'.
- (3) The use of the symbols of the University is specified in the Brand Image Manual.

Objectives of the operation of the University

5. §

- (1) The operation of the University aims to provide education, scientific research and veterinary services with respect to these activities in accordance with the right to education and taking into account the provisions of effective legislation, as well as the organisational rules specified herein.
- (2) The fundamental objective of the University is the education and training of highly trained professionals of theory and practice who have extensive knowledge in several fields of science and culture and have obtained a higher education degree.

Education, research and service system of the University

6. §

- (1) Within its educative work the University shall educate veterinarians and biologists with extensive professional and general knowledge, and shall provide further education.
- (2) The University shall provide Bachelor programme, Master programme, doctoral programme and specialist postgraduate programme in the following fields:
 - a) veterinary medicine, including specifically:
 - aa) agricultural economics,
 - ab) applied ethology and animal welfare,
 - ac) animal health management,
 - ad) animal hygiene and stock health sciences,
 - ae) veterinary anaesthesiology,
 - af) veterinary internal medicine,
 - ag) veterinary biochemistry,
 - ah) veterinary physiology,
 - ai) veterinary imaging processes,
 - aj) veterinary economy and management,
 - ak) veterinary surgery,
 - al) veterinary ophthalmology,
 - am) veterinary obstetrics and reproduction biology,
 - an) animal husbandry and genetics,
 - ao) veterinary ethics,
 - ap) food hygiene,
 - aq) pharmacology,
 - ar) fish diseases,
 - as) veterinary forensic medicine,
 - at) informatics,
 - au) epidemiology,
 - av) pet diseases,

- aw) pathology,
- ax) pathophysiology,
- ay) bee diseases,
- az) microbiology,
- aaa) botany,
- abb) parasitology,
- acc) landscape anatomy,
- add) animal nutrition,
- aee) toxicology,

b) biological sciences, including specifically:

- ba) knowledge related to livestock farming,
- bb) biophysics,
- bc) biogeography,
- bd) biochemistry,
- be) biomathematics and modelling,
- bf) biotechnology,
- bg) ethology,
- bh) evolution biology,
- bi) genetics,
- bj) hydrobiology,
- bk) human biology,
- bl) immunology,
- bm) research planning,
- bn) different subfields of mycology,
- bo) microbiology,
- bp) molecular biology,
- bq) neuro-endocrine regulation,
- br) medical chemistry and food chemistry,
- bs) ecology,
- bt) ecotoxicology,
- bu) comparative anatomy of plants and animals, physiology and taxonomy,
- bv) parasitology,
- bw) population genetics,
- bx) cell biology,
- by) statistics and modelling,
- bz) systematics,
- baa) nature and environment protection, environmental science,
- bbb) introduction to toxicology,
- bcc) wild animal health,
- bdd) behavioural ecology.

- (3) In the course of the programme, the University shall provide theoretical and practical knowledge which enables the qualified professionals to apply their knowledge in the field of agriculture, including specifically animal husbandry, animal care, veterinary management, environmental science, environment and animal protection, food production, professional education and research, and to use and further develop the new results of this scientific field.
- (4) In the course of education, specific focus shall be placed on the students' acquisition of patriotic approach, respect of traditions and ethical conduct, the development of a correct economical and ecological thinking, preparation for management and public activities, and the enrichment of students' language skills. The University shall prepare its students for the protection and rational use of natural resources, as well as the protection of humanity, fauna and environment.
- (5) The University shall educate veterinarians and specialised veterinarians for:
- a) veterinary management,
 - b) animal husbandry and veterinary services (treatment and prevention),
 - c) research in the field of veterinary medicine, animal husbandry and animal nutrition,
 - d) production, control and distribution of veterinary products,
 - e) food industry,
 - f) higher and secondary level vocational education in the field of veterinary medicine and animal husbandry,
 - g) the field of laboratory (institutions, diagnostics),
 - h) reproduction biology service,
 - i) animal health insurance and
 - j) armed forces.
- .
- (6) The University educates biologists in the following fields:
- a) livestock farming,
 - b) mycology,
 - c) nature protection,
 - d) behavioural biology.
- .
- (7) The University shall organise and perform the education of specialist veterinarians within postgraduate programmes, with respect to which it shall take into account the opinion of the Secretariat of State responsible for Food Chain Safety of the Ministry of Agriculture, the National Food Chain Safety Office, the Hungarian Chamber of Veterinarians, as well as the member organisations of Hungarian National Veterinary Association.
- (8) The University shall provide veterinarians (and in certain cases other agrarian and health care specialists) with further trainings as well, within the framework of which:
- a) it shall present new scientific results and methods for professionals operating in practice;
 - b) shall develop their professional knowledge in a special field;

- c) shall teach supplementary knowledge indispensable for the practical work of professionals;
 - d) shall provide executive officers working on the different levels of veterinary medicine with support for the acquisition of modern management skills and methods.
- (9) The University shall participate in the further education of persons who have obtained a diploma in zoology and biology.
 - (10) In order to ensure – modern education and scientific advancement–, the University shall carry out, coordinate and control planned scientific work in the scientific fields corresponding to the education programmes. It shall participate in the addressing of research-related duties supporting the development of society and economy, adapt and publish new scientific results.
 - (11) In addition to granting the veterinary title (dr. med. vet.) to those who graduated from veterinary medicine, in accordance with the effective legislation, the University shall participate in the education of new generations of scientific experts, as well as lecturers and professors of the institution.
 - (12) In order to educate new generations of scientific experts and ensure talent promotion, the University shall particularly support students interested in Scientific Students' Workshops (hereinafter 'TDK'). It shall support the implementation of educative and scientific tasks with allowances and payments in kind, scholarships and other means.
 - (13) The education in general is in Hungarian, but there are programmes in English and German language as well.
 - (14) The organisational units of the University may provide services and consultancy corresponding to their professional field, may perform production, activity to prevent infectious animal diseases and regular veterinary services. These activities may be performed as chargeable services or ancillary activities without prejudice to the performance of basic duties, in accordance with Nftv. and other relevant legislation.
 - (15) As part of its core activities, the University performs forensic expert activity related to this field via the Board of Forensic Experts of Veterinary Medicine operating within the University and supervised by the Ministry of Justice. The Board shall operate in accordance with the relevant legislation and its rules of procedure.
 - (16) The University may be member in foundations, associations, non-profit organisations and economic organisations with the consent of the Senate, in accordance with Nftv., Áht. and other effective regulations.

7. §

- (1) The higher education degree and the qualifications which may be obtained in a Bachelor programme, a Master programme, a single-cycle long programme or a post-graduate programme, shall be specified in an educational programme and as part of it, the curriculum.
- (2) The content of the PhD programme shall be specified in the accredited programmes, whereas the conditions for obtaining a PhD shall be specified in the Doctoral Rules attached to the OOM. (Annex No. 2)
- (3) Rules and requirements regarding the habilitation procedure shall be specified in the Habilitation Policy attached to the OOM. (Annex No. 3)

8. §

- (1) The University shall ensure the freedom of scientific research for professors, researchers and students, support the implementation of the conditions thereof, contribute to the establishment and maintenance of scientific equipment for research and provide access thereto. Scientific research and the use of instruments and devices are specified in the policy of the university.
- (2) The University shall carry out its career monitoring duty based on the voluntary transmission of data within the framework of the Alumni Career Monitoring System (hereinafter 'ACMS') and the alumni system established on the basis of ACMS, by monitoring the labour market situation of those who graduated from the University.
- (3) With its career and alumni system, the University shall provide students with study and career advice, help their integration during their time spent in higher education, and support their career development after graduation.

Economic activity of the University

9. §

- (1) The University is a budgetary organisation entitled to carry out its economic activities independently. It shall carry out its financial management tasks in accordance with its annual budgetary plan.
- (2) Within the scope of its economic activities, the University may take any decision or action that contributes to the execution of the tasks specified in its founding charter, provided that such move does not jeopardise its core activities and the efficient utilization of public funds and public property. Thus, in particular, it may conclude contracts, join, establish a business organisation, and use and utilise the assets provided to it under asset management agreements.
- (3) The University shall be committed to the proper and efficient use of funds at its disposal and the protection of intellectual and other properties.
- (4) The legislation establishing the principles and conditions of managing national assets shall be applicable to the University.
- (5) Detailed rules on the economic activities of the University shall be specified in the Rules on Economic Activities.

Data Control System of the University

10. §

- (1) The University shall register the following personal and special data required to ensure:
 - a) the proper functioning of the institution;
 - b) applicants' and students' rights and the fulfilment of their obligations;
 - c) education and research activities;
 - d) employer rights, as well as those of public servants and to fulfil obligations;
 - e) registering data as specified in relevant legislation;

- f) the determination, assessing and certifying allowance entitlements specified in legal regulations or herein,
 - g) the career monitoring of graduated students.
- .
- (2) The University specifies the scope of data registered pursuant to paragraph (1), the objective of data control and its duration, as well as conditions set for transmitting the data registered in accordance with Annex No. 3 of Nftv.
 - (3) The required conduct in order to ensure the data security of the University, as well as the protection and strengthening of its IT-systems is specified in the Rules on Data Control and the Rules on Information Security.

Rules concerning contact keeping within the University

11. §

- (1) The relationship between the organisational units, and their cooperation shall be governed by the hierarchical link arising from the organisational structure specified herein.
- (2) The rules on signing and issuing documents established in accordance with this hierarchical link, and the rules on contacts shall be specified in these Rules, in the document specifying the roles of the head of the University, in the rules of procedures of the organisational units, as well as in the job descriptions of public servants.
- (3) Personal contact can be made during office hours. Keeping office hours shall be obligatory for:
 - a) professors who shall keep office hours for students in accordance with the Study and Examination Rules (hereinafter referred to as: ‘SER’),
 - b) employees in leading position and their alternates, who shall keep office hours for the citizens of the University, as needed.
- (4) Forums of collective contact keeping shall be specified in these Rules.
- (5) Rules on contact keeping with Public Servant Unions and Students' Unions shall be specified in these Rules, in the instructions of the Rector or the Chancellor, as well as in the own policies of the competent unions.
- (6) Ethical and professional standards regarding contact keeping shall be specified in the Code of Ethics of the University of Veterinary Medicine.
- (7) The Rector and the Chancellor shall regulate the rules on external contacts and on making statements in a common instruction.

Cooperation agreements of the University

12. §

- (1) The Rector of the University may conclude cooperation agreements for matters falling within its core activities or for a specified group of matters, while the Chancellor may conclude cooperation agreements for matters not falling within the core activities with relevant domestic or foreign institutions and natural persons.

II. ORGANISATION AND MANAGEMENT OF THE UNIVERSITY

Organisation and management of the University and professional supervisory powers

13. §

- (1) For the efficient and effective performance of tasks related to research and education, related supplementary tasks, as well as functional and maintenance tasks, different organisational units
 - (a) performing educational and scientific research activities,
 - (b) performing service providing and functional activitiesoperate at the University.
- (2) Organisational units providing IT, social, sports, library, archival, museum and healthcare services, as well as accommodation services defined in the government decree and other services, with special regard to clinics, teaching facilities, as well units in which production activities are performed may be set up at the University.
- (3) The management of the organisational unit includes the direct management of the organisation unit through the exercise of employers' right (or partial employers' right), decision-making related to the operation of the organisational unit, compliance with legislation and policies of the University, as well as the direct and continuous supervision of the operation of the organisational unit.
- (4) Professional supervision of the organisational unit includes the definition of the content of professional duties performed by the organisational unit in policies, the regular check of the quality of performance of professional duties, as well as the performance of professional monitoring activity carried out in order to ensure the achievement of the University's strategic goals.
- (5) The graph presenting the organisational structure of the University is attached to the OOM. (Annex No. 1)

The Senate

14. §

- (1) The Senate shall be the supreme body of the higher education institution. The Senate shall be entitled to rights defined in respect of higher education institutions in the Basic Law.
- (2) The president of the Senate shall be the Rector.
- (3) The Senate shall
 - a) define the education and research activities of the University and control the execution thereof;
 - b) define its own operating rules of procedure;
 - c) approve the institution's development plan defined for the mid-term for a minimum period of 4 years by defining tasks to be implemented in annual breakdown, as well

as the research and development and innovation strategy constituting an integral part of the former;

- d) issue its opinion in connection with Rector applications, evaluates the Rector applications, appoint the Rector candidate and evaluate the managerial activities of the Rector;
 - e) accept the institution's
 - ea) educational programme,
 - eb) organisational and operational manual, doctoral rules,
 - ec) wage differentiation principles based on quality and performance,
 - ed) budget within the frameworks defined by the maintainer;
 - ee) the annual report compiled in accordance with provisions governing accountancy,
 - ef) rules referred to it by a specific legislation or university policy;
 - f) define, within the institution,
 - fa) the student counselling network,
 - fb) the system used by students to evaluate the work of lecturers,
 - g) in agreement with the maintainer, make decisions in connection with
 - ga) launching developments;
 - gb) the institution's asset management plan;
 - gc) the foundation of business organisations, acquiring shares in business organisations and cooperation with business organisations;
 - h) make decisions in connection with
 - hb) setting up an academic council, appointing its members and president;
 - hb) the Rector candidate on the basis of the tender published by the maintainer after issuing its opinion on the tenders which were submitted and which complied with the tender criteria, with the majority of votes of all of its members;
 - hc) ranking applications submitted by lecturers and the management, as well as the appointment of the chairman of boards which is referred to the Senate by legislation or policy;
 - hd) awarding titles and rewards (in accordance with Rules if Rewarding);
 - he) setting up, closing a doctoral academy and launching doctoral programmes;
 - hf) initiating the awarding of fellowships granted by the Republic;
 - hg) initiating the launching and suspension of programmes;
 - i) may discuss any and all topics, may issue its opinion thereof or may make proposals. It may send its opinions, recommendations to the person entitled to make a decision or take a measure, and that person shall respond.
- (4) The Senate may not transfer its rights specified in paragraph (2) a)-h) of this Article.
- (5) The Chancellor shall be responsible for the drafting of Senate proposals with respect to the duties specified in Article 13/A (2) a) of Nftv., and in that regard, shall exercise right of consent with respect to the Senate's decisions and measures related to the management, organisation and operation of the University with economic consequences. The consent shall be required for the validity of entry into force of these decisions.

- (6) The Senate may establish ad-hoc committees or committees for a definite period of time for the preparation of matters falling within its competence. Chairpersons and members of the committees shall be appointed by the Senate, and the Senate shall decide on the rules of delegation of members.
- (7) If the committee established by the Senate acts in matters affecting students, participation of the representatives of students in the committees shall be ensured, except for the committee responsible for credit transfer. Participation of the representatives of students in committees acting in matters related to students shall be ensured with the proviso that in the standing committee responsible for education, examinations and social matters the number of members delegated by students may not be less than 25% of the committee.
- (8) The standing committees of the Senate shall report to the Senate in accordance with the decision of the Senate, whereas ad-hoc committees shall report after the completion of their duties.
- (9) The Senate may submit to the maintainer objections against the decisions of the Consistorium, or in the event of its failure to act.

Operation of the Senate

15. §

- (1) The meetings of the Senate shall be organised by the Secretariat of the Rector's Office.
- (2) The Secretary of the Senate shall be the head of the Rector's Office.
- (3) The Senate's
 - a) meetings are open to the employees and students of the institution,
 - b) quorum shall exist at a Senate meeting if more than sixty percent of its members are present, and its decisions shall be adopted by the unanimous vote of the majority of members present,
 - c) the Senate shall hold a closed meeting:
 - ca) if required by legislation;
 - cb) in the event of discussion of matters affecting personal rights, at the request of the party concerned;
 - cc) at the request of the Rector, the Chancellor, 50% of the members of the Senate who are present, if the matter discussed endangers or infringes personal rights, business secrets related to the business (and not public) activity of the institution, or legitimate interests related to intellectual works;
 - d) the meetings of the Senate shall be minuted, and the decisions of the Senate shall take the form of resolutions, which shall be made public as set out in Article 85 hereof;
 - e) the representative of the maintainer shall be notified of the meetings of the Senate in advance, by sending information on the date, time and agenda of the meeting. The representative of the maintainer may attend in an advisory capacity.
- (4) Other than as provided in Article 81 hereof, in an exceptional case of urgency, the Senate may at the written initiative of the Rector vote and adopt decisions on matters, except for those related to individuals, out of session, via electronic means, by the application of the Ehho-system and data storage, if:

- a) the identity of members voting and the existence of quorum can be established in a satisfactory and credible manner when adopting the decision;
- b)² the members and the representative of the maintainer receive the agenda, together with written documentation to underpin the decision, not later than three working days prior to the starting date of the vote, and at least one working day is allowed for casting votes;
- c) the matter to be decided is simple, and the Senate members or the representative of the maintainer has not raised any issues based on the written preparatory documentation which cannot be solved by a single supplement or amendment to the documentation; if the written documentation needs to be supplemented or amended, the time limit referred to in subpoint b) shall apply to the receipt of the supplemented or amended written documentation by the members;
- d) for decisions requiring secret vote, the anonymity of the members of the Senate shall be ensured by the application of Ehho-system and storage,
- e) the convocation of a Senate meeting is not proposed by any member of the Senate or the representative of the maintainer before or on the starting date of the vote, and
- f) at least sixty percent of the members of the Senate participate in the vote, and the unanimous decision taken by more than half of the members participating in the vote is documented and made public by the Rector as set out in Article 85 hereof.

Composition of the Senate

16. §

- (1) With the exception of the representatives of the students' union and the doctoral students' union, membership of the Senate shall be open to anyone employed on a public service employment basis.
- (2) The members of the Senate, except the Rector and the Chancellor, shall obtain their mandates through an election procedure. The term of office of Senate members shall be four years, and it shall be not less than one year and not more than three years in the case of the representatives of the students' union and the doctoral students' union. The term of office of Senate members elected during by-elections shall be valid for the period remaining from the election cycle of the Senate.
- (3) The number of members of the Senate shall be 17, the composition of which shall be as follows:

Ex officio members:

Rector	1
Chancellor	1

Elected members:

lecturer and researcher members <i>(seven senior lecturers, researchers and 2 junior lecturers, researchers)</i>	9
representative of employees other than lecturers and researchers	1
representatives elected by the Students' Union <i>(at least one of them shall be delegated by the Students' Union from among the students studying in the foreign language programme of the University,</i>	4

² Amended by the Senate's Resolution No. 45/2016/2017 SZT at its meeting held on 2 May 2017

- (4) The following persons who are not members or not elected members may attend the Senate meetings in an advisory capacity:
 - a) the secretary;
 - b) the representative of maintainer;
 - c) senior management,
 - d) chairperson of the Council of Public Employees,
 - e) former Rectors of the University if they are employed by the University as emeritus or public servant,
 - f) persons invited to the meetings of the Senate by the Senate on an ad-hoc or permanent basis,
 - g) representatives of labour unions.
- (5) Students whose student status is suspended may not be members of the Senate.
- (6) The elected members of the Senate shall fulfil their mandates in their personal capacity, the rights and obligations arising from membership in the Senate shall not be transferable, and no representation is allowed in exercising these rights and meeting these obligations.
- (7) The previous Senate shall remain in office until the formation of the new Senate.

The Consistorium

17. §

- (1) Public higher education institutions shall have a Consistorium for the purpose of giving guidance to strategic decision making, as well as providing professional support and oversight of management activities. The meetings of the Consistorium shall be prepared by the Chancellor.
- (2) The Consistorium shall have five members, of whom three shall be delegated by the Minister. The members to be delegated by the Minister shall be proposed by the key organisations in the economic and social environment of the higher education institution, the higher education institution and its students' union. A proposal shall become effective when the proposed candidate has given a statement of acceptance, which shall include consent to the processing of his or her personal data and to the disclosure of his or her personal data specified in this paragraph. The list of proposed candidates and their CVs shall be made public.
- (3) The Rector and the Chancellor shall be ex officio members of the Consistorium.
- (4) The delegated members of the Consistorium shall be appointed by the Minister. The Rector and the Chancellor shall be members of the Consistorium until the end of their term of appointment as senior executive officers, while the delegated members shall be appointed for five years.

- (5) Within the framework set by the higher education institution's rules for organisation and operation, the Consistorium shall adopt its own operational arrangements, with the stipulation that it shall elect a chairperson from among its members, it shall meet as often as necessary, but at least twice a year, a quorum shall exist at its meetings if at least three members are present, its decisions shall be supported by the majority of the members entitled to vote present.
- (6) The delegated members of the Consistorium shall not be entitled to remuneration for their activities.

18. §

- (1) Senate decisions with economic consequences, taken on the matters referred to in point c), subpoints ed) and ee) of point e) and subpoints gb) and gc) of point g) of Article 14(3), shall take effect only with the prior consent of the Consistorium.
- (2) The provision of paragraph (1) concerning the Consistorium's right to prior consent shall not apply to issues on the agenda of a repeated meeting if the members present at the repeated meeting of the Consistorium convened within fifteen days does not constitute a quorum, when the number of Consistorium members is so low that the condition for a quorum set in Article 17 (5) cannot be satisfied.

19. §

- (1) Membership in the Consistorium shall cease when a member's term of appointment expires or when a member dies, resigns or is recalled. The Minister shall be entitled to recall the delegated members, stating the reasons for the recall. The acceptance of resignations and the recall of members shall fall under the competence of the Minister.

Committees of the Senate

Committee of Educational Affairs

20. §

- (1) Appointed members of the Committee shall be elected by the Senate upon proposal by the Rector.
- (2) The chairperson of the Committee shall be the vice-Rector responsible for educational affairs, its secretary shall be the member of the Students' Secretariat appointed by the vice-Rector responsible for educational affairs (without voting right).
- (3) Its members:
 - a) Ex officio members: vice-Rector responsible for scientific affairs, vice-Rector responsible for international affairs;
 - b) Elected members: 4 senior lecturers, 2 junior lecturers, 2 students, 1 doctoral student.
- (4) For matters related to foreign language programmes, the head of the Team of International Affairs of the Students' Secretariat shall be invited.
- (5) The Committee shall be a board making proposals with respect to, coordinating and controlling matters related to higher education, and shall perform the following duties:
 - a) participate in the development of the quality of training and education;
 - b) perform preparatory and evaluating tasks related to the development of BA and MA programmes, as well as the requirement and criteria system;
 - c) perform the planning of specialist postgraduate programmes and course trainings for veterinarians;
 - d) cooperate in the discovery of drivers and impediments for education, make proposals for the strengthening and prevention of such factors;

- e) make opinion on the development of the education, the establishment and launching of new programmes, the recommendations and proposals concerning the regulation of educational work and examination rules;
 - f) make opinion on matters related to programmes, education and examinations, if the vice-Rector responsible for educational affairs or the Senate requests so,
 - g) perform tasks related to the expression of opinions about the system used by students to evaluate the work of lecturers, and accreditation of programmes.
- (6) ³The Committee shall operate in accordance with its rules of procedure approved by the Senate.

Students Welfare Committee

21/A.§

- (1) Appointed members of the Committee shall be elected by the Senate upon proposal by the Rector.
- (2) The chairperson of the Committee shall be the vice-Rector responsible for educational affairs, its secretary shall be the member of the Students' Secretariat appointed by the vice-Rector responsible for educational affairs (without voting right).
- (3) Its members: 2 senior lecturers, 2 junior lecturers or public servants contributing in education, 2 students.
- (4) The Committee shall make decisions on the awarding of state scholarships, the performance of preparatory tasks related to scholarships and the payment of fees (such as definition of frames, evaluation of requests, distribution of cultural funds, ÁTE scholarship, 'good student, good athlete' scholarship, ERASMUS scholarship etc.), prepare the Rector's decision on payment exemptions, and perform other duties set forth in the relevant legislation.
- (5) ⁴The Committee shall operate in accordance with its rules of procedure approved by the Senate.

Credit Committee

21/B.§

- (1) Chairperson and the five appointed lecturer-researcher members of the Credit Committee shall be elected by the Senate upon proposal by the Rector.
- (2) The Committee may not have any student members.
- (3) The Credit Committee shall act in matters related to credit equivalence and credit transfer.
- (4) ⁵The Committee shall operate in accordance with its rules of procedure approved by the Senate.

³ Amended by the Senate under No. 45/2016/2017 SZT at its meeting held on 2 May 2017

⁴ Amended by the Senate under No. 45/2016/2017 SZT at its meeting held on 2 May 2017

⁵ Amended by the Senate under No. 45/2016/2017 SZT at its meeting held on 2 May 2017

Disciplinary Committee

21/C.§

- (1) The number of members (minimum three persons) of the Disciplinary Committee shall be specified by the Senate, but at least one third of the members of the Disciplinary Committee shall be delegated by the Students' Union.
- (2) In addition to the chairperson, the Senate may elect an alternate chairperson. If there is no alternate chairperson and the chairperson is unable to fulfil its duties, the tasks of the chairperson shall be performed by a lecturer member appointed by the chairperson. If the chairperson is unable to fulfil its duties for more than two months, the Senate shall elect a new chairperson.
- (3) All members of the Disciplinary Committee shall have voting right.
- (4) In the event of a disciplinary matter initiated against a foreign student, the representative of foreign students shall be invited in an advisory capacity.
- (5) The meetings of the Disciplinary Committee shall be minuted by the person appointed by the Students' Secretariat who shall not have voting right. The Students' Secretariat shall perform administrative and registering tasks related to disciplinary affairs.
- (6) The Committee shall operate in accordance with its rules of procedure approved by the Senate.⁶

Library Committee

21. §

- (1) Members of the Library Committee shall be elected by the Senate upon the proposal of the Rector.
- (2) ⁷Its chairperson shall be the vice-Rector responsible for scientific matters, its secretary shall be a lecturer or a researcher (with voting right).
- (3) Its members: 4 senior lecturers.
- (4) ⁸The director of Hutýra Ferenc Library, Archives and Museum shall be invited to the meetings of the Committee.⁹
- (5) Tasks of the Committee:
 - a) supporting the operation of Hutýra Ferenc Library, Archives and Museum, provision of professional background and definition of professional directives,
 - b) definition of the guidelines related to the University's public collection,
 - c) expressing opinion on the strategic plan of the Library, evaluation and approval of the annual report.
- (6) ¹⁰The Committee shall operate in accordance with its rules of procedure approved by the Senate.

⁶ Amended by the Senate under No. 45/2016/2017 SZT at its meeting held on 2 May 2017

⁷ Amended by the Senate under No. 45/2016/2017 SZT at its meeting held on 2 May 2017

⁸ Amended by the Senate's Resolution No. 13/2016/2017 SZT at its meeting held on 13 December 2016.

⁹ Amended by the Senate's Resolution No. 29e/2015/2016 SZT at its meeting held on 15 August 2016.

¹⁰ Amended by the Senate under No. 45/2016/2017 SZT at its meeting held on 2 May 2017

Scientific Research Committee

22. §

- (1) The Committee is the scientific strategy advisory board of the Senate, which shall perform preparatory, analysing, evaluating and controlling activities related to the substantial matters of, and set of criteria specified for scientific research and services.
- (2) ¹¹The chairperson of the Committee shall be the vice-Rector responsible for scientific affairs, its secretary shall be the member of the Tender Office appointed by the vice-Rector responsible for scientific affairs (without voting right).
- (3) ¹² ¹³Members of the Committee: head of the Doctoral School and two doctoral programmes, vice-Rector responsible for educational affairs, vice-Rector responsible for international affairs, vice-Rector responsible for clinical affairs, 1 senior lecturer and 1 doctoral student.
- (4) The Committee shall issue its opinion on the University's R&D strategy and the tasks the performance of which is necessary to obtain the 'researcher university' status. The Committee shall summarize the scientific research activity of the University on an annual basis. It shall analyse the University's rank in domestic and international lists of university scientific research, as well as the criteria set for a university environment which may help the operation of expert groups with extraordinary fund-raising skills. It shall obtain information on the implementation of scientific research projects, as well as the operation of the Tender Office.¹⁴
- (5) ¹⁵The Committee shall operate in accordance with its rules of procedure approved by the Senate.

Committee of International Affairs

23. §

- (1) Members of the Committee shall be elected by the Senate upon proposal by the Rector.
- (2) The chairperson of the Committee shall be the vice-Rector responsible for international affairs, its secretary shall be the member of the Rector's Office appointed by chairperson (without voting right).
- (3) Members of the Committee: 2 lecturers or researchers, 2 students.
- (4) The Committee shall perform activities related to the planning and organisation of international relations, as well as the distribution of resources available for that purpose.
- (5) ¹⁶The Committee shall operate in accordance with its rules of procedure approved by the Senate.

¹¹ Amended by the Senate's Resolution No. 28/2016/2017 SZT at its meeting held on 7 February 2017.

¹² Amended by the Senate's Resolution No. 28/2016/2017 SZT at its meeting held on 7 February 2017.

¹³ Amended by the Senate's Resolution No. 1/2017/2018 SZT on 19 September 2017.

¹⁴ Amended by the Senate's Resolution No. 29e/2015/2016 SZT at its meeting held on 15 August 2016.

¹⁵ Amended by the Senate under No. 45/2016/2017 SZT at its meeting held on 2 May 2017

¹⁶ Amended by the Senate under No. 45/2016/2017 SZT at its meeting held on 2 May 2017

Committee of Financial and Budgetary Affairs

24. §

[deleted]¹⁷

Council of Doctoral Affairs and Habilitation

25. §

- (1) It shall be the right of the Council of Doctoral Affairs and Habilitation to organise doctoral programmes and award doctoral degrees (hereinafter referred to as “CDAH”). The CDAH may set up disciplinary doctoral councils, in particular for the branches of science and art specified by the doctoral rules of the University.
- (2) The CDAH shall:
 - a) perform the control and supervision of doctoral programmes and the award of doctoral degrees with decision-making powers, particularly with respect to the prior approval of the schedule of the programme, the admission to the programme, as well as the award of doctoral degrees;
 - b) as a university board established for the conducting of habilitation procedures perform all tasks related to the organisation and decision-making related to habilitation procedures.
- (3) The chairperson of the CDAH shall be a professor employed by the University in full time who has the title ‘Doctor of the Hungarian Academy of Sciences. Its members shall be habilitated lecturers and researchers. The chairperson and the members of the board shall be elected by the Senate upon the proposal of the Rector made in accordance with the requirements specified in the University’s Doctoral and Habilitation Rules. When selecting the members of the CDAH, it shall be ensured that at least to members of the board are not employed by the University. One member of the CDAH shall be appointed by the students of the doctoral programmes.
- (4) The vice-Rector responsible for scientific affairs and the vice-Rector responsible for educational affairs shall be invited to the meetings of the CDAH.
- (5) The secretary of the board shall be the public servant appointed by the chairperson.
- (6) ¹⁸The Committee shall operate in accordance with its rules of procedure approved by the Senate.

Council of Ethical Affairs

26. §

- (1) Members of the Council shall be elected by the Senate upon proposal by the Rector.
- (2) The chairperson of the Council shall be 1 senior lecturer, the secretary shall be an employee appointed by the chairperson (without voting right).
- (3) Its members: 4 senior lecturers.

¹⁷ Deleted by the Senate under No. 45/2016/2017 SZT at its meeting held on 2 May 2017.

¹⁸ Amended by the Senate under No. 45/2016/2017 SZT at its meeting held on 2 May 2017

- (4) The Council shall examine ethical violations committed by the persons specified in Article 2 (1) a)-c) of ROO, as well as examine the complaints related to university services on appeal in accordance with the provisions of the act on chambers.
- (5) The operation and rules of procedure of the Council of Ethical Affairs shall be specified in the Code of Ethics.

Council of Student Research Societies

27. §

- (1) The Council of Student Research Societies (hereinafter: Council of SRS) shall be chaired by the Rector, one of its secretaries shall be an employee appointed by the Rector (without voting right), the other secretary shall be a student who shall have voting right.
- (2) Members of the Council of SRS shall be elected by the Senate upon proposal by the Rector.
- (3) Members of the board: 1 senior lecturer (alternate chairperson), at least 10 lecturers or researchers, 4 students one of whom shall be the secretary.
- (4) The Council of SRS shall be responsible for the organisation of SRS meetings, as well as university events of national SRS conferences, promotion, control and coordination of SRS activity, mobilisation of students and lecturers, collection of research papers and the organisation of their evaluation, performance of tasks related to the coordination and administration of the financing of university SRS conferences, as well as sending students worthy of it to national conferences.
- (5) The Council of SRS shall hold a meeting when necessary, but at least twice a year, and depending on the nature of tasks to be performed it may establish and operate ad-hoc committees, may appoint contributing lecturers.
- (6) The operation of Student Research Societies shall be specified in the Rules for Student Research Societies.
- (7) ¹⁹The Council shall operate in accordance with its rules of procedure approved by the Senate.

Accreditation and Quality Control Committee

28. §

- (1) Members of the Committee shall be elected by the Senate upon proposal by the Rector.
- (2) The chairperson of the Committee shall be 1 senior lecturer, the secretary shall be an employee of the Rector's Office (without voting right).²⁰
- (3) Members of the Committee: 4 senior lecturers, 2 auditors and 2 students.
- (4) The Committee shall be a supervising, analysing and advisory board responsible for the supervision of the implementation of the University's quality policy and quality development, the compliance with requirements, the planning and coordination of quality-related tasks related to the work of the University's lecturers, researchers and

¹⁹ Amended by the Senate under No. 45/2016/2017 SZT at its meeting held on 2 May 2017

²⁰ Amended by the Senate's Resolution No. 13/2016/2017 SZT at its meeting held on 13 December 2016.

service provision, as well as the compliance with accreditation requirements with right to make recommendations and opinions.

(5) The Committee shall:

- a) elaborate the University's quality policy and regularly supervise its implementation, with specific respect to the preparation for the accreditation of programmes and that of the institution; monitor the compliance with current accreditation requirements applicable to higher education institutions;
- b) ensure the professional preparation of accreditation procedures (with respect to programmes and the institution), the compliance with monitoring procedures related to accreditation;
- c) supervise the University's quality-related self-evaluation and the compliance with accreditation requirements;
- d) define its work schedule, which serves as the quality development programme of the University, on an annual basis,
- e) inform the Senate of the implementation of quality policy, the results achieved, as well as additional tasks on an annual basis;
- f) issue its opinion on the quality-related aspects of the institution development strategy;
- g) keep regular contact with professional associations and persons with respect to its operation, if necessary;
- h) establish and operate systems used by students for evaluation.

(6) ²¹The Committee shall operate in accordance with its rules of procedure approved by the Senate.

Committee responsible for Occupational Animal Testing and Animal Protection

29. §

- (1) Members of the Committee shall be elected by the Senate upon proposal by the Rector.
- (2) The chairperson of the Committee shall be 1 lecturer or researcher, the secretary shall be a lecturer or a researcher (with voting right).
- (3) Members of the Committee: 3 lecturers or researchers and the national chief inspector responsible for animal protection.
- (4) The Committee shall:
 - a) draft the institution's policy on animal testing;
 - b) control the implementation of the institution's policy on animal testing;
 - c) supervise animal welfare related to animal testing carried out in the institution,
 - d) organise and conduct programmes, trainings and examinations for persons entitled to organise or perform animal testing and care for animals,
 - e) provide the personnel with advice in animal welfare matters, and
 - f) priorly approve animal testing.
- (5) ²²The Committee shall operate in accordance with its rules of procedure approved by the Senate.

²¹ Amended by the Senate under No. 45/2016/2017 SZT at its meeting held on 2 May 2017

Committee responsible for the Review of Student Complaints²³

30. §

- (1) Members of the Committee shall be elected by the Senate upon proposal by the Rector.
- (2) The chairperson of the Committee shall be a senior lecturer, the secretary shall be a public servant appointed by the Rector.
- (3) Members of the Committee: 2 lecturers, 2 public servant, 1 representative of the Doctoral Union, 2 students.
- (4) The Committee shall be responsible for the assessment of complaints submitted by students, its rules of operation shall be detailed in the Student Requirements.
- (5) The Committee shall operate in accordance with its rules of procedure approved by the Senate.

Executive officers of the University

31. §

- (1) In accordance with Nftv., the University shall have the following executive officers:
 - (a) Rector,
 - (b) vice-Rector,
 - (c) Chancellor.
- (2) At the University, the following positions shall be considered as executive officer positions:
 - (a) alternates of the positions listed in paragraph (1) – except for the ones specified in subparagraphs (a) and (b), and
 - (b) heads of organisational units and their alternates.
- (3) [deleted]²⁴

Rector and vice-Rectors of the University

32. §

Rector of the University

- (1) The University shall be headed and represented by the Rector, who shall have competence to act and make decisions in respect of all matters that do not fall under the competence of any other person or body pursuant to a law, or these rules.
- (2) The Rector shall be responsible for exercising the rights of the employer over those employed as lecturers, professors, researchers and teachers, as well as the rights of the contracting party in relation to the non-employee engagement contracts referred to in Article 25(3) of Nftv. The Rector shall be entitled to determine, with the consent of the Chancellor, the salaries of those employed as lecturers, professors, researchers and

²² Amended by the Senate under No. 45/2016/2017 SZT at its meeting held on 2 May 2017

²³ Amended by the Senate under No. 45/2016/2017 SZT at its meeting held on 2 May 2017

²⁴ Amended by the Senate's Resolution No. 5/2016/2017 SZT on 20 September 2016.

teachers and the payments due under non-employee engagement contracts and other legal relationships.

(3) The Rector shall be responsible for:

- a) maintaining domestic and international relations and cooperation in the field of education and research,
- b) ensuring the compliance of the institution's educational programme with the applicable legal provisions,
- c) adopting the measures necessary for the amendment of the operating authorisation of the higher education institution, the launch of programmes, the registration of the doctoral academy and the higher education admission procedure, as defined by law.

(4) The Rector shall:

- a) perform the core duties defined in the Founding Charter in accordance with the provisions of relevant legislation,
- b) manage the performance of tasks falling within his competence in accordance with the University's rules of education, research, as well as these rules, in cooperation of the Chancellor, shall ensure the compliance with criteria for high quality educational and research activities,
- c) manage the performance of professional tasks related to education and research, in this context, define the principles of the University's education and research strategy – taking into account the opinion of relevant bodies and committees, and monitor the implementation of these principles,
- d) manage the activity of organisational units falling within his competence under these rules,
- e) chair Senate meetings as chairperson of the Senate, manage the organisation of tasks related to Senate meetings, and administrative and professional tasks related to the preparation of Senate meetings,
- f) manage the activity of the vice-Rectors and the head of the Rector's Office,
- g) exercise his powers specified by law related to matters affecting students,
- h) within the framework specified in paragraph (2) exercise his employer rights and signature rights, directly or indirectly manage the activity of the Rector's Office and organisational units performing core activities in accordance with the provisions specified herein,
- i) keep contact with representative organisations, the students' union and the doctoral students' union regarding matters falling under the competence of the Rector,
- j) coordinate cooperation between the University and other higher education institutions as well as national higher education organisations and bodies in the field of education and research,
- k) ²⁵may initiate internal audits to be ordered by the Chancellor.

(5) The Senate may initiate the removal of the Rector by the affirmative vote of two thirds of its members. The initiation of removal shall be reasoned.

²⁵ Amended by the Senate's Resolution No. 45/2016/2017 SZT at its meeting held on 2 May 2017.

- (6) With the exceptions set out in paragraphs (7)-(8), the Rector may annul all university decisions, orders or instruction which are not compliant with the relevant legislation.
- (7) The Rector may request the court to annul unlawful decisions of the Senate. The complaint shall have suspensive effect with respect to implementation.
- (8) The Rector may submit to the maintainer objections against the decisions and actions of the Chancellor, or in the event of the Chancellor's failure to act.
- (9) In cases where the Rector is prevented from performing his or her duties or is involved in the case concerned, and when the office of the Rector is temporarily vacant, the vice-Rector entitled to replace the Rector shall act as head of the higher education institution and chair of the Senate.

Vice-Rectors

33. §

- (1) The Rector's work shall be supported by the vice-Rectors responsible for educational, scientific, international and clinical affairs. The vice-Rectors shall perform their work in cooperation of other members of the University's management, in accordance with the Rector's instructions.
- (2) The vice-Rectors shall exercise the Rector's powers in matters delegated to their competence.
- (3) The rights and duties of vice-Rectors shall not affect the rights and duties of the Rector.
- (4) The rules on the appointment of vice-Rectors shall be determined in an instruction.
- (5) If the vice-Rector exercises professional supervisory powers over any of the University's organisation units, then, in the course of the exercise of such powers:
 - a) in accordance with the provisions of legislation and the policies of the University, the vice-Rector shall define the professional content and directions of a task taking into account the objectives specified in the University's strategic documents,
 - b) the vice-Rector shall monitor the professional activity of organisational units, supervise the implementation of decisions,
 - c) the vice-Rector shall perform the qualitative and substantive control of performance of tasks.
- (6) Vice-Rectors shall submit their reports to the Rector on the current situation of operative tasks falling under their competence or specified by the Rector twice a year.
- (7) Vice-Rectors shall inform the Rector of all questions related to their professional field if requested by the Rector.
- (8) Administrative support of the vice-Rectors' work shall be performed by the Secretariat of the Rector's Office.

Vice-Rector responsible for educational affairs

34. §

- (1) The vice-Rector responsible for educational affairs shall be responsible for the establishment of the educational strategy of the University, the increase of the quality of educational activity as well as the operation in compliance with legislation within the competence specified by the Rector.

(2) In accordance with paragraph (1), the tasks of the vice-Rector responsible for educational affairs shall be the following:

- a) coordination and supervision of educational activity performed at the University;
- b) drafting of proposals and amendments of University policies related to education;
- c) coordination of the preparation for applications to launch or establish new programmes at university level, preparation of proposals, presentation of proposals to the Senate;
- d) coordination of a QA system related to the educational activity, taking into account the system used by students to evaluate the work of lecturers and the system used to measure the performance of lecturers;
- e) university-level coordination and management of preparatory activities necessary for the accreditation of the University's education programmes;
- f) university-level coordination and management of the promotion of admissions;
- g) performance of university-level coordination activities related to the conducting of admission procedures;
- h) development and operation of the University's talent promotion and talent support system;
- i) decision-making in admission appeals within the powers transferred by the Rector;
- j) representation of the University in educational affairs at the Rector's request;
- k) ²⁶professional supervision of the operation of quality-related affairs and the Students' Secretariat as well as the activities performed by the career office of the Department for Communication and International Affairs;²⁷²⁸
- l) participation in the work of the Senate's standing committees.

Vice-Rector responsible for scientific affairs

35. §

(1) The vice-Rector responsible for scientific affairs shall be responsible for the development of the University's scientific, research, development and innovation strategy, the increase of the quality of R&D, doctoral and habilitation activities as well as for the compliance with legislation in these fields within the competence specified by the Rector.

(2) In accordance with paragraph (1), the tasks of the vice-Rector responsible for scientific affairs shall be the following:

- a) coordination and supervision of R&D activity performed at the University;
- b) coordination of university-level science organisational activities;
- c) supervision of doctoral and habilitation procedures;
- d) supervision of the activities of Student Research Societies;
- e) professional supervision of activities related to further education;
- f) ²⁹management of the Bioinformatics Centre.

²⁶ Amended by the Senate's Resolution No. 13/2016/2017 SZT at its meeting held on 13 December 2016

²⁷ Amended by the Senate's Resolution No. 29e/2015/2016 SZT at its meeting held on 15 August 2016.

²⁸ Amended by the Senate's Resolution No. 20/2017/2018 SZT at its meeting held on 12 December 2017.

²⁹ Amended by the Senate's Resolution No. 1/2017/2018 SZT on 19 September 2017.

- g) in accordance with Article 26 (1) and Article 33 (1) of Nftv., as well as Article 53/A (2) of Nftv., coordination and supervision of administration of the University's R+D+I activities and publication activities, as well as related data provision;
- h) coordination of a QA system related to the scientific activity;
- i) drafting of rules related to activities specified in subparagraphs a)-f);
- j) representation of the University in scientific affairs at the Rector's request;
- k) professional supervision of Hutýra Ferenc Library, Archives and Museum, as well as the Secretariat of the Council of Doctoral Affairs and Habilitation;³⁰
- l) professional supervision of the Tender Office,
- m) participation in the work of the Senate's standing committees.

³⁰ Amended by the Senate's Resolution No. 13/2016/2017 SZT at its meeting held on 13 December 2016.

Vice-Rector responsible for international affairs

36. §

- (1) The vice-Rector responsible for international affairs shall be responsible for the development of international affairs and the coordination of the University's operation in this field within the competence specified by the Rector.
- (2) In accordance with paragraph (1), the tasks of the vice-Rector responsible for international affairs shall be the following:
 - a) development and management of international mobility and partnership programmes;
 - b) organisation of educational programmes in foreign language for foreign students, elaboration of rules of admission to such programmes and professional supervision of admission;
 - c) coordination of activities related to the recruitment of foreign students;
 - d) representation of the University in matters falling within his competence at the Rector's request;
 - e) [deleted]³¹
 - f) professional supervision of the Group of International Affairs of the Students' Secretariat;
 - g) participation in the work of the Senate's standing committees.

Vice-Rector responsible for clinical affairs

37. §

- (1) The vice-Rector responsible for clinical affairs shall be responsible for the establishment of the clinical strategy of the University, the increase of the quality of clinical activity as well as the operation in compliance with legislation within the competence specified by the Rector.
- (2) In accordance with paragraph (1), the tasks of the vice-Rector responsible for clinical affairs shall be the following:
 - a) university-level coordination and supervision of the University's clinical activities and animal health care activities, management of the Pet Clinics³²;
 - b) drafting of proposals and amendments of University policies related to clinics;
 - c) participation in the work of the Senate's standing committees.

The Chancellor

38. §

- (1) The Chancellor shall be responsible for ensuring the operation of the University.
- (2) The Chancellor

³¹ Deleted by the Senate's Resolution No. 13/2016/2017 SZT at its meeting held on 13 December 2016.

³² Amended by the Senate's Resolution No. 53/2016/2017 SZT on 06 June 2017.

- a) shall be in charge of the economic, financial, controlling, internal audit, accounting, labour, legal, administrative, IT and asset management activities of the University, including technical, facility utilisation, operational, logistical, service provision, procurement and public procurement matters, and shall manage operation in this field,
 - b) shall be responsible for the preparation of the necessary measures and proposals relating to management and the fields specified in point a), exercising in that context the right of consent, in matters not falling under the competence of the Consistorium, to decisions and measures having economic consequences for the management, organisation and operation of the institution, taken by the Senate or the Rector; which decisions shall apply and take effect subject to the consent of the Chancellor,
 - c) shall ensure, using the resources available to the higher education institution, the conditions for managing the University in a manner that ensures the performance of core tasks,
 - d) shall exercise the owner's rights in respect of companies and business organisations operating with participation from the University,
 - e) shall exercise the employer's rights over the employees of the, except for those referred to in Article 13(2) of Nftv., and ensure that the financial and professional competences required by law are available,
 - f) ³³shall ensure the performance of the tasks of the chief financial officer, shall appoint and dismiss the chief financial officer,
 - g) shall be obliged to cooperate with and provide information to the Rector during the performance of his or her duties.
- (3) In accordance with provisions hereof, the Chancellor may establish operative committees, may appoint Chancellor delegates or consultants.
 - (4) The Chancellor shall be employed by the University on a public service employment basis, and the Minister shall exercise the employer's rights over the Chancellor.
 - (5) On a case-by-case basis or in certain defined matters, the Chancellor may delegate the powers defined in points b), d) and e) of paragraph (2) to a senior executive officer or executive officer employed by the institution. For delegating his or her powers to lecturers, researchers of teachers or employees in an executive officer position, the Rector's approval shall be obtained. When delegating the power specified in point e) of paragraph (2), the Chancellor shall ensure that the senior executive officer or executive officer of the University can exercise the powers necessary for the performance of the delegated tasks. The delegated powers shall not be subdelegated.
 - (6) In cases where the Chancellor is prevented from performing his or her duties or is involved in the case concerned, and when the office of the Chancellor is temporarily vacant, the executive officer designated by the rules for operation and organisation shall be entitled to act as the deputy of the Chancellor.³⁴

³³ Amended by the Senate's Resolution No. 45/2016/2017 SZT at its meeting held on 2 May 2017.

³⁴ Amended by the Senate's Resolution No. 29e/2015/2016 SZT at its meeting held on 15 August 2016.

Common provisions for the Rector and the Chancellor

Rector's conference

39. §

- (1) The Rector's conference is a board chaired by the Rector and performing decision-preparation, opinioning, consultancy and conciliatory tasks.
- (2) The meetings of the Rector's conference shall be convened and chaired by the Rector.
- (3) Rector's meeting
 - a) Rector,
 - b) Chancellor,
 - c) vice-Rectors,
 - d) chairperson of the CDAH,
 - e) head of the Rector's Office,
 - f) financial executive officer,
 - g) head of the Students' Union,
 - h) head of the Doctoral Students' Union,
 - i) chairperson of the Council of Public Employees,
 - j) other persons invited by the Rector.
- (4) Decisions made on the meetings shall be recorded and sent to the persons present.

Chancellor's conference³⁵

40. §

(deleted)

41. §

- (1) The following persons shall issue their opinion priorly on matters and proposals related to the drafts of the University's internal rules and rules of operation:
 - a) the Chancellor during the discussions initiated by the Rector,
 - b) the Rector during the discussions initiated by the Chancellor,
and in all other matters,
 - c) all senior executive officers of the University,
 - d) in matters directly affecting students, the heads of the Students' Union and the Doctoral Students' Union, in matters affecting public servants, the heads of representative organisations, and
 - e) organisational units affected by the University's scope of duty, as well as the organisations or bodies specified by the Rector or the Chancellor.
- (2) At least five days shall be provided for the issue of opinions.

³⁵ Deleted by the Senate's Resolution No. 13/2016/2017 SZT at its meeting held on 13 December 2016.

Advisory committees and consultants of the Rector and the Chancellor

42. §

- (1) The Rector and the Chancellor may establish a board or appoint a public servant for the coordination of certain priority tasks of the University, for the support of their performance as well as for their monitoring.
- (2) Assignments under paragraph (1) shall be made in writing upon the notification of the direct manager of the affected work. The assignment may be for a definite or an indefinite period.
- (3) Consultants shall report their activities as specified by the person who have appointed them.

Organisational units performing core activities

43. §

- (1) Independent organisational units performing educational and research activity (departments and lectorates) shall be established and terminated by the Senate.
- (2) The number of qualified lecturers, researchers or teachers of independent organisational units performing educational and research activity shall be at least 2.
- (3) The independent organisational unit performing educational and research activity shall be managed by the head of department or the head of lectorate.
- (4) The work of lecturers, researchers and teachers performing tasks in organisational units carrying out educational and research activity shall be managed by the head of the organisational unit.
- (5) Independent organisational units performing educational and research activity may be divided into non-independent departments and groups.
- (6) Detailed rules on independent organisational units performing educational and research activity shall be included in the rules of procedure approved by the Rector.
- (7) ³⁶The following independent organisational units performing educational and research activity operate at the University:
 - a) Department and Clinic of Food Animal Medicine;
 - b) Department and Clinic of Equine Medicine;
 - c) Department of Internal Medicine
 - d) ³⁷Department of Exotic Animal and Wildlife Medicine (within this department the following non-independent departments):
 - da) Department of Hunting, Game Farming and Nature Protection;
 - db) Department of Apiculture and Bee Health (Centre for Farm Animal Gene Conservation);
 - dc) Department of Fishing and Fish Health;
 - e) Department of Clinical Pathology and Oncology

³⁶ Amended by the Senate's Resolution No. 53/2016/2017 SZT on 06 June 2017.

³⁷ Amended by the Senate's Resolution No. 1/2017/2018 SZT on 19 September 2017.

- f) Department of Surgery;
- g) Department of Reproduction.
- h) Pet Clinic.

together (as a non-independent unit) Institute of Clinical Studies.

- i) Department of Food Hygiene;
- j) Department of Microbiology and Infectious Diseases;
- k) Department of Veterinary Forensics, Law and Economics³⁸;
- l) Department of Animal Hygiene, Herdhealth and Veterinary Ethology;
- m) ³⁹Centre for Bioinformatics.

together (as a non-independent organisational unit) Institute for Food Chain Safety and Disease Prevention.

- n) Department of Pharmacology and Toxicology;
- o) ⁴⁰Department of Animal Breeding, Nutrition and Laboratory Animal Science (within this department the following non-independent departments):
 - ma) Department of Animal Breeding and Genetics;
 - mb) Department of Laboratory Animal Science and Animal Protection;
 - mc) Department of Animal Nutrition and Clinical Dietetics;

- p) Department of Parasitology and Zoology;
- q) Department of Pathology.

together (as a non-independent unit) Institute of Zoology.

- r) Department of Anatomy and Histology;
- s) Department of Biomathematics and Informatics;
- t) Department of Physiology and Biochemistry;
- u) Department of Chemistry
- v) Department of Botany⁴¹.

together (as a non-independent unit) Institute of Basic Sciences.

- w) Department of Ecology;

together (as a non-independent unit) Institute of Biology.

(8) Other independent educational organisational units:

- a) Lectorate of Foreign Languages;
- b) Department of Physical Education.

(9) External departments:

- a) External Department of Food Chain Safety,
- b) External Department of Zoo Animal Health Science,
- c) External Department of Nutrition Physiology,
- d) External Department of Zootaxonomy,

³⁸ In accordance with Senate Resolution No 2/2015/2016 SZT dated as of 1 July 2016.

³⁹ Included by the Senate's Resolution No. 1/2017/2018 SZT on 19 September 2017.

⁴⁰ Amended by the Senate's Resolution No. 1/2017/2018 SZT on 19 September 2017.

⁴¹ In accordance with Senate Resolution No 2/2015/2016 SZT dated as of 1 July 2016.

- e) External Department of Functional Ecology.
 - f) [deleted]⁴²
 - g) ⁴³External Department of Food Animal Gene Prevention
- (10) Functional organisational unit performing educational tasks of Experimental Farm of Üllő under Article 67 hereof.

Department Council

44. §

- (1) Board with right to issue opinions in personal matters affecting the independent organisational unit performing educational and research activities.
- (2) Its chairperson shall be the executive officer under Article 43.
- (3) Its members shall be the lecturers, researchers, teachers of the department, as well as veterinarians and engineers working at the department.
- (4) Public servants of the independent organisational units performing educational and research activities not indicated in paragraph (3) may delegate 1 person to the council. Delegated members shall be elected from among them by secret vote for four years in accordance with the rules of procedures of the department.

Institute Council

45. §

- (1) The institutes specified in paragraph (5) Article 43 hereof shall be the advisory boards performing the harmonisation of educational and research activities within the institutes.
- (2) Members of the Clinical Council, Council of Food Chain Safety and Disease Prevention as well as Council of Zoology, Council of Basic Sciences and Council of Biology shall be the heads of departments integrated in the given institute.
- (3) Councils shall elect their chairpersons at their inaugural meeting and every three years thereafter.
- (4) Councils shall establish their opinion by vote and shall send it to the competent executive officers.
- (5) Detailed rules on the establishment and operation of Councils shall be included in their rules of procedure which shall be approved by the Rector.

Establishment of external organisational units performing educational and research activities and research groups

46. §

- (1) For the purpose of improving the personal and material conditions of education, doctoral programmes, scientific research and professional consultancy, the Senate may establish

⁴² Amended by the Senate's Resolution No. 53/2016/2017 SZT on 06 June 2017.

⁴³ Amended by the Senate's Resolution No. 1/2017/2018 SZT on 19 September 2017.

external organisational units performing educational and research activities in order to improve the efficiency of the cooperation with research institutions and production.

- (2) External departments shall function under the Rector's supervision and under the management of the head of the external department.
- (3) The head of the external department shall be appointed by the Rector for three years by taking into account the proposal of the head of the external institution. The same person may be appointed repeatedly.
- (4) In accordance with the agreement concluded with the Hungarian Academy of Sciences (hereinafter referred to as: HAS) or its institution, the Senate may establish research groups at the University.
- (5) Within the Rector's direct competence and with the financial support of external organisations, cooperative research groups performing research, development and testing activities upon the sponsoring organisation's order may operate. Their professional and organisational operation shall be specified in the cooperation agreement concluded with the sponsoring organisation.

Organisational units within the Rector's Office

47. §

- (1) The Rector's Office shall be the name of organisational units supporting the performance of core activities and falling under the Rector's direct competence.

48. §

Secretariat of the Rector's Office⁴⁴

- (1) The Secretariat of the Rector's Office shall be the central organisation unit of the University which is directly supervised by the Rector and managed by the head of the Secretariat.
- (2) The Secretariat of the Rector's Office shall ensure the performance of administrative tasks related to the work of the Rector and the vice-Rectors, the boards and organisational units managed by them, as well as legal tasks related to the core activities, and in this context, tasks related to preparation, organisation and contact keeping.
- (3) Legal and administrative tasks of the Secretariat of the Rector's Office:
 - a) contribution to the preparation of proposals to be presented to the Senate, instructions of the Rector and the Chancellor as well as newsletters by ensuring legal compliance, exercise of obligatory legal control over the proposals of the Senate,
 - b) coordination of the work of standing and ad-hoc committees established by the Senate and the Rector,
 - c) participation in the preparation of Senate meetings, cooperation in the performance of tasks related to the authentication of minutes, organisation and

⁴⁴ Amended by the Senate's Resolution No. 29e/2015/2016 SZT at its meeting held on 15 August 2016.

- monitoring of the implementation of resolutions, ensuring that relevant units and persons become aware of the decisions and resolutions,
- d) coordination of the University's regulatory activity (except for the regulatory activity related to financial management), contribution to the preparation of rules of procedure and to the elaboration of regulation concerning the rules of procedure related to the operation of the University,
 - e) performance of tasks related to legal matters concerning the educational activity, provision of legal background in order to enable the implementation of the professional strategy,
 - f) cooperation in the legal supervision of external contacts and university materials related to information,
 - g) at specific request, performance of codification tasks related to the wording of the regulatory objective and strategy of draft internal rules prepared by the organisational units, in the course of which examination of the compliance of proposed drafts with effective legislation and other internal rules.
 - h) at the request of organisational units, ensuring that internal draft regulations are discussed within the University and cooperation in the preparation of a single recommendation,
 - i) ensuring that internal rules are published, the list of regulations is updated, regulations are archived, and if necessary, initiating corrections,
 - j) coordination of the opinioning of draft legislation, collection of the opinions of organisational units affected by the draft legislation, establishment of the University's opinion, if necessary, participation in negotiation,
 - k) participation in the negotiation with organisations responsible for the drafting of legislation during the preparation of draft legislation affecting the University,
 - l) preparation of necessary amendments of the University's establishing documents, discussion of such amendments with the maintainer,
 - m) participation in tasks related to the preparation of legislation if necessary,
 - n) provision of the administrative tasks of the Senate and other decision-making bodies (especially the Review Committee), the preparation of meetings, the preparation of minutes and the preparation of necessary resolutions for signing,
 - o) performance of supervisory tasks related to the administration of organisational units falling within the Rector's competence.
 - p) implementation of the University's quality policy;
 - q) organisation of the preparation for the accreditation of programmes and that of the institution;
 - r) regular contact with the Hungarian Accreditation Committee, the quality certification body as well as all stakeholders related to quality issues;
 - s) regular provision of information for the management of the university of tasks performed and to be performed, and results achieved;
 - t) cooperation in the elaboration and evaluation of the quality-related areas of the institution's development strategy;
 - u) elaboration and operation of an evaluating system for the work of organisational units supporting core activities;

- v) professional preparation for the system used by students to evaluate the work of lecturers and evaluation of results.⁴⁵
- (4) Registration, document management and filing tasks of the Secretariat of the Rector's Office:
- a) performance of administrative tasks related to the acceptance, reception, filing and transfer of files and documents sent to the University's central address to the competent organisational unit/person,
 - b) management of the University's filing system, performance of methodology tasks related to the uniform application of the filing system, provision of professional support for the organisational units in order to ensure uniform application,
 - c) ensuring that the organisational units of the University perform tasks related to the transfer of files and documents from the University centre,
 - d) keeping contact with the Hungarian Post Office, professional preparation of the contract concluded with the Hungarian Post Office, conducting of necessary negotiation,
 - e) continuous control of professional activities related to the document management of organisational units, ensuring professional trainings and. in matters related to document management, professional guidance,
 - f) performance of professional filing tasks related to files and documents handed over by the University's organisational units,
 - g) ensuring the professional certification and filing of documents in accordance with the effective legislation,
 - h) if necessary, ensuring the possibility to retrieve documents or transfer them to the organisational units,
 - i) ensuring the professional scrapping and archiving of documents in accordance with effective legislation,
 - j) performance of storing and archiving tasks in accordance with effective legislation.
- (5) The Secretariat shall perform legal, administrative, managing and filing tasks related to the work of the Chancellor, in this context especially shall perform preparatory, organisational, contact keeping and administrative tasks.
- (6) Legal and management tasks of the Secretariat include especially the following:
- a) performance of managing, organisational and coordinating tasks related to the general legal tasks of the University,
 - b) participation in the provision of legal support with respect to the tasks falling within the Chancellor's competence, provision of help for the Chancellor in the elaboration of a uniform application of law,
 - c) management and coordination of the University's legal representation before courts and other authorities,
 - d) keeping a central register of the contracts of the University,
 - e) exercise of professional control before signing with respect to draft responses to applications in priority matters,

⁴⁵ Subparagraphs p-v included by the Senate's Resolution No. 13/2016/2017 SZT at its meeting held on 13 December 2016.

- f) participation in official matters,
- g) provision of legal consultancy in matters within its competence for all organisational units of the University,
- h) participation in the management of priority matters, in the preparation of agreements and in the drafting of legal opinions on behalf of the Rector or the Chancellor,
- i) provision of information with respect to public data requests,
- j) if requested, issuing its opinion whether requests related to public data not falling within its competence may be completed, and issuing legal opinion and, if necessary, controlling the publication, registration, provision and information of public data specified in a separate policy,
- k) supervising external legal representatives under the Chancellor's management, and participation in the management of adversarial and non-adversarial procedures,
- l) participation in the management of public and official matters, acting in official matters in the representation of the University on behalf of the Chancellor, and keeping regular contact with authorities acting in public matters which affect the University,
- m) preparation of agreements and contracts not falling within the competence of other organisational units, including especially different cooperation agreements and memoranda of understanding,
- n) handling the articles of associations and establishing documents of economic entities owned by the University under the Chancellor's management, and performance of legal administration with respect to them,
- o) performance of legal tasks related to civil organisations,
- p) participation in the performance of task related to the University's general civil and contractual obligations, the conclusion of contracts and the provision of legal consultancy,
- q) establishing the system of legal compliance with respect to the contractual relations related to the University's participation,
- r) issuing its opinion on or, if necessary, preparing contract templates used by the University,
- s) preparation of decisions related to the exercise of ownership rights, ensuring the legal compliance thereof,
- t) issuing legal opinion to the Chancellor before making decisions related to the exercise of ownership rights,
- u) participation in the drafting of measures falling within the exercise of ownership rights, related to the operation of economic entities owned by the University, and participation in the legal support provided for such entities,
- v) participation in the issuing of opinions on agreements related to EU and other tenders, ensuring compliance of projects with effective legislation, in this contract cooperation with the Tender Office,
- w) in cooperation with the Tender Office, performance of legal tasks related to intellectual works, research, development and related contracts,
- x) in cooperation with the Technical & Operations Group, performance of legal tasks related to tangible and intangible assets owned by/managed the University,

- including participation in necessary negotiations, keeping contact with persons exercising ownership rights, wording of contracts,
- y) elaboration of rules concerning the University's contract concluding system, and monitoring its implementation.
- (7) ⁴⁶The Secretariat may perform its legal tasks through an external agency contract.
- (8) ⁴⁷The Secretariat of the Rector's Office is managed by the head of the Secretariat of the Rector's Office.

Career Office⁴⁸

49. §

[deleted]

Hutýra Ferenc Library, Archives and Museum⁴⁹

50. §

- (1) Hutýra Ferenc Library, Archives and Museum is the central organisational unit of the University.
- (2) ⁵⁰Hutýra Ferenc Library, Archives and Museum shall be managed by its director.
- (3) Professional supervision over the organisational unit shall be performed by the vice-Rector responsible for scientific affairs.
- (4) In accordance with Article 14 (2) of Nftv., the library of the University shall be an academic public collection accessible to all, shall provide literature, information, education and research services, and shall also perform the functions of museum institutions and archives. The library shall offer conventional and virtual learning environments, ensure the availability of teaching materials and literature, provide academic performance measurement services, perform the functions of content management of the University, as well as the tasks of public libraries, special libraries and academic libraries, as defined in the act on museum institutions, public library services and community culture.
- (5) The Archives as higher education archives, as well as the Collection on the History of Veterinary Medicine as a collection specialised in the history of the institution and in specific fields shall operate within the organisational structure of Hutýra Ferenc Library, Archives and Museum in a subordinated manner from an organisational point of view, but with the professional independence prescribed by legislation.
- (6) The Collection and Archives on the History of Veterinary Medicine shall collect, preserve, present and disseminate materials and written relics of the University, its legal predecessors, the veterinary medicine as well as the veterinary practice. The Archives shall protect and register the archived documents falling within its competence, disclose

⁴⁶ Amended by the Senate under No. 45/2016/2017 SZT at its meeting held on 2 May 2017

⁴⁷ Amended by the Senate's Resolution No. .../2016/2017 SZT at its meeting held on 13 December 2016.

⁴⁸ Deleted by the Senate's Resolution No. 29e/2015/2016 SZT at its meeting held on 15 August 2016.

⁴⁹ Amended by the Senate's Resolution No. 29e/2015/2016 SZT at its meeting held on 15 August 2016.

⁵⁰ Amended by the Senate's Resolution No. 13/2016/2017 SZT at its meeting held on 13 December 2016.

them to scientific researchers, supervise the filing activity of the University's organisational units, and supervise the archiving of documents of lasting value in accordance with the effective legislation.

(7) Detailed rules on the tasks, organisational structure and operation of Hutýra Ferenc Library, Archives and Museum shall be specified in the rules of procedure annexed to the OOM in accordance with the relevant legislation. (Annex No. 6)

(8) [deleted] ⁵¹

Secretariat of the Council of Doctoral Affairs and Habilitation⁵²

51. §

(1) In order to support the doctoral studies and to ensure that criteria for such activity are met, the Secretariat of the Council of Doctoral Affairs and Habilitation (DAH) shall be an organisational unit operating within the Students' Secretariat, shall be directly supervised by the Rector and managed by the vice-Rector responsible for scientific affairs.

(2) The Secretariat shall:

- a) manage written documents sent to the DAH in accordance with rules concerning official documents, prepare them for decision-making and preserve them;
- b) register requests and other documents sent to the DAH and ensure that responses are written within the given deadline;
- c) keep registers related to the doctoral programme and habilitation (university register of doctoral students/civil register, university register of doctoral studies), issue certificates;
- d) prepare the meetings of the DAH, participate in the decision-preparatory work;
- e) keep contact with offices, authorities, and the Doctoral Students' Union;
- f) ensure the publication of the resolutions of the DAH;
- g) inform the organisation specified in the Government Decree of the award of doctoral degrees;
- h) manage the finances of the DAH;
- i) be responsible for the information published on the doctoral programme's website, as well as databases operated on the website and publishing doctoral dissertation.

(3) [deleted] ⁵³

⁵¹ Deleted by the Senate's Resolution No. 13/2016/2017 SZT at its meeting held on 13 December 2016.

⁵² Amended by the Senate's Resolution No. 13/2016/2017 SZT at its meeting held on 13 December 2016.

⁵³ Deleted by the Senate's Resolution No. 13/2016/2017 SZT at its meeting held on 13 December 2016.

Students' Secretariat

52. §

- (1) The Secretariat shall be the central organisational unit established for the performance of tasks related to education and its organisation, which shall be directly supervised by the Rector and shall be managed by the vice-Rector responsible for educational affairs.
- (2) The Secretariat shall:
 - a) perform tasks related to the administration and registration of the University's educational activities in accordance with Nftv., its implementing decrees and the regulations of the University,
 - b) transfer the University's documentation related to the founding and launching of educational programmes to the Educational Authority after the approval of the Senate, submit notifications related to the programmes to authorities,
 - c) perform central administrative tasks related to student loans,
 - d) perform tasks requiring central coordination with respect to student scholarships and other allowances,
 - e) manage the uniform educational structure and the organisation of education at university level,
 - f) plan the schedule of the academic year for doctoral students, MA students and BA students, and prepare their timetable,
 - g) provide professional and technical background for the performance of official duties falling within the University's competence,
 - h) prepare records and archives of the students' personal data, study results, changes in their studies, certificates issued at the end of their studies as well as public documents in accordance with effective legislation,
 - i) perform tasks related to data provision specified in legislation,
 - j) operate an electronic administrative system in order to fully ensure the performance of its tasks specified herein.
- (3) ⁵⁴The following non-independent organisational units operate within the Secretariat:
 - a) Division of Hungarian Programmes,
 - b) Division of Foreign Language Programmes.
 - c) Division of Further Education,
 - d) Secretariat of the DAH,
 - e) ⁵⁵Mobility Group
- (4) ⁵⁶The professional supervision over the Division of Hungarian Programmes shall be carried out by the vice-Rector responsible for educational affairs, over the Division of Foreign Language Programmes the vice-Rector responsible for international affairs, while over the Division of Further Education and the Secretariat of DAH the vice-Rector responsible for scientific affairs.

⁵⁴ Amended by the Senate's Resolution No. 13/2016/2017 SZT at its meeting held on 13 December 2016.

⁵⁵ Amended by the Senate's Resolution No. 45/2016/2017 SZT on 2 May 2017.

⁵⁶ Amended by the Senate's Resolution No. 13/2016/2017 SZT at its meeting held on 13 December 2016.

- (5) The detailed description of the duties and competence of divisions and their heads as well as the division of tasks within the Students' Secretariat shall be specified in the rules of procedure applicable to the divisions.
- (6) [deleted]⁵⁷

⁵⁷ Amended by the Senate's Resolution No. 13/2016/2017 SZT at its meeting held on 13 December 2016.

Mobility Group⁵⁸

53. §

- (1) The Group shall be the organisation unit of the Students' Secretariat.
- (2) The Group shall:
 - (a) keep regular contact with the national office coordinating and supervising mobility programmes at a national level, delegations, the Immigration Office, the Immigration Policing, competent ministries, and all external parties concerned in international matters.
 - (b) perform administrative tasks related to the study programmes and apprenticeships of students studying at the University and arriving to the University within the framework of Erasmus, CEEPUS and bilateral relations,
 - (c) perform administrative tasks related to the mobility of lecturers and employees carrying out administrative work at the University or arriving to the University within the framework of Erasmus, CEEPUS and bilateral relations.
 - (d) organise and perform administrative tasks related to the Committee of International Relations.

Division of Further Education⁵⁹

54. §

- (3) The Division shall be the organisation unit of the Students' Secretariat.
- (4) The Division shall:
 - a) assess the further education needs of graduates,
 - b) elaborate short trainings and specialised further education plans in accordance with the assessments,
 - c) obtain approval for and registration of study programmes at the Educational Authority,
 - d) provide personnel-related conditions for further education activities, fully organise further education activities,
 - e) prepare the timetable for students attending tertiary vocational programmes, postgraduate specialisation programmes and other trainings,
 - f) provide professional support for the preparation, submission and monitoring of research tenders in collaboration with the Tender Office.
- (5) [deleted]⁶⁰

Quality Office

55. §⁶¹

⁵⁸ Deleted by the Senate's Resolution No. 13/2016/2017 SZT at its meeting held on 13 December 2016.

⁵⁹ Amended by the Senate's Resolution No. 13/2016/2017 SZT at its meeting held on 13 December 2016.

⁶⁰ Deleted by the Senate's Resolution No. 13/2016/2017 SZT at its meeting held on 13 December 2016.

[deleted]

Common provisions applicable to the organisational units of the Rector's Office

56. §

- (1) Detailed provisions for the operation of organisational units falling within the competence of the Rector's Office shall be specified in the rules of procedure prepared by the head of the organisational unit and approved by the Rector. The rules of procedure shall contain the detailed provisions applicable for the operation of the organisational units, the definition of tasks, as well as eventual divisions (non-independent units) of the organisational units, by indicating the competences related to each tasks and the rights to sign and publish.

Functional organisational units falling within the Chancellor's competence⁶²

57. §

- (1) The following rules shall govern the central functional and service-providing organisational units directly managed by the Chancellor.

Chancellor's Secretariat⁶³

58. §

[deleted]

Finance Directorate

Legal status and tasks of the Finance Directorate

59. §

- (1) The Directorate shall be the central functional organisational unit of the University.
- (2) Its general tasks shall include the following:
 - a) planning the detailed budget and the budget for the executive officers;
 - b) modification, regrouping of appropriations, monitoring of their use, supervision of the framework of the financial management,
 - c) ensuring liquidity, liquidity management, accounting forint and foreign currency,
 - d) financially supervision and calling to account of tenders and projects,
 - e) coordination and registration of commitment rights and countersigning rights of units performing financial management,
 - f) preparation of University reports, ensuring compliance with financial and accounting rules,
 - g) performance of data provision related to financial management,

⁶¹ Deleted by the Senate's Resolution No. 13/2016/2017 SZT at its meeting held on 13 December 2016.

⁶² Amended by the Senate's Resolution No. 29e/2015/2016 SZT at its meeting held on 15 August 2016.

⁶³ Deleted by the Senate's Resolution No. 29e/2015/2016 SZT at its meeting held on 15 August 2016.

- h) performance of controlling activity,
- i) performance of tasks related to human resources, salary management and employment,
- j) performance of procurement activity at the University,
- k) performance of asset management and operation.

Management and organisational structure of the Finance Directorate

60. §

- (1) ⁶⁴The Directorate shall be managed by the financial executive officer.
- (2) The financial executive officer shall perform his or her tasks under the management and supervision of the Chancellor. The financial executive officer shall be the financial director and the head of the central Finance Directorate of the University.
- (3) The financial executive officer shall:
 - a) manage the Finance Directorate of the University,
 - b) [deleted]⁶⁵
 - c) directly manage the work of the Finance Directorate in accordance with the relevant legislation,
 - d) organise the financial management of the University in accordance with the annual financial appropriations of the University, ensure that operational and technical conditions are met, perform tasks related to the operation and financial administration,
 - e) prepare and coordinate financial and technical development plans, organise their implementation,
 - f) be responsible for the financial rules of the University, provide guidance for the work of economic, financial and accounting work of educational and other organisational units, supervise their related activities,
 - g) may act as the financial executive officer of the University, may exercise the right to countersign in financial matters; in the absence of his or her financial countersignature (and/or that of his or her alternate) no commitments with financial consequences may be undertaken, no such measure may be taken.
- (4) The tasks of the financial executive officer shall be specified in the rules of procedure of the Finance Directorate.

Finance Secretariat

61. §

- (1) The Finance Secretariat shall be the functional organisational unit of the Finance Directorate which is directly managed by the financial executive officer.
- (2) The Finance Secretariat shall perform administrative, managing and filing tasks related to the work of the financial executive officer, and in this context, shall perform preparatory, organisational, contact keeping and administrative tasks.

⁶⁴ Amended by the Senate's Resolution No. 13/2016/2017 SZT at its meeting held on 13 December 2016.

⁶⁵ Amended by the Senate's Resolution No. 5/2016/2017 SZT on 20 September 2016.

- (3) One of the priority tasks of the Secretariat shall be the provision of direct support for the financial executive officer in the financial supervision of the University, the examination of possibilities to further develop internal controlling systems, as well as the monitoring, analysis and evaluation of financial processes.
- (4) The Finance Secretariat shall be managed by the head of the secretariat.
- (5) [deleted]⁶⁶

Department of Finance, Accounting and Controlling

62. §

- (1) The Department shall be a central functional organisational unit of the Finance Directorate.
- (2) The Department shall be managed by the head of department. The head of department shall be responsible for the activities of the Department, the decisions made there and their implementation.
- (3) The Department shall:
 - a) manage invoices sent by suppliers (forint or foreign currency)
 - b) keep contact with suppliers, buyers and institutions,
 - c) manage liabilities in accordance with the University's liquidity,
 - d) record incomes, manage outstanding amounts,
 - e) fully record costs and receipts against bank accounts,
 - f) manage research and grant agreements concluded at the University, make funds available, perform accounting checks of tender accounting, keep contact with sponsors and supervisors during the term of the tender,
 - g) supervise the cash supply managed by organisational unit and the related financial management,
 - h) prepare decisions related to the exercise of ownership rights falling within the Chancellor's competence and in relation to economic entities owned by the University from a financial point of view,
 - i) perform the bookkeeping of financial events in accordance with the relevant accounting legislation, pursuant to the University's rules of invoicing,
 - j) ensure the timely registration of changes in the assets owned or managed by the University,
 - k) prepare reports of the changes in assets to the Hungarian Academy of Sciences and MNV Zrt.,
 - l) prepare the budget of the University and the half-yearly and annual reports before the deadline, in accordance with the instructions and circulars of the supervisory board,
 - m) preserve accounting documents,
 - n) prepare and obtain the approval for the inventory check plan, notify the heads of organisational units and financial officers of the imposition of inventory checks,

⁶⁶ Deleted by the Senate's Resolution No. 13/2016/2017 SZT at its meeting held on 13 December 2016.

- o) ensure the preparation of an annual report on the inventory checks,
- p) prepare the financial plans, reports and analyses of the University, as well as the annual budget plan for the management, monitor the implementation of such plans,
- q) ensure and supervise the compliance with the conditions of the financial management framework,
- r) manage and develop the budget management and controlling modules of the University's financial IT system, perform operative procedures in the modules, manage databases, and retrieve information from such databases,⁶⁷
- s) prepare ad-hoc reports if necessary,
- t) participate in the preparation of service provider's performance plans and income plans, the monitoring of completion, the analysis of verified performance and income data, the preparation of prognoses,
- u) participate in the preparation of the University's budget for the management, including the preparation of a report on other income data (educational, foreign currency tuition fee and other special incomes),
- v) prepare comparisons of the income plans and the actual incomes, as well as comparisons of the last year and the subject year for economic analyses, taking into account the structural, financial and other changes, and the evolution of performance,
- w) participate in the establishment and development of the Management Information System (MIS).

(4) [deleted]⁶⁸

Department of Human Resources, Salaries and Employment

63. §

- (1) The Department shall be the functional organisational unit of the Finance Directorate which shall ensure the availability of human resources in the quantity and quality necessary for the University's operation and performance of tasks, and shall perform planning and certification tasks for this purpose. The Department shall further perform professional, legal and salary management tasks related to the public servants of the University, and persons employed by the University in other forms.
- (2) The Department shall be managed by the head of department who shall be responsible for the performance of professional tasks related to the Chancellor's and Rector's right to exercise employer rights.
- (3) The Department shall perform the following tasks related to HR management:
 - a) performance of tasks related to the University's HR management, and coordination of other related activities,
 - b) implementation of planned staff management, elaboration of the requirements applicable to lecturers and the career system for lecturers and researchers, performance of related tasks,

⁶⁷ Amended by the Senate's Resolution No. 5/2016/2017 SZT on 20 September 2016.

⁶⁸ Deleted by the Senate's Resolution No. 13/2016/2017 SZT at its meeting held on 13 December 2016.

- c) management, motivation, development and efficient use of the University's human resources in order to ensure the implementation of organisational objectives specified in the University's strategy,
 - d) implementation of the internal communication related to HR management tasks,
 - e) performance of tasks related to assets declarations,
 - f) performance of tasks related to awards falling within its competence,
 - g) management of changes related to organisation development,
 - h) organisation of internal trainings.
- (4) The Department shall perform the following tasks related to salary management and payroll:
- a) performance of financial tasks related to the appropriation for personal allowances,
 - b) checking the availability of collaterals with respect to allowances, initiating negotiations with the person exercising employer rights if necessary,
 - c) participation in the exercise of the Rector's right to exercise employer rights, as well as in the provision of the Chancellor's right to consent with respect to salaries and allowances related to other legal relationships,
 - d) recording time data and other, non-regular incomes,
 - e) ensuring the recording of data of new and former employees, transfer of basic documents to the Hungarian State Treasury,
 - f) recording and transfer of deductions,
 - g) transfer of deduced membership and selected contribution to the voluntary health funds, pension funds and data provision for such funds,
 - h) performance of other tasks related to the provision of allowances provided by the employer,
 - i) management of pre-school allowances,
 - j) recording of tax allowances,
 - k) recording of compensations, transferring declarations to the Hungarian State Treasury,
 - l) performance and issue of data provisions and certifications related to the allowances provided within the social security system and specified by law,
 - m) data provision for tender accounting,
 - n) checking and, if necessary, correcting payrolls,
 - o) transfer of documents and certificates related to disablements and supply to the Hungarian State Treasury,
 - p) checking materials necessary for the disbursement of social security allowances before data recording, requesting missing data if necessary,
 - q) transfer of submitted applications for family allowances to the Hungarian State Treasury with an order.
- (5) Employment-related tasks of the Department:
- a) keeping personal registers related to public servants and persons employed in other forms, if necessary, provision of data,

- b) preparation of tenders related to certain jobs and executive jobs, provision of conditions necessary for the awarding of tenders, for this purpose, cooperation with the person exercising employer rights,
 - c) participation in the planning tasks related to the HR management necessary for the performance of the University's tasks,
 - d) keeping regular contact with the heads of organisational units in order to ensure the human conditions necessary for the performance of tasks,
 - e) keeping contact with the Department of Finance, Accounting and Controlling in order to ensure and maintain the budgetary framework of the University related to HR management.
- (6) [deleted]⁶⁹

Technical and Operations Department

64. §

- (1) The Department shall be a central functional organisational unit of the Finance Directorate.
- (2) The Department shall be managed by the head of department. The head of department shall be responsible for the activities of the Department, the decisions made there and their implementation.
- (3) The Department shall perform the following tasks related to assets management:
 - a) performance of tasks related to the University's assets management, coordination of other related activities, keeping a register of the University's real properties,
 - b) coordination and completion of data provisions related to the assets of the University,
 - c) preparation for the utilisation of the University's real properties,
 - d) obtaining licenses from the persons exercising ownership rights for investments, renovations and participation in tender procedures related to the real property assets,
 - e) performance of tasks related to storage,
 - f) supply of storage materials for all organisational units operating within the University,
 - g) storage of materials which have become useless for the organisational units, but may be used,
 - a) performance of tasks related to scrapping.
- (4) The Department shall perform the following tasks related to investments and the maintenance of the institution:
 - a) elaboration and implementation of a technical and service providing plan,
 - b) technical operation and maintenance of the University's facilities and assets,
 - c) technical planning and management of investments, renovations and construction works,
 - d) provision and supervision of energetics and utility services,
 - e) provision of operational services: correction of defects, maintenance, maintenance of special equipment, provision or ensuring the provision of such tasks,

⁶⁹ Deleted by the Senate's Resolution No. 13/2016/2017 SZT at its meeting held on 13 December 2016.

- (5) Safety-related tasks of the Department:
- a) elaboration of a safety plan,
 - b) safety tasks: performance of tasks related to assets protection, occupational safety, fire protection, disaster management, environmental protection,
 - c) provision of surveillance, protection and reception services,
 - d) ensuring the provision of electrical and lightning protection measurements,
- (6) General service provision-related tasks of the Department:
- a) ensuring the conditions necessary for operation (specifically: cleaning, textile cleaning, transport of communal, hazardous and chemical hazardous waste, park maintenance, organisation, provision and ensuring the provision of postal service)
 - b) elaboration and implementation of a logistics plan,
 - c) provision of internal transportation.
- (7) [deleted]⁷⁰
- (8) [deleted]⁷¹

Procurement Department

64/A. §⁷²

- (1) The Procurement Department shall be a central functional organisational unit of the Finance Directorate.
- (2) The Procurement Department shall be managed by the head of department. The head of department shall be responsible for the activities of the Department, the decisions made there and their implementation.
- (3) The Department shall:
- a) prepare the certification of procurements,
 - b) perform preparatory tasks related to (public) procurements, elaborate the annual public procurement plan,
 - c) conduct and document public procurement procedures subject to Government Decree No. 459/2016 (XII.23.),
 - d) conduct and document procurement procedures subject to Government Decree No. 168/2004 (V.25.),
 - e) perform the University's tasks related to public procurements, and perform the examination of the calculation of the total aggregated value of the procurement needs, and shall evaluate the planned procurement from public procurement perspective;
 - f) cause to perform the legal countersigning of contracts to be concluded during the (public) procurement procedures,
 - g) keep a register of the contracts concluded as a result of public procurement procedures,
 - h) represent the University in remedy proceedings related to public procedures.

⁷⁰ Deleted by the Senate's Resolution No. 75e/2016/2017 SZT on 16 August 2017.

⁷¹ Deleted by the Senate's Resolution No. 13/2016/2017 SZT at its meeting held on 13 December 2016.

⁷² Included by the Senate's Resolution No. 75e/2016/2017 SZT on 16 August 2017.

Internal auditor

65. §

- (1) The internal auditor shall perform tasks related to the financial management and operation of the University independently, under the direct supervision of the Chancellor, taking into account the provisions of the Public Finance Act and regulations concerning internal audits.
- (2) The internal auditor shall be appointed and employed by the Chancellor with the prior consent of the maintainer.
- (3) The internal auditor shall:
 - a) inform the Chancellor of all findings identified during the auditing activity taking into account the University's audit trails, and in this context, shall initiate the adoption of measures by the heads of the affected organisational units taking into account paragraph (7) if necessary,
 - b) conduct auditing at the University's organisational units, as well as at the institutions maintained or managed by the University at the Chancellor's request. In cases falling within the Rector's competence, the Rector may initiate the conduct of auditing procedures at the Chancellor,
 - c) perform internal auditing activities in accordance with the annual auditing plan approved by the Chancellor,
 - d) upon specific request, may issue his or her opinion within the framework of his or her consultancy activity, may make proposals and provide professional support, thus helping the operation of the University and the further development of internal auditing systems.
- (4) The competence of the internal auditor shall cover all activities of the University, with special respect to the planning, use and accounting of budget income and expenditure, as well as the examination of assets and resource management.
- (5) Within his or her verifying and consulting activity, the internal auditor shall draft findings and proposals examining the compliance with law and internal rules, the planning, the financial management and the performance of public duties, and shall record them in an auditing report.
- (6) The internal auditor shall send his or her reports directly to the Chancellor. If the findings of the auditing entail the obligation to take measures, the Chancellor shall invite the heads of the examined organisational units and other fields specified in the proposals to elaborate a measure plan in accordance with the findings and proposals specified in the auditing report.
- (7) The internal auditor shall draft an internal auditing manual with the Chancellor's approval, which shall contain the auditing methods and procedures specified in the regulations concerning internal audits.
- (8) The Chancellor shall send the annual auditing plan prepared by the internal auditor and approved by the Chancellor to the Rector for information purposes.

Marek József Educational Centre and Student Hostel

66. §

- (1) ⁷³Marek József Educational Centre and Student Hostel (hereinafter referred to as: Student Hostel) shall be a functional organisational unit of the University.
- (2) The Student Hostel shall be managed by its director.⁷⁴
- (3) The director shall perform its tasks under the management and supervision of the Chancellor. In matters related to education the Rector shall exercise professional supervision over the unit.
- (4) Detailed rules on the operation of the Student Hostel shall be specified in the organisational and operational manual.
- (5) Employer rights over the public servants of the Student Hostel shall be exercised by the Chancellor.

66/A.§⁷⁵

- (1) Marek József College for Advanced Studies founded by the students of the University shall operate within the Student Hostel.
- (2) During the operation of the college for advanced studies and the elaboration of its OOM, the Students Union of the College shall be bound by the Charter of the College for Advanced Studies and the effective legal provisions.
- (3) Detailed rules on the operation of the college for advanced studies shall be specified in its Founding Charter and its OOM.

Experimental Farm of Üllő

67. §⁷⁶

- (1) The Experimental Farm of Üllő shall be the central functional organisational unit of the University which shall be managed by the Chancellor. Professional supervision in educational matters related to the unit shall be exercised by the vice-Rector for educational affairs.
- (2) The Chancellor may include in the operation of the Experimental Farm an economic organisation exclusively managed by the University.
- (3) Detailed rules of the operation of the Experimental Farm shall be specified in its rules of procedure.
- (4) [deleted]⁷⁷
- (5) The Chancellor shall exercise employer rights over the public servants of the Experimental Farm.

Department for Communication and International Affairs^{78 79}

67/A.§

⁷³ Amended by the Senate's Resolution No. 13/2016/2017 SZT at its meeting held on 13 December 2016.

⁷⁴ Amended by the Senate's Resolution No. 13/2016/2017 SZT at its meeting held on 13 December 2016.

⁷⁵ Included by the Senate's Resolution No. 19/2017/2018 SZT at its meeting held on 12 December 2017.

⁷⁶ Amended by the Senate's Resolution No. 45/2016/2017 SZT on 2 May 2017.

⁷⁷ Deleted by the Senate's Resolution No. 13/2016/2017 SZT at its meeting held on 13 December 2016.

⁷⁸ Included by the Senate's Resolution No. 29e/2015/2016 SZT at its meeting held on 15 August 2016.

⁷⁹ Amended by the Senate's Resolution No. 20/2017/2018 SZT.

- (1) The Department for Communication and International Affairs shall be the central organisation unit of the University which is directly supervised by the Rector and managed by the Chancellor.
- (2) The Department for Communication and International Affairs as a career office shall:
 - a) provide persons admitted to the University, students, and former students of the University and its legal predecessors (including former foreign students) with information, support their contact with the University, and for this purpose and in order to strengthen the link with the University, manage the alumni community,
 - b) support the career orientation of students, promote their career planning, help them enter and stay in employment,
 - c) monitor the career of alumni students, provide regular career advice, and promote the realisation of the University's strategic objectives,
 - d) perform tasks related to the data provision within the Alumni Career Monitoring System (ACMS) prescribed by law.
- (3) Main tasks of the Department for Communication and International Affairs with respect to communication, PR, press and event organisation:
 - a) development of the uniform brand of the University, preparation of a Brand Image Manual,
 - b) comprehensive organisation of the University's PR activity,
 - c) organisation of the University's activities related to communication,
 - d) comprehensive administration with respect to events, preparation of an event calendar,
 - e) coordination of events and related activities, organisation of ceremonies and events held at the University,
 - f) preparation of press documents, organisation of press conferences,
 - g) participation in professional expositions, career orientation expositions, coordination of the enrolment campaign.
- (4) ⁸⁰The Department for Communication and International Affairs shall be managed by the head of department.
- (5) The Department for Communication and International Affairs shall perform the following tasks related to international affairs:⁸¹
 - (a) regular contact with colleagues responsible for international and foreign affairs,
 - (b) regular provision of information for the senior management of the University of tasks performed and to be performed, and results achieved;
 - (c) supporting decisions affecting international affairs, administrative implementation of decisions, summarizing and evaluating the results of implementation.

⁸⁰ Amended by the Senate's Resolution No. 13/2016/2017 SZT.

⁸¹ Amended by the Senate's Resolution No. 45/2016/2017 SZT on 2 May 2017.

Tender Office⁸²

68. §

- (1) The Office shall be the central functional organisational unit of the University, which shall perform its activity under the Chancellor's direct supervision. Professional supervision in scientific matters related to the unit shall be exercised by the vice-Rector for scientific affairs.
- (2) ⁸³The Office shall be managed by the head of department.
- (3) ⁸⁴General tasks of the Office:
 - a) preparation for activities related to research, development and innovation,
 - b) provision of information and consultancy for the University, its organisational units, researchers working at the university, research groups, students, doctoral students, as well as the management of the University with respect to tenders which may be linked to the operation of the University in any form, thus supporting the identification of resources,
 - c) monitoring tender announcements, in this context, monitoring of domestic and international tenders, regular provision of information on invitation to tenders,
 - d) consultancy with regard to tendering, and in this context, the promotion of use of tendering possibilities, coordination and management of administration related to tenders to be submitted,
 - e) provision of statistical and identification data necessary for tendering in a single form, completion and publication of forms, performing formal checks of tenders,
 - f) finding domestic, EU and other foreign tendering opportunities which are adapted to the University's R&D portfolio and competences, providing researchers with regular information, active participation in the preparation of tenders,
 - g) preparation for the conclusion of tendering contracts (coordination of the collaboration with organisational units necessary for the tender, as well as external partners, organisations, and in this context, provision of legal, administrative, professional and financial content),
 - h) tender writing and project management in accordance with the decision of a board/executive officer,
 - i) performance of tasks related to the tender during the retention period,
 - j) monitoring of results and post-management of the University's projects, participation in inspections,
 - k) keeping a register of tenders, operation and continuous development of the register,
 - l) keeping a register of successful tenders submitted by the University,
 - m) provision of consultancy, support, information with the organisation of information days and professional forums,

⁸² Amended by the Senate's Resolution No. 29e/2015/2016 SZT at its meeting held on 15 August 2016.

⁸³ Amended by the Senate's Resolution No. 13/2016/2017 SZT at its meeting held on 13 December 2016.

⁸⁴ Amended by the Senate's Resolution No. 20/2017/2018 SZT at its meeting held on 12 December 2017.

- n) performance of professional and other coordinating activities, within the framework of which preparation of analyses, background studies and summaries related to the grants, organisation of events and provision other related services,
- o) proactive research, reception, examination and protection of intellectual artworks, research results, ideas and discoveries with financial potential incurring at the University, professional prevention from their unlawful economic use while respecting the freedom of science,
- p) promotion of effective and optimal economic use of intellectual artworks created at the university, and the foundation of companies realising their use (sales of licence, patent protection, foundation of spin-off companies, business development and legal consultancy) taking into account the provisions of Nftv. and the Act on public finances,
- q) developing and managing domestic and international economic and governmental relations for the University and its lecturers,
- r) providing information and continuous further education for the researchers of the University in matters related to technology-transfer.

(4) [deleted]⁸⁵

Informatics Department⁸⁶

69. §

- (1) The Department shall be the central functional organisational unit of the University.
- (2) ⁸⁷The Department shall be managed by the head of department.
- (3) The Department shall:
 - a) prepare and implement a development plan related to IT and communication technology,
 - b) establish and operate a regulatory environment related to information management and information security,
 - c) provide central IT and telecommunications services, in particular:
 - ca) establish and operate a central IT infrastructure (network, servers, storages, back-up systems),
 - cb) perform system administrator tasks related to central IT applications (financial, administrative and IT systems related to education),
 - cc) operate the website system of the University,
 - cd) perform work station management,
 - ce) provide users with support, operate a help-desk,
 - cf) provide telecommunications and services,
 - d) coordinate and plan IT developments, provide support for and perform integrating activities,

⁸⁵ Deleted by the Senate's Resolution No. 13/2016/2017 SZT at its meeting held on 13 December 2016.

⁸⁶ Amended by the Senate's Resolution No. 29e/2015/2016 SZT at its meeting held on 15 August 2016.

⁸⁷ Amended by the Senate's Resolution No. 13/2016/2017 SZT at its meeting held on 13 December 2016.

- e) provide support for office-technology systems, mailing and filing systems and other administrative IT applications,
- f) grant professional approval for procurements in the subject of IT, telecommunications, office technology and education technology, participate in procurement procedures.

(4) [deleted]⁸⁸

Common provisions applicable to the functional organisational units falling within the Chancellor's competence⁸⁹

70. §

- (1) The detailed provisions for the operation of organisational units falling within the Chancellor's competence shall be specified in the rules of procedure prepared by the head of the organisational unit and approved by the Chancellor. The rules of procedure shall contain the detailed provisions applicable to the operation of the organisational units, the definition of tasks, as well as eventual divisions (non-independent units) of the organisational units, by indicating the competences related to each tasks and the rights to sign and publish.

IV. RULES FOR THE ESTABLISHMENT OF THE SENATE

General provisions

71. §

- (1) At the formation of the Senate it is a principle that all employees of the University (including part-time employees and persons employed in other forms) shall have the right to vote and to stand as a candidate, therefore, may participate in the election of the Senate and if they are elected, may participate in the work of the Senate. Persons with 'Professor Emeritus' title shall not be considered employees with respect to the right to vote.
- (2) Public servants who are absent for a long term (more than three months) (foreign mission, maternity leave or any other justified reason), and those who are on their dismissal or resignation period may not be elected as a member of the Senate.
- (3) At the election of Senate members, the following general provisions shall be observed:
 - a. Lecturer, researcher and teacher members of the Senate shall be elected by the lecturers, researchers and teachers employed on a public service employment basis from among themselves. Senior lecturer and researcher members shall be elected by senior lecturers and researchers, while junior lecturer and researcher members shall be elected by junior lecturers and researchers;
 - b. The member of the Senate who is not a lecturer or a researcher shall be elected by public servants who are not lecturers or researchers;

⁸⁸ Deleted by the Senate's Resolution No. 13/2016/2017 SZT at its meeting held on 13 December 2016.

⁸⁹ Amended by the Senate's Resolution No. 29e/2015/2016 SZT at its meeting held on 15 August 2016.

- c. The organisation of the election of the Senate shall be the duty of the University and shall fall within the competence of the head of the Rector's Office;
- d. For the delegation of student members, the management of the Students' Union, while for the delegation of doctoral student members, the management of the Doctoral Students' Union shall be responsible in accordance with the rules specified in their Founding Charter.
- e. The election shall be conducted in the rooms specified by the head of the Rector's Office.
- f. The election shall be held in one or – if necessary on the basis of the result – two rounds.
- g. The election of Senate members may occur on the basis of nomination.

Supervision of the election of Senate members

72. §

- (1) The legal supervision of the election shall be performed by the Election Committee (hereinafter referred to as: EC). Representatives of lecturers, researchers and teachers, representatives of non-lecturer and -non-researcher public servants as well as representatives of the Students' Union shall be among the members of the EC.
- (2) The chairperson and the members of the EC shall be appointed by the Rector for the next election period (four years) and shall be approved by the Senate. The secretary of the EC in an advisory capacity shall be the head of the Rector's Office.
- (3) The chairperson and members of the EC may not be executive officers. If a member of the Committee becomes an executive officer, a new person shall be elected to his or her place. The Committee shall establish its own rules of procedure.
- (4) The Election Committee shall participate in the legal supervision of the election and in the evaluation of the results. It shall interpret the provisions specified in the legislation and in other rules concerning the election, and shall issue its opinion in disputes or complaints. It may issue guidelines or instructions with respect to the organisation of the election.

73. §

- (1) For the administrative tasks related to the submission of votes (preparation and distribution of ballot papers, compilation of the electoral register, etc.) and for the counting of submitted votes a committee of tellers (with 3-5 members) shall be established. The chairperson and members of the Committee of Tellers (hereinafter: CT) shall be appointed by the Rector.
- (2) The technical and administrative preparation, as well as the conduct of the election shall fall within the competence of the Rector's Office. For students, the Student Hostel shall also provide the competent Students' Union with support.

Conduct and evaluation of the election

74. §

- (1) The date of the election shall be specified by the Rector not later than 10 days before the first day of the election. One election round may not last for more than one working day.
- (2) The Rector shall immediately notify the head of the Rector's Office of the publication of the dates, who shall:
 - (a) take the necessary measures related to the compilation of a register of those who are entitled to vote and those who are entitled to be elected. The registers shall be compiled for each category. A separate register shall be made for senior lecturers and researchers, for junior lecturers, researchers and teachers, and for other employees.
 - (b) After the compilation of the registers, all voters shall be notified in writing of the rules on self-nomination. Parallel to the order of the date of the first round, the nomination procedure shall be published. The preparation for nomination and election, as well their conduct shall be the task of the CT. For each category, candidates shall be those who are entitled to be elected and who nominated themselves in writing 5 days prior to the first round of the election. After this date, the list of the candidates shall be closed and the applications shall immediately be sent to the chairperson of the CT. The CT shall examine the applications and on the basis of them shall prepare the ballot papers for each category. It shall inform the chairperson of the EC thereof.
 - (c) After the compilation of the election register, all voters shall be notified in writing the exact date, duration, place and method of the election, and all other information related to the election. If sufficient, the notification may be done in a circular mail sent to the heads of organisational units, or via publication or email. It shall be ensured that all those employees who are entitled to vote receive comprehensive information on the election in a timely manner. The notification shall be sent on the day when the election register is compiled.
- (3) If the Rector has ordered a second election round, then the chairperson of the CT shall send a notification under paragraph (2) c) of the second round of election by indicating the candidates who can be elected. The chairperson of the CT may apply other methods for the promotion of voting (such as fliers, posters or emails).
- (4) If a second round has been ordered, the election register shall be reviewed and modified if necessary. It shall be modified if the number of persons employed on the basis of public service employment, or the classification of persons entitled to vote has changed.

75. §

- (1) The election shall be held by secret vote, on voting lists. The lists shall contain the persons who may be elected in alphabetical order, for each category. Persons employed by the institution on other forms may only be elected and may only elect on the basis of their basic legal status, therefore, they have to be indicated on the list accordingly. The number of board members who may be elected shall also be indicated on the ballot paper. The second round shall be conducted in the same conditions as the first one. However, the ballot papers shall only contain the name of those who have remained candidates in the second round. The ballot papers shall be considered as documents subject to strict accounting, and shall be retained for one year after the election in the archives of the Rector's Office, and shall be destroyed in accordance with the rules concerning the destruction of documents.
- (2) Voters shall confirm receipt of the ballot paper from the CT with their signature. The CT shall be entitled to request a proof of identity from the voter. A proof of identity may be

the ID card, or any other official document with picture (such as passport, entry card, licence).

- (3) The number of candidates marked by the voters may not exceed the possible number of board members. Completed ballot papers shall be considered as invalid if the number of candidates marked exceed the number of possible board members, or if they are completely crossed out. Ballot papers shall be considered valid if the number of candidates marked is equivalent to or does not exceed the number of possible board members. Votes in favour of a candidate shall be considered valid if the voters voting intention is clear from the nomination concerning that candidate.
- (4) Completed ballot papers shall be collected by the CT in a box checked by the first voter, closed and sealed in the presence of the first voter. After the closing of the election, such boxes may only be opened by the CT. The counting of votes shall be recorded, the minutes shall be signed by the chairperson and members of the CT. The minutes shall be sent to the head of the Rector's Office who shall notify the chairperson of the EC and the Rector of the results.
- (5) Exclusively the members of CT and EC, the Rector, the head of the Rector's Office and persons ensuring the technical conditions of the election may be present in the polling stations and during the counting of votes, provided that such persons are not the subjects of the election. The chairperson the CT shall be responsible for the secrecy of the election and the order in the polling station.

76. §

- (1) The election shall be valid if more than 50% of those entitled to vote have cast their vote. The validity of the election shall be determined separately for each category. If the election is invalid, a second round shall be kept for that category which shall be valid regardless of the number of voters.
- (2) In the first round candidates with the most votes cast shall be considered elected.
- (3) ⁹⁰If the first round is invalid in accordance with paragraph (1), the election shall be repeated under the same conditions.

77. §

- (1) Students and doctoral students shall be delegated in accordance with the provisions specified in the statutes of the Students' Union and the Doctoral Students' Union.

Election of the public servant member of the Senate who is not a lecturer or a researcher

78. §

- (1) The member of the Senate who is not a lecturer or a researcher shall be elected by public servants who are not lecturers or researchers from the candidates at the date specified for the election of the Senate.
- (2) The preparation for nomination and election, as well their conduct shall be the task of the CT. The nomination procedure shall be published in all organisational units of the

⁹⁰ Amended by the Senate under No. 45/2016/2017 SZT at its meeting held on 2 May 2017

University at the time of the determination of the election date. For the nomination the list of persons entitled to vote shall be established. Candidates shall be those who are entitled to be elected and who nominated themselves in writing at least 5 days prior to the first round of the election. The CT shall examine the applications and on the basis of them shall prepare the ballot papers. It shall inform the chairperson of the EC thereof.

- (3) The election of the Senate member who is not a lecturer or a researcher shall be conducted in accordance with Articles 74-76 hereof.

Legal status of the Senate members

79. §

Term of the board membership

- (1) Elected members shall receive their mandates from the chairman of the EC.
- (2) If an elected Senate member becomes executive officer and with this position automatically becomes entitled to the board membership, or if his or her mandate is terminated for any reason, he or she shall be replaced by the person who has received the second highest number of votes in that category. If the vacancy cannot be filled with this method, new election shall be organised in the affected category for the replacement of former member. The mandate of elected candidates shall last until the end of the election cycle of the Senate.
- (3) The board membership shall terminate:
 - (a) at the end of the election cycle;
 - (b) if the mandate of ex-officio members is terminated;
 - (c) if the member passes away;
 - (d) if the public service employment of the member is terminated;
 - (e) with the member's resignation;
 - (f) if the classification of the elected member in accordance with the categories changes;
 - (g) if the student status is terminated or suspended;
 - (h) if the board member is absent for more than 3 months (due to a foreign mission, maternity leave or any other justified reason).
- (4) If the board membership is terminated in accordance with paragraph (3) (c)-(h), the replacement shall be organised in accordance with paragraph (2).

Duties and rights of the board⁹¹ members

80. §

⁹¹ Amended by the Senate under No. 45/2016/2017 SZT at its meeting held on 2 May 2017

- (1) Members of boards at different levels shall and may participate in the work of the board, and promote the efficient operation with their proposals and opinions.
- (2) The board members shall
 - a) attend the meetings of the board;
 - b) inform the chairperson or secretary of the board if they are absent;
 - c) comply with legal regulations and university rules during their activity, keep state, service and office secrets confidential;
 - d) report on the board's activity to the voters (if requested by them).
- (3) The board members may
 - a) initiate a measure at board meetings in all matters falling within the competence of the board;
 - b) put questions to board members, executive officers invited to board meetings;
 - c) receive all information and explanation with the approval of the head of the relevant organisational unit and may have access to documents which are necessary for the performance of their tasks, if not prohibited by law;
 - d) be entitled to any administrative or technical assistance provided by the administrative organisational unit responsible for the support of the operation of the board which may be necessary for the performance of their tasks;
- (4) Board members may not be discriminated due to the completion of their mandate and their related activities. In such cases, board members may seek remedy before the board or the Committee of Ethics.
- (5) Elected members of boards may not be replaced neither during consultation, nor during voting. Except for the Rector and the Chancellor, ex-officio members of the board with voting rights may be replaced in their absence by persons appointed as executive officers in an advisory capacity. The alternates of members with ex-officio voting right may request the adjournment of a matter with respect to matters falling under the competence of the executive officer or, if possible, the possibility to discuss the matter with the member who is replaced by them.

General rules of the operation of the Senate

81. §

Convocation of the Senate meeting

- (1) The first meeting of the newly elected Senate shall be convened within 15 working days after the election of the board by the chairperson of the board, or if he or she is prevented, the oldest member of the board.
- (2) The Senate shall be convened in accordance with the planned meeting schedule, but at least twice a year by the Rector. The Rector may convene extraordinary meetings not indicated in the meeting schedule. The Senate shall be convened within 8 days if at least 25% of their members request so in writing with the indication of a reason. In this case, the board shall vote if it wishes to include the proposed matter on the agenda (after discussing the indicated reason). If the chairperson fails to convene the extraordinary meeting of the Senate within the specified 8-day deadline, the members initiating the

convocation are entitled to convene the meeting by collectively signing the invitation which shall contain the matter to be included on the agenda.

- (3) The time and agenda of the Senate meeting shall be sent to the members of the board in writing not later than 6 days before the day of the meeting, and written proposals drafted for the agenda shall be disclosed as well.
- (4) In the event of an extraordinary meeting, the invitation (with the exact reasons) and the material of the meeting shall be disclosed to the members of the board within 3 days before the day of the meeting.
- (5) The chairperson may invite others (within and outside the university) to the Senate meetings in an advisory capacity on an ad-hoc or permanent basis. The rapporteurs of the agenda items may participate in the debate in an advisory capacity if they are not members of the board.

Basic rules of Senate discussions

82. §

- (1) The Senate shall have a quorum if at 60% of its members with voting right are present.
- (2) The meeting shall be chaired by the chairperson, or in his or her absence, his or her alternate.
- (3) The meeting shall be opened by the chairperson, after the secretary has checked the number of members present, and has established a quorum. After this, the chairperson shall propose a registrar and persons authenticating the minutes and shall call a vote.
- (4) The agenda sent 6 days prior to the meeting may only be completed with new emergency items by the Senate. The inclusion of emergency motions to the agenda may be proposed by any of the board members by justifying the emergency. Emergency motions to be included to the agenda shall be submitted in writing to the chairperson before the Senate meeting. After the opening of the meeting, the board shall decide on the inclusion of emergency motions to the agenda and then on the agenda completed with the approved motions by open vote.
- (5) Persons proposing the agenda items may withdraw their proposals at any time before the final vote, without stating reasons.

Public access to Senate meetings

83. §

- (1) Senate meetings shall be public for the persons employed by the University on a public service employment basis, students of the University as well as private teachers and honorary lecturers of the University.
- (2) The secretary of the board shall be responsible for the technical conditions of public access.
- (3) Proposals, minutes and resolutions of the Senate, including documents concerning financial management shall be available for the lecturers, scientific researchers, students and other public servants of the University.

Adoption of resolutions

84. §

- (1) The Senate shall adopt its resolutions by open vote, with the simple majority of the members present, except for cases where a higher majority or secret vote is prescribed by the law or University policies.
- (2) Secret vote shall be ordered if the Senate decides in personal matters, or if more than 25% of the present members with voting right request the order of secret vote. For the conduct of secret votes, the Senate shall elect a committee of tellers at the chairperson's proposal, unless the secret vote takes place with voting machines suitable for voting. In the event of secret votes, the board shall adopt its resolutions by simple majority.
- (3) If a secret vote takes place on ballot papers, then two separate boxes shall be provided for the 'YES' and 'NO' votes, and the purpose for the vote shall be indicated (subject of the decision). If a ranking shall be set up in accordance with the board decision, only the 'YES' box shall be included on the ballots paper, and only the box next to the name of the person ranked first shall be marked. The ranking shall be determined in accordance with the number of 'yes' votes. The voting shall be done by drawing two intersecting lines in the box assigned to the name or subject.
- (4) Open and secret votes may both be conducted with electronic voting machines. In personal matters, when conducting secret votes with the machine, the board shall vote one-by-one, in alphabetical order. (This voting method does not exclude the possibility to vote in favour of more than one person!) If the persons receiving the highest number of votes hold an equal number of votes, the vote concerning them shall be repeated in alphabetical order. If they repeatedly hold an equal number of votes, a secret vote by ballot papers shall be conducted in accordance with paragraph (3). The chairperson of the board shall have the right to decide whether he or she orders a vote by voting machine or by ballot papers.
- (5) If for some reason the machine cannot be used, then the vote shall be conducted in accordance with the general rules.
- (6) If at least 25% of the present members with voting right request so (and except for personal matters), roll-call vote shall be ordered.

Documentation of Senate meetings

85. §

- (1) The resolutions of the Senate shall be published in writing. The meetings of the Senate shall be recorded.
- (2) The minutes shall be authenticated by the persons elected by the Senate.
- (3) Audio recordings may be made on the Senate meetings.
- (4) The resolutions of the Senate shall be numbered (restarting in each academic year) and shall be recorded and retained in writing. The resolutions shall be published for the internal public on the website of the University. The resolutions shall be signed by the chairperson and the secretary in accordance with the decision of the Senate.
- (5) Policies (rules of procedures) approved by the Senate shall be certified by an approving clause. The clause shall include the date of approval, the number of the resolution as well as the signatures of the chairperson and secretary of the board.

III. GRANTING OF UNIVERSITY TITLES AND AWARDS

86. §

- (1) In accordance with Nftv., effective legislation and university rules, the Senate, the Rector and the Chancellor, as well as the boards and executive officers of the University in delegated matters may grant titles and awards:
 - a) to Hungarian and foreign professionals achieving extraordinary theoretical and practical results and participating in the University's educational and scientific research activities,
 - b) to current and former public servants of the University (including former public servants employed by the University's legal predecessors),
 - c) to persons outstandingly promoting the development of the University with their activities,
 - d) to students.
- (2) The rules and conditions for the granting of titles and awards shall be specified in the Rules for Granting Titles and Awards attached hereto. (Annex No. 5)

IV. UNIVERSITY FORUMS AND RECONCILIATION OF INTERESTS

University forums

87. §

Council of Professors (CP)⁹²

- (1) Professors employed by the University on the basis of public service employment, university professors having a contractual relationship with the University, professors with the title 'Professor Emeritus' having a contractual relationship with the University with voting right, and professors retired from the University or one of its legal predecessors in an advisory capacity (hereinafter referred to as: professors) shall form the Council of Professors. The chairperson of the CP shall be elected by the Senate at the Rector's proposal. The Secretary of the CP shall be an administrator of the Rector's Office.
- (2) The CP shall issue its opinion on the applications of university professors, and at the request of the executive officers of the University, issue its opinion on the University's concept related to education, research, consultancy, development and may make proposals in matters related to the development of the University.
- (3) The CP shall be convened in writing by its chairperson at least 8 days before the meeting, with the indication of the agenda. The board meetings shall be chaired by the chairperson. The CP shall be convened if at least 30% of the professors of the University request so in writing with the indication of the subject to be discussed.

⁹² Amended by the Senate under No. 45/2016/2017 SZT at its meeting held on 2 May 2017

- (4) The opinions and resolutions of the CP shall be proposed by the chairperson of the CP in writing. The chairperson shall inform the CP of the measures taken on the basis of the proposals at the next meeting.
- (5) The CP shall operate in accordance with its rules of procedure approved by the Rector.

General meeting for all employees

88. §

- (1) It is the forum of the University where all public employees of the University may issue their opinion or make their proposals with respect to matters related to the organisation and activity of the University, which shall be convened on an ad-hoc basis by the Rector at its own initiative or at the proposal of the Senate.

Meeting for lecturers, researchers

89. §

- (1) It is the forum of the University where all lecturers, researchers, teachers, veterinarians and department engineers of the University may issue their opinion or make their proposals with respect to matters related to the educational and research organisation and activity of the University, which shall be convened on an ad-hoc basis by the Rector at its own initiative or at the proposal of the Senate.

Forums of public employees

90. §

- (1) The executive board of the University (the Senate) shall be supported by the forums of public employees which operate in different categories, in the organisation, in the constitution and with the tasks specified in paragraphs (2)-(5).
- (2) Members of the forums shall be employed by the University on the basis of public service employment.
 - a) The following persons shall be members of the Forum of Senior Lecturers and Researchers (FSLR):
 - a) university professors,
 - b) university private professors,
 - c) researcher professors,
 - d) scientific consultants,
 - e) associate professors,
 - f) senior researchers,
 - g) head of Hutýra Ferenc Library, Archives and Museum.⁹³
 - a) The following persons shall be members of the Forum of Junior Lecturers and Researchers (FJLR):

⁹³ Amended by the Senate's Resolution No. 29e/2015/2016 SZT at its meeting held on 15 August 2016.

- a) university lecturers,
 - b) researchers,
 - c) assistant lecturers,
 - d) assistant researchers,
 - e) language teachers and sports teachers,
 - f) veterinarians department engineers employed in the educational and research-related organisational units, as well as the clinic,
 - g) librarians.
- c) The Forum of Employees (FE) shall include all employees who are employed by the University on a public service employment basis, work at least 30 hours per week and do not belong to any of the forums of lecturers or researchers.
- (3) Honorary lecturers and private lecturers of the University, invited lecturers (speakers) and researchers, as well as guest lecturers and researchers may attend the meetings of the forums in an advisory capacity.
- (4) The work of the forums shall be organised and managed by the chairpersons and secretaries elected from among the members.
- (5) Forums of the employees may hold joint meetings with the participation of two or three other forums, if necessary.

Tasks and competences of forums of public servants

91. §

- (1) Tasks of the forums of public servants specified in Article 90 hereof:
- a) election of the chairperson and secretary of the forum;
 - b) issuing their opinion on rules concerning the organisation and management of the University and the operation of the University forums and boards;
 - c) delegation of an evaluating and fact-finding committee for defined tasks, with a scope covering the affected forum;
 - d) issuing their opinion in all matters where required by regulations, and where requested by the Senate, the Rector, or the representatives elected by the forum;
 - e) issuing their opinion in all matters where requested by at least 20% of the forum members or priorly requested in writing by 1/3 of the members.
- (2) In addition to the above, FSLR and FJLR may issue their opinion in the following matters:
- a) guidelines related to the curriculum and rules concerning assessments;
 - b) admission system for applicants;
 - c) mid and long-term development concepts of the University.
- (3) In addition to paragraph (1), FE may:
- a) issue its opinion on the guidelines concerning the official and financial rules of the University.
- (4) Within his or her competence, the chairperson of the forum shall:

- a) prepare for the meetings of the forum with the cooperation of the forum's secretary, ensure the documentation of the meetings and the implementation of adopted resolutions;
- b) convene the forum meetings, define the agenda;
- c) represent the forum,
- d) perform all tasks related to his or her position and act in all matters if the forum has entrusted or authorized him or her.

Meetings for lecturers, researchers, teachers within Institutes or Departments

92. §

- (1) Meetings for lecturers, researchers, teachers within Institutions or Departments shall be convened by the chairperson of the Institute Council or the head of department if necessary.
- (2) Main tasks of the meeting:
 - a) provision of information related to the work of the organisational unit or council for the chairperson, head of department;
 - b) issuing its opinion on the tasks of the organisational unit or institute, as well as the development plans;
 - c) issuing its opinion on and discussing the development plans of the University and other matters concerning the organisational unit.
- (3) The Rector shall be invited to the Meetings for lecturers, researchers, teachers within Institutions or Departments with the indication of the agenda.

Department Meeting

93. §

- (1) The Department Meeting (hereinafter: Meeting) shall operate as a democratic forum of departments within the University. It shall be convened for the public servants of the department by the head of department if necessary, but at least twice a year.
- (2) Main tasks of the Meeting:
 - a) reporting of the head of department on the activity of the organisational unit and the tasks for the next period;
 - b) issuing its opinion on the tasks and development concepts of the department for the next period, drafting of proposals;
 - c) issuing its opinion on the development programmes of the University at the Rector's request.
- (3) The Rector or his or her representative shall be invited to the meeting in an advisory capacity, and in the event of discussing educational matters, representatives of the students shall also be invited.

Reconciliation of interest at the University

94. §

- (1) Within the framework provided by legal regulations and university rules, the reconciliation of interests at the University aims to provide the employees and the representative organisations of students with the possibility to discuss matters with the executive officers of the University, issue their opinion, and exercise their right to

consent or other rights with respect to matters and measures which have a significant effect on the following:

- a) working conditions of the employees of the University, educational and research conditions;
 - b) conditions of students related to the programmes, education, student hostels, student homes.
- (2) The Council of Public Employees (hereinafter: CPE) shall monitor the compliance with rules concerning public service employment.
- (3) In these matters, the executive officers and boards of the University at different levels shall ensure the possibility to exercise reconciliation rights in accordance with their competence for
- (a) CPE,
 - (b) representative organisations,
 - (c) Students' Union, Doctoral Students' Union and
 - (d) those who are entitled to this right in accordance with legal regulations or policies.
- (4) The reconciliation of interests may not be applicable to matters where an individual legal dispute shall apply.
- (5) The reconciliation of interests shall take place before the adoption of board decisions.
- (6) The CPE, the representative organisations, and the executive boards of the Students' Union and the Doctoral Students' Union shall establish their opinion in the matter in question in accordance with their own policies.
- (7) The reconciliation of interests shall take place between officers and boards of the University and representative organisations of the same organisational level.
- (8) The organisation and rules of procedure applicable to the reconciliation of interests shall be specified in an agreement between the Rector and the representative organisations, the Rector and the CPE, and the Rector and the Students' Union and the Doctoral Students' Union.

V. NON-GOVERNMENTAL ORGANISATIONS OPERATING AT THE UNIVERSITY

Representative organisations for public servants

95. §

- (1) The representative organisations for public servants registered by court shall perform their advocacy activity, represent the public servants of the University, exercise their rights specified in the law and operate in collaboration with the employers in accordance with the provisions of the Labour Code and the Act in the legal status of public servants, as well as their own policies.
- (2) Detailed rules of cooperation, and conditions provided by the University for the operation of representative organisations, including the reduction of working hours for the activities and trainings of labour representatives shall be specified in the collective agreement

concluded between the University as employer and the representative organisations representing the employees.

Council of Public Employees

96. §

- (1) Rights of participation on behalf of the employees employed by the University on a public service employment basis shall be exercised by the CPE which shall be directly elected by them.
- (2) The Council of Public Employees shall be elected and re-elected for five years under the specified rules of procedure and in the specified number in accordance with the Act on the legal status of public servants, the Labour Code and other implementing regulations, the rules for public employees and the measures taken by the Election Committee responsible for the preparation of the election. The Council of Public Employees shall elect its chairperson and his or her alternate on its first meeting from among its members.
- (3) Reasonable costs related to the operation and election of the Council of Public Employees shall be borne by the employer.
- (4) The organisational structure and tasks of the Council of Public Employees, as well as the rules of procedure concerning its election, operation and contact with the employers shall be specified in the University Rules for Public Servants elaborated by the Council of Public Employees and the employer.

Students' Union, Doctoral Students' Union

97. §

- (1) Students' interests shall be represented by the Students' Union and the Doctoral Students' Union (hereinafter referred to as students' unions). All students or doctoral students shall be members of the Students' Union or the Doctoral Students' Union (respectively) and shall have the right to vote and to stand as a candidate in elections.
- (2) Students' unions may act in matters specified by the Nftv. as authorized representatives of students. The students' unions may exercise their powers, as laid down in Nftv., if they have elected their officers, their statutes have been approved, and b) it can be demonstrated that at least twenty-five percent of the full-time students of University participated in the students' union elections.
- (3) The rules governing the operation of the Students' Union and the Doctoral Students' Union shall be laid down in their statutes. The statutes shall be adopted by the delegates' meeting of the students' union and shall take effect upon approval by the Senate. The approval of statutes may only be refused if it is unlawful or contradictory to the OOM. The Senate shall express an opinion on the approval of the statutes not later than at its first meeting held after the thirtieth day after the submission of the statutes. The statutes and any amendments thereto shall be considered as having been approved if the Senate has not expressed an opinion within the specified time limit.
- (4) The University shall ensure the conditions for the operation and functioning of the Students' Union and the Doctoral Students' Union, and it shall be obliged to control the

lawfulness of the use thereof and the legality of the operation of the students' unions. The student's union may use, free of charge, the premises and equipment of the University for the performance of its tasks as long as it does not impede the operation of the University.

- (5) The Students' Union and the Doctoral Student's Union shall decide on their operation, the use of funds provided to enable their operation, the use of state aid and own revenues, the exercise of their competences, and setting up and maintaining an information system at the higher education institution. The students' union shall not be given instructions concerning its activities of interest representation.

98. §

- (1) The students' unions may express opinions and make proposals on all matters relating to students and the operation of the higher education institution.
- (2) The students' unions shall exercise the right of consent in respect of the following:
 - (a) rules on fees and allowances,
 - (b) rules of student feedback on the performance of the academic teaching staff,
 - (c) study and examination rules.
- (3) Through the elected representatives, and in accordance with the competence specified in their statutes, the Students' Unions operating at the University shall
 - (a) participate in the organisation of scientific and professional student workshops, the publication of papers;
 - (b) may establish, operate and terminate cultural and social organisations if possible;
 - (c) organise educational, cultural and scientific relations with domestic and foreign programmes;
 - (d) participate in the preparatory and organisational work aiming to make use of public, sports and leisure-time possibilities at the University, and in the organisation of such events;
 - (e) delegate members to boards in which students shall be represented in accordance with the Nftv., other legal regulation, or the University's OOM or other policy.
 - (f) In accordance with the relevant policies, the students' unions shall participate:
 - fa) in the administration of educational matters, and matters related to scholarships and aids;
 - fb) in the student committee of student hostels.
 - (g) The students' union may express opinions and make proposals on the following matters:
 - ga) the adoption or modification of the provisions of University policies applicable to students;
 - gb) the elaboration or amendment of rules applicable to students;
 - gc) the appointment of the executive officer of the student hostel;

- gd) all university measures related to the educational work, social situation, cultural, sports or leisure-time activities of larger groups of students (at least one group of students).
- (4) The students' unions shall receive a substantive reply to their proposals from the person or organisation competent to act within thirty days, or at the first meeting of the Senate following the expiry of the thirty-day time limit, as appropriate.
 - (5) In the event of the infringement of their rights set out in Nftv., including the refusal of the approval of their statutes, the students' unions may within thirty days of notification take the case to court on the grounds of violation of law or conflict with the rules of the higher education institution.
 - (6) The court shall give a decision in urgent, non-contentious proceedings. The court proceedings shall, on pain of being time-barred, be initiated within the specified time limit. The court may overturn the contested decision. The Budapest-Capital Administrative and Labour Court shall have jurisdiction for the proceedings. The submission of an application shall have suspensory effect on the enforcement of the decision.

VI. MISCELLANEOUS AND FINAL PROVISIONS

Miscellaneous

99. §

- (1) These rules shall be published by the Rector.
- (2) The Rector and Chancellor, as well as the heads of organisational units shall ensure that interested parties may become aware of board decisions or decisions of executive officers which affect the tasks, rights and duties of lecturers, researchers, students and public servants in a timely manner.
- (3) Executive officers specified in paragraph (2) shall ensure the collection of resolutions which contain principled opinions with respect to the work at the University, the rights and duties of employees or students.
- (4) The head of the Rector's Office shall ensure that the University's policies, the resolutions of the Senate and the more significant events related to the University's domestic and international activities are published on the University's website.

Definitions

100. §

For the purposes of these rules,

1. Senior lecturers shall be public employees in accordance with Article 27 (1) c) and d) and Article 33 (2) c)-e) of Nftv..
2. Junior lecturers shall be public employees in accordance with Article 27 (1) a) and b), Article 33 (2) a) and b), and Article 34 (1) of Nftv..
3. Non-lecturer and non-researcher public employees shall be public employees supporting the work of lecturers and researchers or having other functions in accordance with Article 8 (1) of Government Decree No. 395/2015 (XII.12.).

Final provisions

101. §

(1) The Rules of Organisation and Operation were approved by the Senate of the University of Veterinary Medicine with its Resolution No. 3/1/2015/2016 SZT on July 1, 2016, and amended with its Resolution No. 29e/2015/2016 SZT on August 15, 2016, Resolution No. 5/2016/2017 SZT on September 20, 2016, Resolution No. 13/2016/2017 SZT on December 13, 2016, Resolution No. 28/2016/2017 SZT on February 7, 2017, Resolution No. 45/2016/2017 SZT on May 2, 2017, Resolution No. 53/2016/2017 on June 6, 2017, Resolution No. 75e/2016/2017 SZT on August 16, 2017, Resolution No. 1/2017/2018 SZT on September 19, 2017, and Resolution No. 19 and 20/2017/2018 SZT on December 12, 2017.

(2) These rules enter into effect on the day after the decision of the Senate and the approval of the Chancellor.

On behalf of the Senate of the University

dr. Márton Battay
secretary of the Senate

Dr. Péter Sótonyi
chairperson of the Senate

I approve

Budapest, 12 December 2017

dr. Gergely Bohátka
Chancellor