

**University of Veterinary Medicine
Rules of Organization and Operation**

**Volume I
Order of Organization and Operation**



Budapest, 29

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PREAMBLE

The University of Veterinary Medicine Budapest (hereinafter: University) relies on the centuries-long traditions of Hungary's higher education and, more specifically, over two hundred years of Hungarian veterinary education, as well as the principles laid down in the European Magna Charta Universitatum. The University's purpose and function is to facilitate the professional and scientific education of future generations, and to contribute to creating harmony between humans and the natural environment.

I. GENERAL PROVISIONS

History of the University

(1) The University's legal predecessors

1787-1851	Veterinary Medicine Department and Institute of the Medical Faculty, University of Pest,
1851-1860	Imperial and Royal Institute of Veterinary Medicine of Pest
1861-1875	Hungarian Royal Institute of Veterinary Medicine of Pest
1875-1890	Royal Hungarian Veterinary School,
1890-1899	Royal Hungarian Veterinary Academy,
1899-1933	Royal Hungarian Veterinary College,
1934-1945	Department of Veterinary Medicine at the Hungarian Royal Palatine Joseph University of Polytechnics and Economics,
1945-1952	Faculty of Veterinary Medicine at the Hungarian University of Agricultural Sciences
1952-1962	College of Veterinary Medicine,
1962-1999	University of Veterinary Medicine Budapest,
2000-2016	Faculty of Veterinary Medicine at Szent István University.

(2) The University of Veterinary Medicine Budapest has been conducting its activities as an independent University since July 1, 2016.

(3) As of August 1, 2020, the University of Veterinary Medicine Budapest is not a state-operated but a state-recognized university in Hungary, with the Maintainer's rights being exercised by the Marek József Foundation.

Structure of the Rules of Organization and Operation

Section 1

(1) The University's provisions for the institution's organization and operation are laid out in its Rules of Organization and Operation (hereinafter: SZMSZ). Based on the University's Founding Charter and Act CCIV of 2011 of Hungary on national higher education (hereinafter: the Higher Education Act and its implementation directives,

the SZMSZ regulates all fundamental issues that ensure the conditions for the institution's efficient operation. The Rules do not cover the areas of operation that are to be regulated in other codes and policies

according to the relevant legal regulations. The University has one and only one SZMSZ, which includes the parts below:

- a) Volume I Order of Organization and Operation (hereinafter: ORGOP),
 - b) Volume II System of Employment Requirements (hereinafter: FKR),
 - c) Volume III System of Student Requirements (hereinafter: HKR),
 - d) and the annexes to the documents under Sections a), b) and c).
- (2) In order to identify, systematize, communicate and control the implementation of the quality requirements and conditions of the activities conducted at the University, the institution operations a quality management system and creates a quality development programme.

Scope of the ORGOP

Section 2

- (1) The scope of the ORGOP covers:
- a) The University's instructors, researchers, teachers and all other persons in legal relations with the University who contribute to the University carrying out its tasks,
 - b) The University's students (and former students in terms of cases defined herein) as well as other persons who use the University's services in line with the effective legal regulations,
 - c) The University's employees or other persons in legal relations with the University whose role is to carry out tasks related to the University's operation, maintenance and professional activities,
 - d) Natural and legal persons who are contracted partners of the University, in cases defined herein,
 - e) All organizations and organizational units established, founded or recognized as such by the University which represent the interests of the University's citizens or conduct their activities in the context of representing the interests of the University's citizens,
- (2) The ORGOP's territorial scope covers the University's entire area as defined in the Founding Charter.
- (3) The ORGOP's material scope covers all affairs which form a part of the University's required tasks according to the effective legal regulations and the Founding Charter or which are necessary for the University to carry out its tasks according to the decision of the University's leading body and/or the leaders entitled to represent the University.

The University's name, legal status and registered head office

3. Section 1

¹ Modified by the Senate's Resolution No. 4e/2020/2021 SZT on July 27, 2020.

- (1) Name of University in Hungarian: 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) Pursuant to Section 4 (1) d) of the Higher Education Act, the University is a private higher education institution and legal entity registered in Hungary, operated as a non-profit organization maintained by the Marek József Foundation, which has educational, scientific, research, organizational and operational autonomy within the framework laid out in the relevant legal regulations, its Founding Charter and these Rules.
- (3) In regards to the University, the founder's and maintainer's rights are exercised by the Marek József Foundation.
- (4) The University is a legal entity with its own economic organization, which conducts its business operation through its assets, national subsidies, own revenues and other supplemental resources detailed in its Founding Charter.
- (5) Pursuant to Section 4 (1) d) of the Higher Education Act, the University is a private higher education institution registered in Hungary, operated as a non-profit organization and maintained by the Marek József Foundation. The University's registered head office: Budapest,
- (6) Address: 1078 Budapest, István utca 2.
- (7) Sites:
 - a) 2225 Üllő, Dóra Farm,
 - b) 1077 Budapest Rottenbiller u. 50.,
 - c) 1143 Budapest, Hungária krt. 23-25.
 - d) 1148 Budapest Mogyoródi út 59-63.
 - e) 1071 Budapest, Bethlen Gábor utca 31.,
 - f) 7400 Kaposvár, Guba Sándor u. 87.,
 - g) 7475 Bószénfa, Malom u. 3.,
 - h) 9200 Mosonmagyaróvár, Lucsony u. 24.,
 - i) 6000 Kecskemét, Mészöly Gyula tér 1-3.
 - j) 6000 Kecskemét-Kisfái 181.
- (8) Official website: univet.hu
- (9) The University's round stamp(s): Hungary's coat of arms with an inscription "University of Veterinary Medicine Budapest" and a round stamp with the same inscription but without the coat of arms. The use of round stamps is regulated by special order of the University.
- (10) Date of acceptance of the University's Founding Charter: July 14, 2020; Resolution No.: 2/2020/2021 KH

The University's symbols

Section 4

- (1) The University's symbol is an open book with a snake coiled around a staff, in the middle of a circle. The staff forms a cross above the snake's head. The symbol has the arched inscription "UNIVERSITAS SCIENTIARUM VETERINARIARUM BUDAPESTINENSIS 1787" between two concentric circles.
- (2) The University's flag is a white, gold-framed rectangle with a 1:2 aspect ratio and the University's symbol in the middle of the front and the back side. The symbol has the arched inscription "UNIVERSITAS SCIENTIARUM VETERINARIARUM BUDAPESTINENSIS 1787" between two circles.

The use of the University's symbols is regulated by the Image Manual.

Purposes of the University's operation

Section 5

- (1) The purpose of the University's operation is to ensure the unity of education and scientific research as well as the related animal healthcare and services based on the right to education and the effective legal regulations, with regard to the requirements defined by the law and the organizational structure described herein.
- (2) The University's fundamental goal is to train and/or further train highly cultivated and educated theoretical and practical professionals with higher education degrees for our society in multiple areas of science and culture.

The University's training, research and service structure

Section 6

- (1) In the framework of its educational programmes, the University trains professionally and generally cultivated veterinarians and biologists as well as provides further training opportunities.
- (2) The University conducts bachelor's, master's, undivided and specialist training courses in the following areas:
 - a) ²veterinary sciences, primarily including :
 - aa) agricultural economics,
 - ab) zoology,
 - ac) applied ethology and animal welfare, ad) veterinary healthcare management;
 - ae) animal hygiene and herd health, af) veterinary anaesthesiology,
 - ag) veterinary internal medicine, ah) veterinary

biochemistry,
ai) veterinary physiology,
aj) veterinary epidemiology,
ak) veterinary imaging procedures,
al) veterinary oncology,
am) veterinary economics and management,
an) veterinary surgery,
ao) veterinary histology,
ap) veterinary
ophthalmology,
aq) veterinary obstetrics and reproductive
biology, ar) animal breeding and genetics,

² Modified by the Senate's Resolution No. 30/2021/2022 SZT on June 29, 2022.

as) veterinary ethics,
at) animal protection,
au) correct application of antimicrobial
substances, av) biostatistics,
aw) food hygiene, ax)
pharmacology,
ay) fish pathology,
az) food animal healthcare,

aaa) information
technology, abb)
epidemiology,
acc) small animal
healthcare, add) general
pathology,
aee) clinical pathology,
aff) laboratory diagnostics,
agg) laboratory animal studies and
bioethics, ahh) equine health
aii) diseases of bees,
ajj) microbiology,
akk) botany,
all) oncology

Parasitological pathology,

landscape anatomy, nutrition studies,
toxicology;

Forensic veterinary medicine;

b) The science of biology, primarily including:

ba) in-depth studies related to animal husbandry,
bb) biophysics,
bc)
biogeography,
bd)
biochemistry,
be) biomathematics and
modelling, bf) biotechnology
bg) ethology,
bh) evolutionary
biology, bi)

genetics,
 bj) hydrobiology,
 bk) human biology,
 bl) immunology,
 bm) research
 planning and design,

bn) various areas of mycology, bo)
 microbiology,
 bp) molecular biology,
 bq) neuroendocrine system regulation,
 br) medical chemistry and food
 chemistry, bs) ecology,
 bt) eco-toxicology,
 bu) comparative plant and animal anatomy, physiology and taxonomy, bv)
 parasitology;
 bw) population genetics,
 bx) cellular biology,
 by) statistics and modelling, bz)
 systematics,
 baa) nature conservation and environment protection,
 environmental studies, bbb) basics of toxicology,
 bcc) wildlife medicine,
 bdd) behavioural
 ecology.

- (3) The programme involves the instruction of such theoretical and practical knowledge that enables graduate professionals to apply and develop the latest scientific achievements in agriculture with a primary focus on such areas as animal husbandry, veterinary care, veterinary healthcare management, environmental science, nature conservation and animal protection, food production, vocational education and research.
- (4) The University's training programmes lay a special emphasis on promoting patriotism, respect for traditions, ethical conduct, developing an economically and ecologically conscious approach and attitude, preparing students for leadership and public roles as well as enriching their language skills. The University prepares its students for the preservation and rational management of natural resources, and for the protection of humanity, wildlife and the environment.
- (5) ³The University trains veterinarians and veterinary specialists in the following areas:
- a) Veterinary health and food chain safety management,
 - b) Animal husbandry and animal health services (healthcare, prevention)
 - c) Veterinary healthcare, animal husbandry and nutrition research,

- d) Production, control and distribution of veterinary health products,
 - e) Food industry,
 - f) Secondary and higher vocational education of veterinary healthcare and animal husbandry,
 - g) Laboratories (institutional, diagnostic),
 - h) Reproductive biological service,
 - i) Veterinary health insurance as well as
 - j) for the armed forces.
- (6) ⁴The University trains biologists and zoological researchers in the following areas:
- a) Animal husbandry,
 - b) Mycology,
 - c) Nature conservation,
 - d) Behavioural biology.
- (7) In the framework of a post-graduate programme, the University organizes and conducts the training of veterinary specialists, with regard to which the University considers the input of such organizations as the State Secretariat for Food Chain Safety at the Ministry of Agriculture, the National Food Chain Safety Office of Hungary, the Hungarian Veterinary Chamber as well as the Hungarian Veterinary Association.
- (8) The University also conducts further training courses for veterinarians (and other agricultural and healthcare professionals at times), whereby the University
- a) transfers the latest scientific achievements and methods to practising professionals;
 - b) develops professional knowledge into specialist directions;
 - c) teaches vital supplementary skills for the practical work of professionals;
 - d) assists veterinary healthcare leaders in acquiring modern management skills and methods.
- (9) The University participates in the further training courses for zoology and biology graduates.
- (10) In order to ensure up-to-date, high-level education and scientific progress, the University –
- conducts, coordinates and manages strategic academic programmes in the sciences corresponding with the training objectives. It also contributes to the solution of scientific research tasks aimed at social and economic progress, it adapts and publishes the latest achievements of science.
- (11) In addition to granting the title of Doctor of Veterinary Medicine (Dr. Med. Vet.) to graduates of its veterinary medicine programme, the University also participates in the training of science experts and the institution's future instructors and researchers, in line with the relevant legal regulations.
- (12) In order to ensure talent management and the training of future science experts, the University particularly supports students interested in working at Student Research Societies (SRS or TDK). It helps the accomplishment of training and research

objectives via in-kind and financial remuneration, scholarships, grants and other methods.

- (13) The University generally conducts its training programmes in Hungarian but it also provides education for students in English and German.
- (14) Within their appropriate area, the University's organizational units may also provide services as well as conduct consulting, production and regular veterinary care activities, including prevention of infectious diseases in animals. They are allowed to conduct these activities as a paid service and/or supplementary activity under the Higher Education Act and the other relevant legal regulations.
- (15) As part of its core activity, the University performs activities related to forensic science through the Veterinary Health Forensic Science Group that operates within the University's organization and is supervised by the Ministry of Justice. The Group operates in line with the provisions of the relevant legal regulation and its procedures.
- (16) By the Senate's approval and under the provisions of its Founding Charter, the Higher Education Act and other effective legal regulations, the University may participate in foundations, associations, non-profit and for-profit business companies.

Section 7

- (1) The degrees and vocational qualifications attainable through the bachelor's, master's, undivided programmes and postgraduate specialist training courses are determined by the training programme and the curriculum included in the latter.
- (2) The content of the doctoral programmes is defined by the accredited programmes while the requirements for attaining doctoral degrees are laid out in the Doctoral Programme Policy attached to the Rules of Organization and Operation.
- (3) The order and rules of the University's habilitation procedure are contained in the Habilitation Policy attached to the Rules of Organization and Operation.

Section 8

- (1) The University ensures the freedom of scientific research for instructors, researchers and students, supports the implementation of the conditions therefor, contributes to the development and maintenance of research tools and assets as well as grants access thereto. Scientific research and the use of the related instruments and equipment are regulated in the University's policy.
- (2) Based on voluntary data reporting, the University follows graduates' careers via its Graduate Career Monitoring System (hereinafter: GCMS or DPR) and the foundational alumni system, which allows the University to follow the labour market progress of graduates who attained their degrees and certificates here.
- (3) Through its career and alumni system, the University provides study and career consulting for students, helps them in adapting to the higher education environment as well as in making professional progress after their graduation.

The University's economic activity

Section 9

⁵ Modified by the Senate's Resolution No. 4e/2020/2021 SZT on July 27, 2020.

- (1) The University is an autonomous economic legal entity, a non-profit organization. It conducts its business management activity based on an annual budget.
- (2) In the context of its business management activity, the University may make any decision or take any measure that allows the institution to carry out the tasks defined in its founding charter, provided that such decisions or measures do not pose a risk to the implementation of its core tasks as well as the responsible and efficient application of its resources. Specifically, it can conclude contracts, enter into partnerships, establish business organizations and, in line with the provisions of its asset management contract, use the assets allocated to the University.
- (3) The University shall use its available resources in a standard, economical and efficient manner as well as develop and protect its material and immaterial assets.
- (4) The University's asset management activity is governed by the regulations pertaining to non-profit organizations.
- (5) The detailed rules of the University's economic management are laid out in the Accounting Policy.

The University's data management system

Section 10

- (1) The University keeps records of such personal and special data that are necessary for:
 - a) the institution's standard operation,
 - b) applicants and students to exercise their rights and fulfill the requirements set for them,
 - c) the organization of training and research programmes,
 - d) employers and employees to exercise their rights and fulfill the requirements set for them,
 - e) managing other registries defined by the relevant legal regulations,
 - f) verifying, evaluating and validating individuals' rights to preferential treatment as defined by the relevant legal regulations and herein,
 - g) following the careers of the University's graduates.
- (2) The University identifies the scope of the data managed under Paragraph (1), the purpose and duration of data processing as well as the conditions of forwarding public data based on Annex 3 of the Higher Education Act.
- (3) The conduct required in relation with the University's data security, the protection and improvement of its IT systems is described in the Data Management Policy and the Information Security Policy.

Public access to the University's operational data

Section 10/A

- (1) The Senate's resolutions and the University's annual non-profit compliance reports are public: anyone can inspect these documents and make copies of them at their own expense. Inspection shall be ensured by the University at its registered head office within 30 days after receiving a written request to such effect. The documents inspected as well as the date and time of such inspection and copying must be logged.
- (2) The University shall also publish the Senate's resolutions and its annual non-profit compliance report on its website.
- (3) The University shall publish information on its operation, services and the use thereof, via its website in such a manner that they are accessible for anyone.
- (4)(4)

The order of keeping contact within the University

Section 11

- (1) The interrelations and cooperation of organizational units are determined by the hierarchical structure i.e., the chain of command laid out in this Order.
- (2) The signing and issuance order and the manner of keeping contact are laid out in this Order, the documents describing executive tasks, the procedures of organizational units as well as in the consequent job descriptions of employees.
- (3) Individual contacts are kept in the form of reception hours. Reception hours must be ensured for
 - a) students by their instructors in line with the regulations laid out in the Code of Studies and Examinations (hereinafter: TVSZ or CSE),
 - b) for faculty members by the executive officers and their deputies on demand.
- (4) The forums of collective contact are regulated herein.
- (5) The order of keeping contact with employee unions and student councils is regulated herein, in the Rector's orders as well as in the own regulations of the competent representative bodies.
- (6) With regard to keeping contact, the expected human and professional conduct is defined in the University of Veterinary Medicine Budapest's Code of Ethics.
- (7) Keeping contact with third parties and the order of declaration is regulated in the Rector's directive.

The University's cooperation agreements

Section 12

⁶ Inserted by the Senate's Resolution No. 4e/2020/2021 SZT.

- (1) The University's Rector has the right to conclude a cooperation agreement with any Hungarian or foreign organization and/or natural person.
- (2)

II. ORGANIZATIONAL STRUCTURE AND MANAGEMENT OF THE UNIVERSITY

The University's organization, management and professional supervisory powers

Section 13

- (1) In order to ensure the efficient and economical performance of training and research and the related functional and maintenance tasks required for operation, the University has organizational units that
 - (a) conduct training and scientific research activities,
 - (b) as well as service and functional activities.
- (2) In relation with the performance of training and scientific research activities, the University may establish organizational units to fulfill tasks related to information technology, social services, sport, library, archives, museums and student hostels (as regulated in the government directive), specifically including clinics, educational farms and production units.
- (3) The general management of each organizational unit includes the direct management of the particular unit's operation through exercising employer's (partial) rights, making decisions in relation with the operation of the organizational unit, ensuring compliance with the legal regulations and the University's policies as well as the direct and constant control of the organizational unit's operation.
- (4) The professional supervision of an organizational unit involves defining the content of professional tasks in policies, regularly reviewing the quality of professional performance as well as carrying out professional controlling tasks in order to ensure that the University's strategic objectives are met.

The Senate

Section 14

- (1) The higher education institution's highest decision-making body is the Senate. The constitutional rights of the higher education institution are exercised by the Senate.
- (2) The president of the Senate is the Rector.
- (3) The Senate
 - a) identifies the University's training and research tasks and controls their implementation;
 - b) determines its own operational procedures;

- c) adopts the institutional development plan (determining implementation tasks for the medium term in an annual breakout for a period of at least four years) and the research, development and innovation strategy as a part thereof;
- d) issues recommendations for the content of the call for applications for the Rector's position, elects the Rector candidate, evaluates the Rector's leadership activities;
- e) adopts/accepts the
 - ea) training programme,
 - eb) rules of organization and operation, doctoral programme policy,
 - ec) principles of differentiated, quality- and performance-based remuneration,
 - ed) budget within the limitations determined by the Maintainer,
 - ee) annual financial report prepared in line with the accounting regulations,
 - ef) policies rendered under its jurisdiction by special legislation or University policy;
- f) Regulates
 - fa) the system of student consulting,
 - fb) the student feedback system regarding the instructors' performance,
- g) With the Maintainer's approval, makes decisions regarding
 - ga) the launch of development projects;
 - gb) the institution's financial management plan;
 - gc) the foundation of business companies, the acquisition of shares in companies;
- h) Makes decisions regarding
 - ha) the establishment of scientific councils and the election of chairs and members thereof; hb) the person of Rector candidate based on the evaluation of all the valid applications for the position with the requirements announced by the Maintainer, with a majority vote of all its members;
 - hc) the person of the Director of Finance based on the evaluation of all the valid applications for the position with the requirements announced by the Maintainer, with a majority vote of all its members;
 - hd) the evaluation of applications for all full professor positions, management positions and election of chairs that are rendered under the Senate's jurisdiction by law or internal policy;
 - he) awarding University titles and distinctions of honour (based on the regulations of the System of Employment Requirements, providing that the Senate may depart from such regulations in justified and/or deservedly preferential cases);
 - hf) the establishment, termination of a doctoral school and the launch of a doctoral programme; hg) the initiation of granting a national higher education

- scholarship;
 - hh) the initiation of founding, launching and/or termination of training programmes;
 - i) can debate, take up positions and submit propositions on any issue. It can submit its positions and propositions to the persons/bodies entitled to make the relevant decisions, who are required to provide a valid response in turn.
- (4) The Senate may not transfer the rights described in (2) a-h) to any other party.
 - (5) The Senate may, for a definite period or on an ad hoc basis, establish committees to support its decisions on matters within its jurisdiction. The chairs and members of such committees are elected by the Senate, and it also decides the members' order of delegation.
 - (6) If the committee and/or council established by the Senate conducts proceedings affecting students, student representatives must be ensured to participate in the activity of such committees, except for the credit transfer committee. Student representatives must be ensured to participate in committees conducting proceedings that affect students, providing that the number of student-delegated members of the standing committee created to conduct study, examination and social affairs must not be lower than 25% of Committee members.
 - (7) The Senate's standing committees shall report to the Senate depending on the body's decision, while special-purpose 'ad hoc' committees shall report to the Senate after their task has been completed.
 - (8) The Senate has the right to file an objection to the Consistory's decision. In case of a failure to do so, the objection may be filed with the Maintainer.

Operation of the Senate

Section 15

- (1) The Senate's meetings are organized by the Rector's Office.
- (2) The Senate's Secretary is the head of the Rector's Office.
- (3) The Senate's
 - a) meetings are public for the institution's employees and students,
 - b) meeting has quorum if at least sixty per cent of its members are present, it adopts its resolutions with the unanimous decision of the majority of the members present,
 - c) shall not be public if:
 - ca) it is so required by law;
 - cb) the issues discussed are related to personal rights and the affected person so requests;
 - cc) the Rector or 50 per cent of the Senate's members present so request, provided that the discussion endangers or infringes personal rights, business secrets related to the institution's business (for-profit) activities or rightful interests related to intellectual property;
 - d) meetings will be registered in minutes, the Senate's decisions shall be registered in

resolutions and published as required herein;

- e) Meetings shall be priorly communicated to the Maintainer's representatives, indicating the meeting's time and agenda. The Maintainer's representatives have consulting rights in the meeting.
- (4) In exceptionally urgent cases when there is no sufficient time to convene the Senate or its extraordinary convention would entail disproportionately high costs (excluding personal issues),

the Rector may diverge from the provisions of this Order and initiate, in writing, the Senate to vote and adopt a resolution electronically by using the online system and storage space specifically created for such purpose, taking the following factors into consideration:

- a) the identity of the persons taking part in the vote and the quorum can be credibly verified during the decision-making process;
- b) the agenda and the decision-support documents must be delivered to the members and the Maintainer's representative at least three working days before the vote's starting date, providing that at least one full working day must be ensured for voting;
- c) the case is easy to decide and/or no such questions were priorly raised by a Senate member or the Maintainer's representative that could not be managed by a one-off amendment or modification of the documentation; in case the written documentation is amended/modified, the deadline defined in Sub-paragraph b) shall be counted from the date when the amended/modified written documentation was received by the members;
- d) in terms of decisions requiring secret voting, the body's members must be ensured to cast their vote anonymously via the online system and data storage,
- e) the meeting must be held if a Senate member or the Maintainer, no later than the starting time of the voting process, proposes to convene the Senate's meeting;
- f) at least sixty per cent of Senate members participated in the vote and more than half of the voting members made a unanimous decision, which was documented and published by the Rector in line with the regulations herein.

Members of the Senate

Section 16

- (1) Except for the representatives of the Student Council and the Doctoral Student Council, Senate members (Senators) must exclusively be elected from among the University's employees.
- (2) Senate members (except for the Rector) attain their position by way of election. The term of Senators receiving their mandate via the Senate's election is four years. Student Council and the Doctoral Student Council representatives have a minimum term of one year and a maximum term of three years. The term of Senators attaining their mandate via by-elections shall last until the end of the Senate's four-year term.
- (3) The University's Senate has 16 members with the following composition:

Member ex officio:

Rector 1 person

Elected members:

Instructor and researcher members: 9 persons 9 persons

(Seven lead instructors, researchers, two instructors, researchers)

Representative of non-teaching, non-researcher staff: 1 person; representatives elected by the Student Council 1 person 4 persons

(where at least one person is a foreign-language student delegated by the Student Council, whose potential request for an interpreter must be accommodated)

Representative of the Doctoral Student Council 1 person

- (4) Unless members or elected members by law, the following persons participate in the Senate's meetings with consulting rights:
- the Secretary;
 - the Maintainer's representatives;
 - senior leaders,
 - the president of the Works Council,
 - the University's previous Rectors, provided they have an emeritus or employee status at the University;
 - all persons invited to the body's meeting(s) by the Senate or the Rector on a permanent or ad hoc basis,
 - union representatives.
- (5) Students with an inactive status cannot be members of the Senate.
- (6) Senate members fulfill their assignments personally, Senate membership rights and responsibilities cannot be transferred to other persons, representation is not an option in terms of exercising these rights and responsibilities.
- (7) The incumbent Senate shall remain in office until the newly-elected Senate is formed.

Supervisory Committee of Non-Profit Compliance

Section 16/A

- UVMB's operation and financial management is supervised by the Supervisory Committee of Non-Profit Compliance which is not attached to the The Senate.
- The Supervisory Committee of Non-Profit Compliance consists of three members, its chair and members are commissioned by the Maintainer for a fixed term of 1 (one) year.
- In the course of its activities, the Supervisory Committee of Non-Profit Compliance may request reports from UVMB's executive officers, information from the organization's employees as well as access to the University's books and documents.
- The Supervisory Committee of Non-Profit Compliance determines its own agenda.

⁷ Inserted by the Senate's Resolution No. 4e/2020/2021 SZT on July 27, 2020.

Bodies of the Senate

Education Committee

Section 17

- (1) The elected members of the Committee are elected by the Senate based on the Rector's proposal.
- (2) The Committee is presided by the Vice Rector for Study Affairs, while the body's secretary is the member invited by the Vice Rector for Study Affairs (without voting rights).
- (3) Members:
 - a) ⁸members ex officio: Vice Rector for Research and Science, Vice Rector for Clinical Affairs, Vice Rector for International Relations and Director for Study Affairs;
 - b) Elected members: 4 lead instructors, 2 instructors, 2 students, 1 doctoral student.
- (4) In cases of issues affecting the foreign-language programme, the head of the Foreign-Language Programme Group of the Studies Directorate must be invited to the meeting.
- (5) The Committee is an initiative, coordinating and controlling body that fulfills the following tasks:
 - a) participate in developing the quality of education and training programmes;
 - b) conduct decision-support and evaluative tasks in development issues related to the bachelor's and master's programmes as well as contributes to the development of requirements and conditions;
 - c) plan and design further training courses for vocational specialists and veterinarians;
 - d) contributes to the exploration of factors helping and hindering training programmes and makes proposals to improve and prevent them, respectively;
 - e) evaluate proposals and submissions regarding the development of programmes, the foundation and launch of new majors and the regulation of studies and examinations;
 - f) express opinions in all training, study and examination matters requested by the Rector, the Vice Rector for Study Affairs or the Senate,
 - g) conduct activities related to students' feedback on instructors and the accreditation of majors.
- (6) The Committee operates based on the procedure approved by the Senate.

Student Welfare Committee

Section 18

- (1) The members of the Committee are elected by the Senate based on the Rector's proposal.

⁹ Deleted by the Senate's Resolution No. 30/2021/2022 SZT on June 29, 2022.

- (2) The Committee is presided by the Vice Rector for Study Affairs, while the body's secretary is the member invited by the Vice Rector for Study Affairs (without voting rights).
- (3) Members: 2 lead instructors, 2 instructors or staff members involved in instruction, 2 students.
- (4) The Committee decides about granting state subsidies for students, carrying out preparatory tasks related to grants and fee payments (e.g.: determine budgets, evaluate applications, distribute cultural funds, UVMB grants, scholarships for outstanding students and athletes, ERASMUS scholarships, etc.); supports the Rector's decision on fee waivers and performs other tasks required by policy.
- (5) The Committee operates based on the procedure approved by the Senate.

Credit Committee

Section 19

- (1) The chair and five instructor/researcher members of the Credit Committee are elected by the Senate based on the Rector's proposal.
- (2) Students cannot be members of the Committee.
- (3) The Credit Committee acts in credit equivalence and credit transfer affairs.
- (4) The Committee operates based on the procedure approved by the Senate.

Disciplinary Committee

Section 20

- (1) The number of Disciplinary Committee members is determined by the Senate, but it must consist of at least three persons, and at least one third of the Committee members shall be delegated by the Student Council.
- (2) In addition to the Chair, the Senate can elect a deputy chair as well. In lack of a deputy chair and if the Chair is prevented from attending, the Chair's tasks are performed by an instructor member of the Disciplinary Committee entrusted by the Chair. If the Chair is prevented from attending for a period in excess of two months, the Senate shall elect a new Chair.
- (3) All Disciplinary Committee members have voting rights.
- (4) If the Committee proceeds a disciplinary procedure affecting a foreign student, the representative of the University's foreign students must be involved, with consulting rights.
- (5) The minute taker (without voting rights) of the Disciplinary Committee shall be delegated by the Studies Directorate. The Studies Directorate also conducts the administration and registration of disciplinary affairs.
- (6) The Committee operates based on the procedure approved by the Senate.

[deleted]⁹

⁹ Deleted by the Senate's Resolution No. 30/2021/2022 SZT on June 29, 2022.

**Library
Committee**

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⁹ Deleted by the Senate's Resolution No. 30/2021/2022 SZT on June 29, 2022.

Research and Science Committee

Section 22

(1) The Committee acts as the Senate's advisory body on science strategy, which conducts decision-support, preparation, analysis, evaluation and control activities related to scientific research and services as well as the contentual issues of innovative experimental development and ensuring the conditions therefor.

(2) The Committee's Chair is the Vice Rector for Research and Science, its secretary is an associate of the Directorate for Innovation and Tenders who is entrusted (without voting rights) by the Vice Rector for Research and Science.

(3) The members of the Committee are the heads of the Doctoral School's two programme lines, the Vice Rector for Study Affairs, the Vice Rector for Clinical Affairs, the Chair of the Doctoral and Habilitation Council, 1 lead instructor, the library director and 1 PhD student delegated by the Doctoral Student Council.

(4) The Committee gives its opinion on the University's research, development and innovation strategy as well as regularly summarizes the findings of the scientific research activity conducted at the University, based on the data supplied by the UVMB Library. It analyzes the Hungarian and international ranking of the University's scientific research by branches of science as well as the conditions of the academic environment for professional groups with outstanding fund raising capabilities. It follows the implementation of scientific research projects and the operation of the Directorate for Innovation and Tenders. The Committee performs the tasks assigned to it by the Intellectual Property Management Policy. The Committee performs the tasks assigned to it by the Certification Mark Policy. Furthermore, it conducts the following activities: support the operation, provide the professional framework and identify the professional guidelines for Hutýra Ferenc Library, Archives and Museum,

(5) identify the guidelines for the University's public collection,

(6) Evaluate and approve the Library's strategic plan, evaluate and accept the annual report.

(7) The Committee operates based on the procedure approved by the Senate.

International Relations Committee

Section 23

(1) The members of the Committee are elected by the Senate based on the Rector's proposal.

(2) The Committee is chaired by the Vice Rector for International Relations, its Secretary is the Chair's associate invited by the International Relations Group at the Rector's Office (without voting rights).

(3) Members of the Committee: 3 instructors or researchers, 2 students.

(4) The Committee conducts activities related to the planning and organization of the University's international relations as well as the allocation of resources available for such purposes.

(5) The Committee operates based on the procedure approved by the Senate.

¹² Modified by the Senate's Resolution No. 30/2021/2022 SZT on June 29, 2022.

¹² Modified by the Senate's Resolution No. 30/2021/2022 SZT on June 29, 2022.

Doctoral and Habilitation Council

Section 24

- (1) The Doctoral and Habilitation Council (hereinafter: DHC) conducts doctoral training programmes and awards doctoral degrees. By branches of science (in particular, in the disciplines identified in the University's Doctoral Programme Policy), the DHC may establish a doctoral council for such disciplines.
- (2) DHC conducts the following tasks:
 - a) manage and supervise, with decision-making rights, doctoral programmes and degree attainment processes, with special regard to the preliminary approval of curricula, enrolment into the programme and awarding degrees;
 - b) perform organizational and decision-making tasks in relation with the habilitation procedure, as a University body created to conduct the habilitation procedure.
- (3) The DHC is chaired by a professor with an HAS DSc title who is employed full time by the University. The members can be elected from among habilitated instructors or researchers. The body's Chair and members are elected by the Senate based on the Rector's proposal submitted in line with the requirements laid out in the University's habilitation and doctoral programme policy. When the DHC members are selected, particular care must be made to ensure that at least two of them are not employed by the University.
- (4) ¹²The Vice Rector for Research and Science and the Vice Rector for Study Affairs are permanently invited participants of the DHC's meetings.
- (5) With regard to the Council, the secretarial tasks are performed by an associate of the Studies Directorate's Doctoral Programme Group entrusted by the Chair.
- (6) The Council operates based on the procedure approved by the Senate.

Ethics Council

Section 25

- (1) The chair and members of the Council are elected by the Senate based on the Rector's proposal.
- (2) The Council's chair is a lead instructor, its secretary (without voting rights) is an associate requested by the Chair.
- (3) Members: 4 lead instructors.
- (4) The Council investigates the ethical misconduct of persons defined in ORGOP Section 2 (1) a)-c) as well as conducts the second-degree investigation of complaints raised in connection with the University's services, similarly to the manner described in Chamber of Commerce Act.
- (5) The operation and the conduct of ethics procedures are regulated by the Code of Ethics.

¹² Modified by the Senate's Resolution No. 30/2021/2022 SZT on June 29, 2022.

¹¹ Modified by Senate Resolution No. 19/2021/2022 SZT adopted by the meeting on March 30, 2022.

¹² Modified by the Senate's Resolution No. 30/2021/2022 SZT on June 29, 2022.

Council of Student Research Societies

Section 26

- (1) The President of the Council of Student Research Societies (hereinafter: TDK Council) is the Rector, one of its secretaries (without voting rights) is an associate requested by the President, while the other (student-delegated) secretary has voting rights.
- (2) The members of the TDK Council are elected by the Senate based on the Rector's proposal.
- (3) Members: 1 lead instructor (the deputy Chair), at least 10 instructors, researchers and 4 students one of whom also performs the secretarial tasks.
- (4) The TDK Council organizes Student Research Society meetings at the University as well as the University-level events of the national Student Research Society Conference, incentivizes, manages and coordinates TDK activities, mobilizes students and teachers, collects papers and distributes them for review, performs administration and coordination tasks related to the funding of TDK conferences at University level and delegates deserving students to national conferences.
- (5) The TDK Council meets on demand but no less than twice per year and, depending on the nature of the tasks at hand, may form and operate ad hoc committees as well as invite contributing instructors.
- (6) The operation of Student Research Societies is conducted in line with the Code of Student Research Societies.
- (7) The TDK Council operates based on the procedure approved by the Senate.

Accreditation and Quality Management Committee¹³

Section 27

- (1) The chair and members of the Committee are elected by the Senate based on the Rector's proposal.
- (2) The Committee's chair is one of the Rector's advisors, its secretary (without voting rights) is an associate of the Rector's Office.
- (3) Members of the Committee: 6 lead instructors, 3 auditors and 2 students (of whom 1 is a doctoral student and 3 are external professional partners).
- (4) With the right to submit proposals and opinions, the Committee reviews and analyzes the fulfilment of accreditation requirements as well as consults the University on the implementation of its quality policy, quality development policy and the planning and coordination of quality management tasks related to the University's teaching, research and service activities.
- (5) The Committee's tasks:
 - a) Develop the University's quality policy and regularly reviews its implementation, with special regard to the preparations for the institution's accreditation; plan quality development measures, support quality development

¹³ Modified by the Senate's Resolution No. 30/2021/2022 SZT on June 29, 2022.

¹³ Modified by the Senate's Resolution No. 30/2021/2022 SZT on June 29, 2022.

- decisions, review their implementation, develop proposals for improvement (Plan – Do – Check – Act principle);
- b) considering the strategic goals and directions identified by the Education Committee and the Research and Science Committee, request proposals for quality development from organizational units and compile a draft Annual Quality Development Plan for the Senate accordingly;
 - c) constantly monitor compliance with the current requirements of higher education accreditation;
 - d) manage professional preparations for (the institution's) accreditation procedures and the fulfilment of (monitoring) requirements related to accreditation;
 - e) review the University's quality self-evaluation and the fulfilment of accreditation requirements;
 - f) manage and coordinate activities and tasks related to the maintenance and development of the University's quality management;
 - g) evaluate the University's quality management documentation, with special regard to the compliance and harmonization of regulations and policies;
 - h) submit proposals to the University and unit managers in terms of quality related issues
 - i) on an annual basis, identify its own work programme, which also functions as the University's quality development programme;
 - j) on an annual basis, report to the Senate on the implementation of the quality policy, the related achievements and additional tasks;
 - k) evaluate the quality management areas of the strategy for institutional development;
 - l) keep contact with the relevant professional organizations and individuals as it is necessary in relation with the Committee's work;
 - m) supervise the quality assurance of the curriculum, with a special emphasis on collecting, evaluating and addressing the feedback of interested parties, expert reviewers and external reviewers;
 - n) operate the student feedback system (with the students of the Hungarian and the foreign-language programmes);
 - o) analyze the student evaluation of instructors based on the feedback and make proposals;
 - p) analyze the feedback from industrial employers and make proposals;
 - q) analyze the feedback from clinical clients (animal owners) employers and make proposals;
 - r) evaluate and coordinate other surveys.

(6) The Committee operates based on the procedure approved by the Senate.

Animal Experimentation and Animal Protection Committee

Section 28

- (1) The members of the Committee are elected by the Senate based on the Rector's proposal.

- (2) The Committee's chair is an instructor or researcher, its secretary (with voting rights) is an instructor or researcher.
- (3) Members of the Committee: 6 instructors or researchers and the National Animal Welfare Commissioner.
- (4) The Committee's tasks:
 - a) prepare the institution's policy on animal testing;
 - b) review the implementation of the institution's animal testing policy
 - c) supervise the animal welfare aspects of the institution's animal testing activities;
 - d) Organize the training courses and examinations for persons entitled to conducting and carrying out testing and animal care activities at the institution;
 - e) advise personnel in terms of animal welfare issues, and
 - f) pre-approve of testing.
- (5) The Committee operates based on the procedure approved by the Senate.

University Student Appeals Committee

Section 29

- (1) The members of the Committee are elected by the Senate based on the Rector's proposal.
- (2) The Committee's chair is a lead instructor, its secretary is an employee entrusted by the Rector.
- (3) Members of the Committee: 2 instructors, 1 staff member involved in teaching, 1 Doctoral Student Council representative, 2 students.
- (4) The Committee reviews and makes decisions on student appeals, the detailed rules of its operation are laid out in the System of Student Requirements.
- (5) The Committee operates based on the procedure approved by the Senate.

The University's executive officers

Section 30

- (1) Under the Higher Education Act, the following executive positions are available at the University:
 - (a) Rector,
 - (b) Vice Rector,
 - (c) Director-General.
- (2) The University's executive positions are:
 - (a) as listed in Section (1) and their deputies (except Sub-section (a) and (b), as well as
 - (b) the heads and deputy heads of organizational units.

¹⁵ Modified by the Senate's Resolution No. 30/2021/2022 SZT on June 29, 2022.

The Rector of the University

Section 31

- (1) The University's chief executive officer and representative is the Rector who acts and makes decisions in all matters that are not rendered into the competence of any other person or body.
- (2) The Rector is responsible for the University's adequate operation and, as part of this responsibility, exercises the employer's rights over the employees as well as the principal's rights in terms of service contracts.
- (3) The Rector is responsible for:
 - a) Hungarian and international relations and cooperation in education and research,
 - b) the compliance of the University's training programme with the relevant legal regulations,
 - c) issuing the directives, as defined by law, that are necessary for modifying the institution's operation license, launching training programmes, registering the Doctoral School and conducting the higher education enrolment procedure.
- (4) The Rector's tasks include, especially:
 - a) conduct the activities defined in the Founding Charter in compliance with the relevant legal regulations,
 - b) keep contact with the foundation board of the Maintainer,
 - c) manage the implementation of the University's training and research tasks that are rendered into the Rector's competence under this Code, ensure that the conditions for the University's high-level training and research tasks are provided,
 - d) manage the implementation of the professional training and research work and, as part of that, identify and constantly monitor the implementation of the principles laid down in the University's training and research strategy,
 - e) manage the activity of the organizational units rendered into the Rector's competence under this Code,
 - f) as the president of the Senate, act as the chair of Senate meetings, manage the organization of the tasks related to Senate meetings as well as the administrative and professional tasks required to prepare for Senate meetings,
 - g) supervise the work of the Vice Rectors, the Director of Finance and the head of the Rector's Office,
 - h) exercise the Rector's rights in terms of certain student affairs defined in the legal regulations,
 - i) exercise employer's and issuing rights, directly or indirectly control the activity of organizational units conducting core activities, the Rector's Office and the Finance Directorate, as defined in this Code,
 - j) keep contact with unions, representative organizations, the Student Council and the Doctoral Student Council,
 - k) coordinate the University's training and research cooperation with other higher education institutions as well as the national organizations and bodies of higher

¹⁵ Modified by the Senate's Resolution No. 30/2021/2022 SZT on June 29, 2022.

education,

- 1) order an internal audit.
- (5) By the vote of two thirds of its members, the Senate may initiate the Rector's dismissal. Such initiation of dismissal must be substantiated.
- (6) Except for the cases indicated in Sections (7)- (8), the Rector may annul any University decision, resolution or measure that is in breach of a legal regulation.
- (7) In terms of the annulment of the Senate's unlawful decisions, the Rector may file a request to such effect with the court. Such filing has a suspensory effect with regard to enforcement.
- (8) If the Rector is unable to attend, is affected or the Rector's position is temporarily vacant, the Rector is substituted, as a general rule, by the Vice Rector for Clinical Affairs, if the Vice Rector for Clinical Affairs is unable to attend, then another Vice Rector entrusted by the Rector is entitled to substitute and act as the head of the higher education institution and/or the Senate.
- (9) ¹⁴The Rector may transfer the employer's rights and the Rector's signing powers regarding the University in a manner defined in a separate policy. The exerciser of the transferred powers shall not transfer them further.

Vice Rectors

Section 32

- (1) ¹⁵The Rector's work is supported by the Vice Rector for Science and Research, the Vice Rector for Study Affairs, the Vice Rector for International Relations and the the Vice Rectors for Clinical Affairs. The Vice Rectors shall conduct their work in consideration of the Rector's instructions and in cooperation with the other members of the University's management.
- (2) The Vice Rectors shall, in matters falling under their responsibility, exercise the Rector's powers delegated to them.
- (3) The competence and jurisdiction of the Vice Rectors do not affect the tasks and responsibility of the Rector.
- (4) The assignment order of the Vice Rectors is contained in a special directive.
- (5) If the professional supervisory rights over any of the University's organizational units is exercised by a Vice Rector, then the Vice Rector, when exercising this power, shall
 - a) determine the professional content and direction of the task with regard to the relevant law, the provisions laid out in the University's policy as well as the objectives defined in the University's strategic documents,
 - b) constantly monitor the professional activity of the organizational units, supervise the implementation process of the decisions,
 - c) conduct the professional review of the quality and content of task implementation.
- (6) The Vice Rectors regularly report to the Rector on the current status of operative tasks within their scope of competence or assigned to them by the Rector.

¹⁵ Modified by the Senate's Resolution No. 30/2021/2022 SZT on June 29, 2022.

(7) The Vice Rectors, upon such request, shall inform the Rector about the issues belonging to their scope of competence.

¹⁴ Inserted by the Senate's Resolution No. 10/2020/2021 SZT on September 22, 2020.

¹⁵ Modified by the Senate's Resolution No. 30/2021/2022 SZT on June 29, 2022.

- (8) The administrative support for the Vice Rectors' work is performed by the Rector's Office.

Vice Rector for Study Affairs

Section 33

- (1) Within the scope of competence transferred by the Rector, the Vice Rector for Study Affairs is responsible for developing the University's training strategy, increasing the quality of the training activity as well as the lawful operation within this area.
- (2) Pursuant to Section (1), the tasks of the Vice Rector for Study Affairs include, especially:
- a) coordinate and supervise, on an institutional level, training activities conducted at the University;
 - b) prepare the draft versions and amendments of the University's policies and codes related to study affairs;
 - c) coordinate the University-level preparation of submission to launch and found major programmes, prepare proposals and submit them to the Senate;
 - d) manage the quality evaluation system related to study affairs, with regard to the student feedback on the instructors' work and the measurement of instructor performance;
 - e) coordinate and manage, at University level, the preparations required for the accreditation of training activities;
 - f) manage and coordinate recruitment related promotional activities at University level;
 - g) coordinate the University's activities related to the implementation of the enrolment procedure;
 - h) develop and operate the University's talent management and tutoring system;
 - i) make decisions on enrolment appeal petitions within the scope of competence transferred by the Rector;
 - j) represent the University in study affairs on the Rector's request,
 - k) conduct the professional supervision of the Studies Directorate, quality affairs and career office activities;
 - l) participate in the work of the Senate's standing committees.

Vice Rector for Research and Science¹⁶

Section 34

- (1) The Vice Rector for Research and Science, within the scope of competence transferred by the Rector, is responsible for developing the University's science, research, development and innovation strategy, increasing the quality of R&D, strengthening the University's position in the Hungarian and international research rankings and ensuring lawful operation in these areas.
- (2) Pursuant to Section (1), the tasks of the vice rector for research and science especially include:

¹⁶ Modified by the Senate's Resolution No. 30/2021/2022 SZT on June 29, 2022.

¹⁶ Modified by the Senate's Resolution No. 30/2021/2022 SZT on June 29, 2022.

- a) coordinate and supervise, on an institutional level, R&D and innovation activities conducted at the University;
- b) manage science coordination tasks at University level;
- c) manage the Centre for Bioinformatics.
- d) Pursuant to Higher Education Act Section 26 (1), Section 33 (1) and Section 53/A (2) manage and supervise the registration and the related R&D&I and publication activities of the University as well as the connected data reporting;
- e) manage quality assessment systems related to scientific activities;
- f) develop regulations for activities listed in Paragraphs a)-f);
- g) represent the University in science and innovation matters, on the Rector's request,
- h) conduct the professional supervision of Hutýra Ferenc Library, Archives and Museum as well as the Secretariat of the Doctoral and Habilitation Council,
- i) conduct the professional supervision of the Directorate for Innovation and Tenders,
- j) participate in the work of the Senate's standing committees.

Vice Rector for International Relations

Section 35

- (1) The Vice Rector for International Relations, within the scope of competence transferred by the Rector, is responsible for developing the University's international relations and coordinating the University's activities in this area.
- (2) Pursuant to Section (1), the tasks of the Vice Rector include, especially:
 - a) develop and manage international mobility and partnership programmes;
 - b) organize foreign language training programmes for foreign students, formulate the rules of enrolment to such programmes and conduct the professional supervision of the procedure;
 - c) manage the activity related to the recruitment of foreign students;
 - d) on the Rector's request, represent the University in affairs within the Vice Rector's scope of competence;
 - e) conduct the professional supervision of the Foreign Language Training Group at the Studies Directorate;
 - f) participate in the work of the Senate's standing committees.

Vice Rector for Clinical Affairs

Section 36

- (1) Within the scope of competence transferred by the Rector, the Vice Rector for Clinical Affairs is responsible for coordinating the operation of the University's clinical units, increasing the quality of the activity as well as ensuring lawful operation within this area.
- (2) Pursuant to Section (1), the tasks of the Vice Rector for Clinical Affairs include, especially:
 - a) coordinate and supervise, at University level, the clinical and veterinary healthcare services conducted at the University, manage the Small Animal Clinic;
 - b) prepare the draft versions and amendments of the University's policies and codes

related to clinical affairs;

- c) participate in the work of the Senate's standing committees.

Director of Finance

Section 37

- (1) The Director of Finance
 - a) organizes and controls the University's economic activity.
 - b) manages assets, is responsible for preparing a budget proposal and controls the implementation of the approved budget.
 - c) exercises the rights related to financial commitments and payments.
- (2) ¹⁷The Director of Finance shall have higher education qualifications in economics/finance. With regard to the Director of Finance, the employer's rights are exercised by the Rector, providing that DF's commission is assigned and terminated by the Maintainer. The applications for the Director of Finance position are deliberated by the Senate before the Maintainer's approval.

Secretary-

General

Section

37/A

- (1) The Secretary-General organizes and controls the University's management activity.
- (2) The Secretary-General shall have a higher education qualification in law, economics or finance. With regard to the Secretary-General, the employer's rights are exercised by the Rector. The Rector shall make the decision about the applications for Secretary-General, based on the Senate's opinion.

Provisions related to the Rector's advisors and advisory

bodiesThe Rector's Council

Section 38

- (1) Headed by the Rector, the Rector's assembly is a body for decision support, consulting and harmonization.
- (2) The meetings of the Rector's assembly are convened and chaired by the Rector.
- (3) Participants of the Rector's assembly:
 - a) The Rector,
 - b) The Vice Rectors,
 - c) DHC president,

¹⁷ Modified by Foundation Board Resolution No. 12/2020/2021 KH on November 4, 2020 and the consequent Senate Resolution No. 21/2020/21 SZT on December 16, 2020.

¹⁸ Inserted by Senate Resolution No. 10/2020/2021 SZT on September 22, 2020 and Foundation Board Resolution No. 8/2020/21 KH on September 23, 2020.

- d) ¹⁹ the Secretary General,
- e) the Director of Finance,
- f) the President of the Student Council,
- h) the President of the Doctoral Student Council,
- i) the President of the Works Council,
- j) other person(s) invited by the Rector.

(4) Resolutions adopted by the Rector's assembly are registered in a memo.

Biosafety Advisory Body20 Section 38/A

- (1) In terms of issues related to biosafety, the Body directly advises the Rector and performs decision-support, analysis, evaluation and controlling tasks in connection with biological safeguards required for the University's operation.
- (2) The Body's President is the Rector.
- (3) The Body's members are: the Vice Rector for Clinical Affairs, the Vice Rector for Research and Science, the Rector's senior advisor, the head of quality assurance, the head of operations and the head of security.
- (4) The Body's meeting are permanently attended by the person entrusted by the Rector with the coordination of biosafety activities who will also perform the secretary's tasks (without voting rights).
- (5) Individuals invited by the Rector on a permanent or ad hoc basis shall participate in the Body's meetings with consulting rights.
- (6) The Body's tasks are:
 - a) develop the University's policies related to biosafety and review them as necessary;
 - b) monitor compliance with the current legal and accreditation related requirements in the area of biosafety;
 - c) ensure the development, implementation and evaluation of monitoring procedures in connection with biosafety;
 - d) on an annual basis, identify its own work programme, which also functions as the University's biosafety programme;
 - e) on an annual basis, report to the Senate on the enforcement of biosafety guarantees, the related achievements and additional tasks;
 - f) evaluate the biosafety related areas of the institution's development strategy;
 - g) evaluate the construction and renovation plans related to the University's training, animal husbandry, diagnostic, animal by-product and hazardous waste management facilities;
 - h) keep contact with the the competent organizations and individuals as it is necessary in relation with the Body's work;

¹⁹ Inserted by the Senate's Resolution No. 10/2020/2021 SZT on September 22, 2020.

²⁰ Modified by the Senate's Resolution No. 30/2021/2022 SZT on June 29, 2022.

- i) develop and operate biosafety communication channels;
 - j) propose temporary emergency measures and regulations in case of an epidemic.
- (7) The Body operates based on its self-approved procedure.

The Rector's advisory committees and advisors

Section 39

- (1) In order to coordinate, support and monitor the implementation of certain key tasks, the Rector may form bodies and/or assign associates.
- (2) Assignment under Section (1) must be issued in writing while concurrently notifying the affected associate's immediate supervisor. The assignment may be valid for a definite period or until revocation.
- (3) Advisors shall report about their activities in the manner and with the frequency required by the Rector.

Organizational units conducting core activities

Section 40

- (1) Organizational units conducting independent training and research activities i.e., departments (including a department of foreign languages) are created and terminated by the Senate.
- (2) The number of qualified instructors, researchers and/or teachers must be at least 2 at each organizational unit conducting independent training and research activities.
- (3) Organizational units conducting independent training and research activities are managed by a Director of Institute or a Head of Department (including the HoD of Foreign Languages).
- (4) The work of non-teaching and non-researcher staff involved in the activity of organizational units conducting independent training and research activities is supervised by the head of the organizational unit.
- (5) Organizational units conducting independent training and research activities may include subordinated non-independent groups. The heads of these groups are appointed and dismissed by the Rector on the proposal of the head of the organizational units. The head of the group is directed by the head of the organizational unit.
- (6) The detailed regulations for organizational units conducting independent training and research activities are contained in the policy approved by the Rector.
- (7) ²¹The University has the following organizational units conducting independent training and research activities:
 - a) Department and Clinic of Equine Medicine;
 - b) Department and Clinic of Internal Medicine;
 - c) Department of Exotic Animal and Wildlife Medicine (including the non-independent:

²¹ Modified by the Senate's Resolution No. 30/2021/2022 SZT on June 29, 2022.

- d) Hunting, Wildlife Management and Nature Conservation Group;
 - da) Food Animal Gene Conservation Institute –
 - db) Apiculture and Bee Health Group;
 - dc) Fishing and Fish Health Group;
 - e) Department of Clinical Pathology and Oncology;
-

²¹ Modified by the Senate's Resolution No. 30/2021/2022 SZT on June 29, 2022.

- f) Department and Clinic of Surgery and Ophthalmology;
- g) Department of Obstetrics and Food Animal Medicine Clinic.
- h) Small Animal Clinic.

Altogether as a non-independent organizational unit - Institute for Clinical Sciences.

- i) Department of Food Hygiene (including the non-independent): ha) Food and Consumer Safety Group;
hb) Food Economics Group;
- j) Department of Microbiology and Infectious Diseases;
- k) Institute of Economics and Biostatistics (including the non-independent):
ja) Department of Veterinary Forensics, Law and Economics;
jb) Department of Biostatistics;
- l) Department of Animal Hygiene, Herd Health and Mobile Clinic;
- m) Centre for Bioinformatics.

altogether (as a non-independent organizational unit) - Institute of Food Chain Safety and Disease Prevention.

- n) Department of Pharmacology and Toxicology;
- o) [deleted]
- p) Department of Parasitology and Zoology;
- q) Department of Pathology.
qa) Food Animal Diagnostics Centre

altogether as a non-independent organizational unit - Institute of Zoology.

- r) Department of Anatomy and Histology;
- s) Department of Physiology and Biochemistry;
- t) Department of Chemistry;
- u) Department of Botany;

altogether as a non-independent organizational unit - Institute of Basic Sciences.

- v) Department of Zoology²⁵;

altogether as a non-independent organizational unit - Institute of Biology.

- w) ²² ²³Institute of Animal Breeding, Nutrition and Laboratory Animal Science (including the following non-independent units):
ma) Department of Animal Breeding and Genetics (as a non-independent department);
mb) Department of Nutrition Science and Clinical Dietetics (as a non-independent department); mc) ²⁴Department of Laboratory animal Science and Animal Welfare (as a non-independent department);
- x) Institute of Food Chain Science²⁶;
a) Department of Food Hygiene
b) Department of Applied Food Science
c) Department of Digital Food Science

²⁴ Modified by the Senate's Resolution No..../2021/2022 SZT on October 6, 2022.

²⁵ Modified by the Senate's Resoultion No. 34/2022/2023 SZT on June 21, 2023

²⁶ Modified by the Senate's Resoultion No. 25/2022/2023 SZT on March 29, 2023

- d) External Department of Food Chain Safety
- e) External Department of Dairy Research Mosonmagyaróvár

²² Modified by the Senate's Resolution No. 34e/2020/2021 SZT on April 7, 2021.

²³ Modified by the Senate's Resolution No. 36/2020/2021 SZT on May 19, 2021.

²⁴ Modified by the Senate's Resolution No..../2021/2022 SZT on October 6, 2022.

²⁵ Modified by the Senate's Resolution No. 34/2022/2023 SZT on June 21, 2023

²⁶ Modified by the Senate's Resoultion No. 25/2022/2023 SZT on March 29, 2023

- (8) Other independent training organizational units with department status:
- a) Department of Foreign Languages;
 - b) Department of Physical Education;
 - c) Central Laboratory;
 - d) National Laboratory for Veterinary Infectious Diseases, Anti-microbial Resistance, Herd Health and Food Chain Safety
 - e) Experimental Farm;
 - f) ²⁵ Legal, Analytical and Methodological Center for Animal Welfare.
- (9) Adjunct departments²⁶:
- a) Adjunct Department of Food Chain Safety,
 - b) Adjunct Department of Zoo Animal Health,
 - c) Adjunct Department of Nutritional Physiology,
 - d) Adjunct Department of Zootaxonomy,
 - e) Adjunct Department of Functional Ecology;
 - f) Adjunct Department of Food Animal Gene Conservation,
 - g) Adjunct Department of Dairy Research at Mosonmagyaróvár,
 - h) Adjunct Department of Limnology,
 - i) Adjunct Department of Veterinary Science Research Institute,
 - j) Adjunct Department of Oncology.

Department Councils

Section 41

- (1) Department Councils have consulting rights in terms of personnel issues affecting the organizational units conducting independent training and research activities.
- (2) The council is chaired by the head of the organizational unit.
- (3) The council's members are the department's instructors, researchers, teachers as well as veterinarians and engineers working at the department.
- (4) The employees not mentioned in Section (3) of the organizational units conducting independent training and research activities delegate 1 representative to the council. They elect the delegated member from among their own group by a secret vote, as defined in the department's order of procedures.

Institute Councils

²⁵ Inserted by the Senate's Resolution No. 21/2020/2021 SZT on December 16, 2020.

²⁶ Modified by Senate Resolution No. 19/2021/2022 SZT adopted by the meeting on March 30, 2022.

Section 42

- (1)²⁷ The institutes indicated in Section 41 (5) herein are advisory bodies conducting the harmonization of training and research activities within the institutes, except for the Institute of Animal Breeding and Nutrition and the Institute of Food Chain Sciences.²⁸
- (2) The members of the councils for the Institutes of Clinics, Food Chain Safety and Disease Prevention, Zoology, Basic Sciences and Biology are the heads of the departments belonging to the particular institutions.
- (3) The Councils elect a president from among themselves at their inaugural meeting and then every three years.
- (4) The Councils form their positions by vote and send them to the leaders competent in the affair.
- (5) The detailed regulations regarding the establishment and operation of the Councils are contained in the bodies' order of procedure, which is approved by the Rector.

Experimental Farm

Section 43

- (1) The Experimental Farm is an organizational unit with department rights, led by a Head of Department. With regard to training affairs related to this unit, the professional supervision is conducted by the Vice Rector for Study Affairs.
- (2) The Rector may involve a business company fully controlled by the University into the operation of the Experimental Farm.
- (3) The regulations for the Experimental Farms operation are detailed in the order of procedure.
- (4) With regard to the employees of the Experimental Farm, the employer's rights are exercised by the Rector.

Central Laboratory

Section 44

- (1)²⁹ Under the professional supervision of the Vice Rector for Research and Science, the Central Laboratory provides the accredited laboratory background for research at the University.

National Laboratory for Veterinary Infectious Diseases, Anti-microbial Resistance, Herd Health and Food Chain Safety³⁰

Section 45

²⁷ Modified by the Senate's Resolution No. 36/2020/2021 SZT on May 19, 2021.

²⁸ Modified by the Senate's Resolution No. 25/2022/2023 SZT on March 29, 2023

²⁹ Modified by the Senate's Resolution No. 30/2021/2022 SZT on June 29, 2022.

³⁰ Inserted by the Senate's Resolution No. 30/2021/2022 SZT on June 29, 2022.

(1) The National Laboratory is a research centre established for the comprehensive analysis of veterinary healthcare and the food chain. The Laboratory is operated by a consortium led by the University of Veterinary Medicine Budapest.

Establishment of adjunct training and research units and research groups

Section 46

- (1) In order to improve the personal and material conditions for training, doctoral programmes, scientific research and consulting, the Senate may establish adjunct training and research units to ensure a more efficient cooperation with research institutes and producers.
- (2) The adjunct department is managed by the Head of the Department and supervised by the Rector.
- (3) The head of the adjunct department is entrusted by the Rector for a three-year term, considering the proposal submitted by the head of the external institution. The assignment can be extended multiple times.
- (4) Based on agreements with the Hungarian Academy of Sciences (hereinafter: HAS) and the Eötvös Loránd Research Network (ELRN) or an institution thereof, the Senate may establish a research group at the University.
- (5) Under the Rector's direct supervision and with the financial support of external organizations, they may also operate cooperational research groups conducting research, development and experimental activities commissioned by a sponsoring organization. Their professional and organizational relations must be stipulated in the cooperation agreement with the sponsoring organization.

Organizational units of the Rector's Office

The Secretariat of the Rector's Office

Section 47

- (1) The Secretariat of the Rector's Office is the University's central organizational unit directly supervised by the Rector and managed by the Secretary-General.
- (2) The Secretariat of the Rector's Office supports the work of the Rector, the Vice Rectors, the Secretary-General and the bodies and organizational units managed by them.
- (3) ³⁰Legal and management tasks of the Secretariat of the Rector's Office:
 - a) coordinate and assist the work of the standing and ad hoc committees established by the Senate and the Rector,
 - b) coordinate the University's policy making activity, participate in the preparation of orders and procedures as well as in the regulation of proceedings related to the University's operation,
 - c) handle legal cases related to the training activity and provide the appropriate legal background for the implementation of the professional strategy,

³⁰ Modified by the Senate's Resolution No. 36/2020/2021 SZT on May 19, 2021.

- d) prepare the necessary modifications of the University's founding documents and agree them with the Maintainer,
 - e) participate in the drafting of legal regulations if necessary,
 - f) fully handle the administrative tasks of the Senate and other decision-making bodies, especially the Appeals Committee, the preparations for the meetings, the minutes as well as the preparation of the necessary resolutions for signature,
 - g) control the administration of procedures,
 - h) perform the management, organization and coordination tasks related to the University's general legal tasks,
 - i) manage and coordinate the University's legal representation before the courts and other authorities,
 - j) on behalf of the Rector, participate in the management of key issues, the preparation for agreements as well as legal and professional opinions,
 - k) provide information in relation with the requests for disclosure of public data, issue a position in terms of the validity of requests for data disclosure, provide a legal position and, if necessary, reviews the disclosure, registration, data and information provision tasks related to data of public interest as defined in a special regulation,
 - l) review the work of external legal representatives and participates in the management of lawsuits and other legal affairs,
 - m) prepare the agreements and contracts that do not fall within the competence of any other organizational unit, including especially the various cooperation agreements and letters of intent,
 - n) handle the founding documents and statutes of business companies owned by the University as well as conduct the legal administration of such companies,
 - o) perform legal tasks related to non-governmental organizations,
 - p) support decisions connected to exercising the owner's rights and ensure their legal compliance,
 - q) cooperate with the affected organizational units in terms of the legal tasks related to intellectual property, research, development and the contracts thereof;
 - r) cooperate with the affected organizational units in terms of the legal tasks related to the movable and immovable property owned/managed by the University, including participating in the necessary negotiations and keeping contact with the entity exercising the owner's rights; draft the related contracts,
 - s) develop the regulations for the University's contracting system and monitors their implementation.
 - t) To ensure the completion of the tasks, the Secretary-General may involve attorneys at law and has the right to instruct the University's legal counsels in professional affairs.
 - u)
- (4) Central archiving, file management and storage tasks of the Secretariat of the Rector's Office:

- a) carry out the administration tasks related to the receipt, archiving and forwarding to the appropriate organizational units/persons of files and documents sent to the address of the University's registered head office,
 - b) manage the University's archiving system, carry out the methodological tasks related to the archiving system's standard use, provide professional assistance to organizational units in order to ensure such standard use,
 - c) within the scope of its file and document management activity, manage the tasks related to the professional forwarding of such documents by the University's organizational units from the registered head office,
 - d) keep contact with the Hungarian Post, prepare the professional contract with the Hungarian Post and conduct the necessary negotiations with the Post,
 - e) constantly monitor the professional activity of organizational units in terms of document management, ensure their professional training courses and issue professional guidelines in terms of affairs connected to document management,
 - f) carry out the professional document storage of the documents received from the University's organizational units,
 - g) ensure the professional classification and safeguarding of documents as required by the effective legal regulations,
 - h) if necessary, ensure the retrieval of documents and dispatch them to the relevant organizational unit,
 - i) ensure the professional disposal or archiving of documents in line with the effective legal regulation,
 - j) carry out the storage and archiving tasks laid out in the effective legal regulations.
- (5) The Secretariat performs the legal, administrative, management and procedural tasks connected to the University's operation, including especially the relevant preparatory, organization, contacting and administrative tasks.
- (6) The Secretariat of the Rector's Office is headed by the Secretary-General, whose assignment is issued or revoked by the Rector.
- (7) With regard to the employees of the Secretariat of the Rector's Office, the employer's rights are exercised by the Rector.

Hutýra Ferenc Library, Archives and Museum

Section 48

- (1) Hutýra Ferenc Library, Archives and Museum is the University's central organizational unit.
- (2) The head of Hutýra Ferenc Library, Archives and Museum is the director.
- (3) ³¹ The organizational unit's professional supervision is carried out by the Vice Rector for Research and Science.
- (4) Pursuant to Higher Education Act Section 14 (2), the University's library and library system is deemed as a public science collection that conducts tasks related to literature, information, education and research as well as those required from a museum collection and archive. The Library provides

³¹ Modified by the Senate's Resolution No. 30/2021/2022 SZT on June 29, 2022.

a conventional and virtual learning environment where learning materials and literature are available, provides scientometric services and carries out the University's tasks as content owner. Furthermore, the Library also carries out tasks required from public libraries, special and higher education libraries, as defined by the act on museum institutions, public library services and public education.

- (5) Within the organization of Hutýra Ferenc Library, Archives and Museum - organizationally subordinated but professionally independent as required by the relevant legal regulations, the University operates the Archives, which is a special higher education archive as well as the Veterinary History Collection, which is a thematic collection of institutional history.
- (6) The Veterinary History Collection and Archive collects, safeguards, presents and showcases the material and written memories of the University and its legal predecessors as well as veterinary medicine and veterinary practice in general. The Archive protects and registers archived materials within its scope of competence as well as renders them accessible to scientific researchers, supervises the document management activity of the University's organizational units and the archiving of documents with substantial value, in line with the effective legal regulations.
- (7) The regulations related to the tasks, organization and operation of Hutýra Ferenc Library, Archives and Museum are detailed in its order of procedures.

Marek József Educational Centre and Campus

Section 49

- (1) Marek József Educational Centre and Campus (hereinafter: Campus) is a central organizational unit of the University.
- (2) The Campus is managed by the director.
- (3) The director conducts their tasks under the supervision and control of the head of the Rector's Office. In terms of educational affairs, the unit's professional supervision is exercised by the Rector.
- (4) The detailed regulations of the Campus' operation are contained in the institution's rules of organization and operation.
- (5) With regard to the Campus' staff, the employer's rights are exercised by the Rector.

Section 50

- (1) As part of the Campus, the University operates the student-founded Marek József College at the University of Veterinary Medicine Budapest.
- (2) The College Council considers the College Charta and the effective legal regulation as binding in terms of the College's operation and the development of the College's Rules of Organization and Operation.

- (3) The College's regulations are detailed in its Founding Charter and its Rules of Organization and Operation.

Communication Group

Section 51

- (1) Supervised by the Rector and managed by the Head of the Group, the Communication Group is an organizational unit of the Rector's Office.
- (2) The Communication Group's communication, PR, media and event organization tasks are:
 - a) create the University's image and prepare the image manual,
 - b) organize the entire PR activity of the University,
 - c) organize the University's communication activity,
 - d) conduct the full management of events, prepare the event calendar,
 - e) coordinate events and the activities related thereto, organize the University's celebrations and events,
 - f) prepare press materials, organize press conferences,
 - g) participate in professional exhibitions, organize career expos, coordinate recruitment and enrolment campaigns.
- (3) The Communication Group's tasks as a career office:
 - a) Inform persons enrolled to the University, the University's student as well as the graduates of the University and its legal predecessors (including former foreign students) in order to support them in keeping contact with the University and take care of the alumni community for the same purpose as well as to strengthen their bond with the University,
 - b) support the University's students in terms of career orientation, career planning, job seeking and employment,
 - c) Monitor graduates' careers, constantly provide career advice and thus facilitate the achievement of the University's strategic objectives,
 - d) Perform the tasks related to data reporting, as required by the Graduate Career Monitoring System (GCMS or DPR).
- (4) The Communication Group is managed by the Head of the Group.

International Relations Group

Section 52

- (1) The International Relations Group is a central organizational unit created in order for the operative organization of the University's international and foreign relations. It is managed by the Vice Rector for International Relations and directly supervised by the Rector.
- (2) The Group's tasks are:

- (a) keep contact with the associates responsible for international and foreign relations,
 - (b) keep contact with the national office supervising and coordinating mobility programmes on a national level, the foreign offices, immigration control, the relevant ministries as well as all other third parties involved in international affairs,
 - (c) regularly report to the University's management regarding the tasks completed and to be completed as well as the results achieved,
 - (d) carry out the recruitment activities related to the foreign language programme,
 - (e) conduct the administration tasks related to the academic and practical mobility of foreign students enrolled and arriving to the University in the framework of mobility programmes and bilateral relations,
 - (f) carry out the administration tasks related to the mobility of foreign instructors and administrative staff working and arriving at the University in the framework of mobility programmes and bilateral relations,
 - (g) support decisions affecting international relations, conduct the administrative implementation of such decisions, summarize and evaluate the results of such implementation,
 - (h) organize and carry out the secretarial task of the International Relations Committee.
- (3) With regard to the Group's employees, the employer's rights are exercised by the Rector.
- (4) The International Relations Group is managed by the Head of the Group.

Directorate for Innovation and Tenders³²³³³⁴

Section 52/A

- (1) The Directorate is the University's central organizational unit that consists of Groups and conducts its activity under the Secretary-General's supervision. The Directorate aims to encourage and support the innovation activities of the University's citizens as well as to harmonize innovation activities at University level, provide the appropriate operation for such purpose and support the University's operation in affairs related to innovation, technology transfer, commercialization and intellectual property protection. The Directorate's professional management is carried out by the Vice Rector for Research and Science.
- (2) The Directorate is managed by the director and the Heads of the Groups.
- (3) The Directorate's general tasks:
- a) prepare research, development and innovation activities,
 - b) provide information and advice to the University and its organizational units, the researchers, research groups, undergraduate and doctoral students as well as the

³² Inserted by the Senate's Resolution No. 10/2020/2021 SZT on September 22, 2020.

³³ Modified by the Senate's Resolution No. 36/2020/2021 SZT on May 19, 2021.

³⁴ Modified by the Senate's Resolution No. 30/2021/2022 SZT on June 29, 2022.

University's management in terms of the tendering opportunities that could be connected to the University's operation in any way, thus facilitating the exploration of potential funding and resources,

- c) monitor tenders with Hungarian and international funding, keep the management informed about public calls for tender,
- d) provide tender consultancy services, i.e., support the utilization of tender opportunities, coordinate and manage the administration of bids at the University,
- a) provide the consolidated statistical and identification data needed for applications, fill out and publish forms, verify the compliance of applications with the formal requirements,
- b) seek out Hungarian, EU-funded or other foreign calls for tender corresponding to the University's research and development portfolio and capabilities, keep researchers informed, actively support the preparation of applications,
- c) facilitate the preparations for contracting tenders (coordinate the cooperation with the University's organizational units needed for the tender as well as with external partners and organizations, provide legal, administrative, professional and financial content),
- d) write applications and manage projects based on the decisions of executive officers/bodies,
- e) manage applications in the maintenance period,
- f) monitor the results and follow up the University's projects, participate in controlling activities,
- g) conduct, maintain and constantly develop the registry of tenders,
- h) keep records of the University's submitted applications and tenders won,
- i) provide consulting, assistance, information by organizing information days and professional forums,
- j) conduct expert and other coordination activities including the provision of analyses related to funding, background studies, summaries, the organization of events and the provision of other connected services,
- k) proactively search for, register, analyze and protect intellectual properties ideas and discoveries with business potential emerging at the University, professionally prevent others from the unauthorized commercial utilization thereof while respecting the freedom of science,
- l) facilitate the efficient and optimal utilization of, and/or the foundation of business enterprises utilizing intellectual property generated at the University (licensing, patenting, foundation of spin-off companies, business and legal consulting), with regard to the provisions of the Higher Education Act and the act on the national budget,
- m) develop and manage domestic and international industrial, economic and governmental relations for the University and its researchers,
- n) Notify and provide further training for the University's researchers in terms of issues related technology transfer,
- o) monitor the financial processes of tender projects, thus providing the related internal and external data reporting services,

- p) monitor and ensure compliance with the requirements and rules related to the accountability of tender projects,
- q) conduct the settlement of tender projects in the manner and at the time stipulated by the sponsoring agreement, submit any missing data or document,
- r) prepare the documentation for the controlling activity of sponsors and other authorities, participate in the controlling process.

The Directorate includes the following organizational units:

- a) Innovation Group;
- b) Tendering Group;

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Section 53

Studies Directorate

Section 54

- (1) The Directorate is the University's central organizational unit created in order to conduct education organization and study affairs. It is managed by the Vice Rector for Study Affairs and directly supervised by the Rector.
- (2) The Directorate's tasks are:
 - a. carry out the tasks related to the administration and registration of the University's training activity as defined in the Higher Education Act and its implementation directives as well as in the University's codes and policies.
 - b. after the Senate's approval, submit the University's documentations on founding and launching major programmes to the Educational Authority as well as reports to all other authorities competent in education,
 - c. carry out the central administration tasks related to student loans,
 - d. perform the tasks requiring a central coordination in relation with student scholarships, grants and other remuneration,
 - e. manage the integrated academic organization and the education organization at University level,
 - f. plan and prepare the schedule of the academic year for the participants of the doctoral programme as well as the bachelor's and master's programmes,
 - g. provide the professional and technical background for carrying out the governmental tasks assigned to the University's scope of competence,
 - h. prepare files for the archives on students' personal data, academic results, any changes occurring in their studies, the certificates and public documents issued upon the conclusion of their studies,
 - i. carry out the data reporting duties required by law,

³⁵ Deleted by the Senate's Resolution No. 10/2020/2021 SZT on September 22, 2020.

- j. operate an electronic academic administration system in order to fully carry out its duties stipulated herein.
- (3) The Directorate includes the following organizational units:
- a) Hungarian Programme Group;
 - b) Foreign-language Programme Group;
 - c) Doctoral Programme Group;
 - d) Further Training Group.
- (4) The professional supervision of the Hungarian Programme Group and the Further is conducted by the Vice Rector for Study Affairs, the Foreign-language Programme Group is professionally supervised by the Vice Rector for International Relations, the Doctoral Programme Group and its integrated DHC Secretariat is supervised by the DHC president and the head of the doctoral school.
- (5) The tasks of the Doctoral and Habilitation Council (DHC) are:
- a) handle, prepare for decision and retain written documents sent to the DHC in accordance with the regulations pertaining to official documents;
 - b) register requests and other documents submitted to the DHC and ensure that the answers/decisions are completed by the deadline;
 - c) maintain the registry related to the doctoral programme and habilitation (registry of PhD students and doctors of the University), issue attestations;
 - d) prepare for the DHC's meetings, participate in the decision-support activity;
 - e) keep contact with government agencies, authorities and the Doctoral Student Council;
 - f) ensure the release of DHC resolutions,
 - g) notify the organization defined in the relevant Government Directive about doctoral degrees issued;
 - h) manage the DHC's financial affairs,
 - i) manage the information on the doctoral programme's website and the databases publishing dissertations on the website.
- (6) The tasks of the Further Training Group are:
- b) assess the further training demands of graduates,
 - c) develop short courses and/or specialist further training course plans based on the assessment,
 - d) have the training programmes approved and registered by the Educational Authority,
 - e) ensure the human resources for the further training activity and fully organize the further training activity,
 - f) prepare the timetables for the participants of higher education vocational training and specialist training courses as well as other training courses,
 - g) in cooperation with the Tendering Group, provide professional support for the preparation, submission and monitoring of research applications.

- (7) The tasks and competences of Groups and their leaders as well as their division of labour within the Studies Directorate are detailed in the Groups' orders of procedure.

IT and Security Directorate Section 54/A

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[deleted]

IT Group Section 54/C

- (1) The IT Group is an organizational unit of the Rector's Office. It is supervised by the Secretary-General and managed by the Head of the Group.
- (2) The IT Group is managed by the Head of the Group.
- (3) The Group's tasks and scope of competence are detailed in its order of procedure.
- (4) The Group's general tasks:
 - a) supervise and operate the University's IT and telecommunication core network and the related technical and nodal control devices of optical and microwave networks, the central servers,
 - b) supervise and operate the University's IT and telecommunication subsystems, ensure Internet and Intranet, e-mail services, protect the system's integrity from hacking and viruses,
 - c) prepare short- and mid-term plans for IT and telecommunication development projects, prepare the professional, organizational, coordination and financing aspects of proposals, submit them to the University's management and prepare them for decision,
 - d) participate in the planning of the University's new IT systems, their tendering and installation, based on professional aspects and local conditions, make proposals to create a professionally optimal environment and support its operation,
 - e) cooperate with all of the University's organizational units in terms of carrying out its tasks,
 - f) carry out all tasks assigned to the Group by law, the Senate, the Rector or the Secretary-General.
- (5) With regard to the Group's employees, the employer's rights are exercised by the Rector.

³⁶ Sections 54/A and 54/B were inserted by the Senate's Resolution No. 21/2020/2021 SZT on December 16, 2020.

³⁷ Modified by the Senate's Resolution No. 30/2021/2022 SZT on June 29, 2022.

³⁸ Modified by the Senate's Resolution No. 30/2021/2022 SZT on June 29, 2022.

Security Organization Group Section 54/D

- (1) The Security Organization Group is an organizational unit of the Rector's Office and is managed by the Head of the Group.
- (2) The Security Organization Group is managed by the Head of the Group.
- (3) The Group's tasks and scope of competence are detailed in its order of procedure.
- (4) The Group's general tasks:
 - a) manage, control and coordinate the University's activities in terms of law enforcement, property protection, information security, occupational and fire safety, civil defence, emergency management and environment protection,
 - b) Prepare, have approved and regularly review the policies and codes within the Directorate's scope of competence,
 - c) cooperate with all of the University's organizational units in terms of carrying out its tasks,
 - d) carry out all tasks assigned to the Group by law, the Senate, the Rector or the Secretary-General.
- (5) With regard to the Group's employees, the employer's rights are exercised by the Rector.

Common directives for the organizational units of the Rector's Office

Section 55

- (1) The rules of the operation of organizational units belonging to the Rector's office are detailed in an order of procedure prepared by the head of the organizational unit and approved by the Rector. The order of procedure must contain the detailed order of the organizational unit's operation, the list and definition of tasks as well as the organization's potential (non-independent) subunits along with the scopes of competence, signature and issuing rights assigned to the particular tasks.

Finance Directorate⁴⁰

Section 56

- (1) It is a central functional organizational unit managed by the Director of Finance. It consists of the following organizational units:
 - a) Finance and Controlling Group
 - b) Accounting Group

³⁹ Modified by the Senate's Resolution No. 30/2021/2022 SZT on June 29, 2022.

⁴⁰ Modified by the Senate's Resolution No. 30/2021/2022 SZT on June 29, 2022.

- c) Human Resources, Wage and Labour Group⁴¹
- d) Technical & Operations Group
- e) Procurement Group

(2) The Groups are managed by Heads of Groups, who perform their activities under the direct supervision of the Director of Finance. The Heads of Groups are entrusted and decommissioned by the Rector in compliance with the provisions of the System of Employment Requirements.

The Finance Directorate (hereinafter: Directorate) is a central functional organizational unit of the University.

(4) The Directorate's general tasks:

- a) conduct budget planning tasks both for the fundamental and the executive budget;
- b) modify and carry over appropriations, monitor their utilization, control budget management,
- c) ensure liquidity, manage cash-flow, HUF and foreign currency settlements
- d) carry out book-keeping tasks for the University as a whole,
- e) manage the University's accounting and finance processes, organize the related administrative and invoicing system, ensure compliance with financial regulations, develop and run accounting, financial-analytical and synthetic registries with the help of an integrated information technology system,
- f) coordinate and register the signing and countersigning rights of organizations conducting business activities,
- g) prepare the University's reports,
- h) carry out the data reporting tasks related to financial management,
- i) carry out controlling tasks,
- j) carry out tasks related to wage and labour affairs,
- k) prepare and regularly review the policies and codes within the Directorate's scope of competence,
- l) monitor the technical condition of properties and constantly supply data to the Investment Directorate in relation with the necessary renovations and development projects connected to the properties,
- m) carry out all tasks assigned to the Group by law, the Senate or the Rector General.

(3) The operation of central functional and service organizational units directly managed by the Director of Finance is governed by the following regulations.

⁴¹ Modified by the Senate's Resolution No. 36/2020/2021 SZT on May 19, 2021.

Secretariat of the Directorate

Section 57

- (1) The Secretariat of the Directorate is a functional organizational unit of the Finance Directorate and is directly managed by the Director of Finance.
- (2) The Secretariat of the Directorate performs the legal, administrative, management and procedural tasks connected to the University's operation, including the relevant preparatory, organization, contacting and administrative activities.
- (3) The Secretariat's key task is to directly support the work of the Director of Finance, in terms of supervising the University's financial management, evaluating the potential upgrading opportunities of the internal audit systems as well as monitoring, analyzing and evaluating the financial area.
- (4) With regard to the employees of the Directorate's Secretariat, the employer's rights are exercised by the Rector.

Finance Directorate

Section 58 42

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Management and Organizational Structure of the Finance Directorate

Section 59

Finance and Controlling Group

Section 60

- (1) The Group belongs to the Finance Directorate as its central functional organizational unit.
- (2) The Group is managed by the Head of the Group. The Head of the Group is responsible for the Group's activity, the decision made and their implementation.
- (3) The Group's tasks are:
 - a) prepare yearly business plan, collect core data for the quarterly report, prepare the draft,
 - b) manage debts in compliance with current liquidity,
 - c) invoice and book revenues, manage receivables,
 - d) operate the cash
 - e) provide the cash for the organizational units and control their cash management,

⁴² Deleted by the Senate's Resolution No. 30/2021/2022 SZT on June 29, 2022.

⁴³ Modified by the Senate's Resolution No. 30/2021/2022 SZT on June 29, 2022.

- f) register and handle the University's bank cards
- g) ensure the conditions for and control budget management,
- h)
- i) participate in preparing supplier performance plans and revenue plans, monitoring performance, analyzing the certified performance and revenue data and making forecasts,
- j) participate in the preparation of the University's executive budget, including the reports on additional revenues (tuition, fees paid in foreign currency and other special revenues)
- k) prepare comparative reports on revenue - expenditure plan vs fact and/or previous year vs given year data for financial analyses, considering the structural, financing and other changes as well as the performances,
- l) Provide financial input and support decisions related to exercising the owner's rights in connection with business companies owned by the University,

handle and develop the controlling module (CO) of the University's financial information technology system (SAP), carry out operations therein, manage databases and extract information from it, prepare reports on demand.

- (4) With regard to the Group's employees, the employer's rights are exercised by the Rector.

Accounting Group

Section 61

- (1) The Group belongs to the Finance Directorate as its central functional organizational unit.
- (2) The group is managed by the head of the group. The head of the group is responsible for the Group's activity, the decision made and their implementation.
- (3) The Group shall:
 - b) handle incoming supplier invoices (HUF or foreign currencies),
 - c) keep contact with suppliers, customers, institutions,
 - a) ensure the accounting of financial events under the effective accounting regulations and the University's invoice management policy,
 - b) ensure the timely registration of any changes occurring in terms of the University's properties and/or assets managed by the University,
 - c) ensure the retention of accounting records,
 - d) Prepare and have approved inventory checking plans, notify the heads and financial managers of organizational units about ordering an inventory check,
 - e) carry out the full booking of expenditures and revenues against bank accounts,
 - f) prepare the University's quarterly report,
 - g) prepare the University's annual report and non-profit compliance report in accordance with the effective legal regulations,

- h) carry out the University's accounting data reporting duties to the organizations identified by law,
- i) prepare ad hoc reports on demand,
- j) handle and develop the budget management module (KVM) of the University's financial information technology system (SAP), carry out operations therein, manage databases and extract information from it,

(4) With regard to the Group's employees, the employer's rights are exercised by the Rector.

Section 62

[deleted]

(1) With regard to the Group's employees, the employer's rights are exercised by the Rector.

Human Resources, Wage and Labour Group⁴⁴⁵

Section 63

(1) The Group belongs to the Finance Directorate as its central functional organizational unit.

(2) The Group is managed by the Head of the Group. The Head of the Group is responsible for the Group's activity, the decision made and their implementation.

(3) The Group's tasks are:

(1) In relation with human resource management:

- a) fully carry out the tasks related to the University's human resource management and coordinate the related activities,
- b) implement systematic staff management, develop the system of requirements for instructors and the career model for instructors and researchers, carry out the tasks arising from this activity,
- c) manage, motivate, develop and efficiently utilize the University's human resources in order to achieve the organizational objectives laid out in the University's strategy,
- d) implement internal communication related to human resource management tasks,
- e) carry out tasks related to the declarations of assets,
- f) perform tasks related to awards and distinctions within the Group's scope of competence,
- g) conduct change management tasks entailed by organizational development,
- h) organize internal training courses.
- i) Develop the University's remuneration system.

⁴⁴ Modified by the Senate's Resolution No. 36/2020/2021 SZT on May 19, 2021.

⁴⁵ Modified by the Senate's Resolution No. 30/2021/2022 SZT on June 29, 2022.

(2) The Group's labour related tasks are:

- a) manage personnel registries related to employees and staff with other employment relations, carry out data reporting tasks as necessary,
- b) prepare labour documentations,
- c) ensure that the data of entering and exiting employees are fully registered, forward original certificates and invoices,
- d) prepare applications for filling positions, write calls for job applications for executive positions, provide the necessary conditions for the successful evaluation of applications and cooperate with the exerciser of the employer's rights for such purpose,
- e) participate in the planning of human resource management tasks required to perform the University's duties,
- f) keep constant contact with the heads of organizational units in order to ensure that the human resources are available for carrying out the tasks,
- g) manage jubilee rewards and remunerations,
- h) Prepare insurance declarations,
- i) keep records of instructor and researcher data submitted to the Higher Education Information System,
- j) prepare a human resource plan.

(3) The Group's wage related tasks are:

- a) carry out the financial management tasks in connection with the appropriated personal remunerations,
- b) verify the availability of funding in terms of remunerations, initiate discussions with the exerciser of the employer's rights, if necessary,
- c) register time data and irregular income,
- d) fully manage employee benefits,
- e) register, process and transfer deductions and blocked items,
- f) transfer deduced membership fees and elected contributions to voluntary health and pension funds, report data to the funds,
- g) complete other tasks related to the provision of benefits provided by the employer,
- h) manage child education allowances for the beginning of the school year,
- i) register tax allowances,
- j) a
- k) verify the documents necessary for transferring social security benefits before data registration, request the holder to supply any missing data, process benefits provided within the scope of social security, carry out and issue benefit-related data reporting tasks and certificates required by law, account for benefits,
- l) carry out data reporting tasks for the settlement of tenders, support tender settlement,
- m) review and, if necessary, correct processed accounts

- n) forward applications for childcare benefit,
- o) carry out the monthly closing of processed accounts, generate list of payment transfers, transfer them subject to executive approval,
- p) process transfers
- q) process wage advances, monitor outstanding receivables,
- r) publish payroll
- s) post accounting results to the ledger, verify them against cash flow, coordinate with accounting group if necessary,
- t) prepare and submit monthly 08 tax reports, pay taxes
- u) verify and issue consolidated tax and contribution certificates,
- v) Carry out the relevant data reporting tasks to the authorities (tax authority, statistical office, health fund).

(4) With regard to the Group's employees, the employer's rights are exercised by the Rector.

Technical & Operations Group

Section 64

- (1) The Group belongs to the Finance Directorate as its central functional organizational unit.
- (2) The Group is managed by the Head of the Group. The Head of the Group is responsible for the Group's activity, the decision made and their implementation.
- (3) The Group's tasks in relation with property and asset management:
 - a) carry out the asset management tasks at the University, coordinate other related activities and keep records of the University's real estate properties,
 - b) coordinate and carry out data reporting tasks in connection with the University's property,
 - c) prepare the utilization of the University's real estate property,
 - d) carry out storage tasks,
 - e) ensure that all organizational units operating within the University are supplied with warehouse materials,
 - f) store the redundant but still usable equipment of the organizational units,
 - g) perform tasks related to disposal.
- (4) The Group's tasks in relation with investment and facility management:
 - a) develop and implement a technical and service plan,
 - b) operate and maintain the University's facilities and equipment,
 - c) carry out the technical planning and management of investments, renovations and construction works,

- d) ensure and supervise energetics and the supply of public utilities,
 - e) Facility management services: repairs, general maintenance and maintenance, supply and servicing of special equipment.
- (5) ⁴⁶The Group's general service tasks are:
- a) ensure operating conditions (especially: cleaning, textile cleaning, disposal of communal and green waste, park maintenance, carry out general maintenance, electrical and plumbing installation and maintenance, elevator maintenance, heating),
 - b) develop and implement a logistical plan
 - c) carry out internal transport tasks
 - d) maintain, operate and procure motor vehicles
 - e) manage property and liability insurance policies
 - f) manage first- and second-tier motor vehicle insurance
 - g) manage the reporting and administration of damages
 - h) perform removal tasks
 - i) perform material acquisition tasks
- (6) With regard to the Group's employees, the employer's rights are exercised by the Rector.

Procurement Group

Section 65

- (1) The Procurement Group belongs to the Finance Directorate as its central functional organizational unit.
- (2) The Group's tasks and scope of competence are detailed in the Directorate's order of procedure.
- (3) The tasks within the Group's scope of competence are:
 - a) verify the professional compliance of procurements, provide technical input for the documentation of procurement procedures, participate in conducting the procedures,
 - b) cooperate with all of the University's organizational units in terms of carrying out its tasks,
 - c) carry out all tasks assigned to the Group by law, the Senate, the or the Rector,
 - d) prepare the evaluation of procurements,
 - e) carry out planning tasks related to (public) procurements, compile the annual procurement and public procurement plan,
 - a) conduct and document the procurement procedures assigned to its scope of competence,
 - b) manage the University's tasks in connection with procurement and carry out the legal countersigning of contracts to be concluded in relation with the public procurement,

⁴⁶ Modified by the Senate's Resolution No. 30/2021/2022 SZT on June 29, 2022.

⁴⁷ Modified by the Senate's Resolution No. 36/2020/2021 SZT on May 19, 2021.

- c) register in the SAP system and keep records of the contracts concluded as a result of the completed (public) procurement tendering procedures,
 - d) Provide the University's representation in the legal remedy procedures related to public procurement.
- (2) The Group is managed by the Head of the Group. The Head of the Group is responsible for the Group's activity, the decision made and their implementation.
- (3) With regard to the Group's employees, the employer's rights are exercised by the Rector.

Section 66 48

Section 67 49

Section 68

Common directives for the organizational units of the Finance Directorate

Section 69

- (1) The rules of the operation of organizational units belonging to the Finance Directorate are detailed in an order of procedure prepared by the head of the organizational unit and approved by the Rector. The order of procedure must contain the detailed order of the organizational unit's operation, the list and definition of tasks as well as the organization's potential (non-independent) subunits with the scopes of competence, signature and issuing rights assigned to the particular tasks.

Investment Directorate^{50 51 52}

Section 69/A

- (1) The Investment directorate is an organizational unit under the Rector's supervision. It carries out tasks related to the University's key investment projects. It is headed by the Director.
- (2) The Directorate includes the following organizational units:
- a) The Director's Secretariat
 - b) Technical Control Group
 - c) Project Management Group

⁴⁸ Deleted by the Senate's Resolution No. 10/2020/2021 SZT on September 22, 2020.

⁴⁹ Sections 67- 68 were deleted by the Senate's Resolution No. 21/2020/2021 SZT on December 16, 2020.

⁵⁰ Inserted the Senate's Resolution No. 36/2020/2021 SZT on May 19, 2021.

⁵¹ Modified by the Senate's Resolution No..../2021/2022 SZT on October 6, 2021.

⁵² Modified by the Senate's Resolution No. 30/2021/2022 SZT on June 29, 2022.

- (3) The Director's Secretariat is a functional organizational unit of the Investment Directorate. It is under the direct supervision of the director for investments and carries out the administrative, management and processing tasks related to the Director.
- (4) The Technical Control Group is a functional organizational unit of the Investment Directorate. It is managed by the Head of the Group. The Group carries out the technical control tasks related to key investment projects and professionally supervises the renovation and development of properties owned by the University.
- (5) The Project Management Group is a functional organizational unit of the Investment Directorate. It is managed by the Head of the Group. The Group conducts the general management of projects related to key investments, prepares, collates and submits financial settlement reports. It supervises and coordinates the (public) procurement processes related to the properties owned by the University.
- (6) With regard to the employees of the Investment Directorate, the employer's rights are exercised by the Rector.
- (7) The rules of the operation of organizational units belonging to the Investment Directorate are detailed in an order of procedure prepared by the head of the organizational unit and approved by the Rector. The order of procedure must contain the detailed order of the organizational unit's operation, the list and definition of tasks as well as the organization's potential (non-independent) subunits with the scopes of competence, signature and issuing rights assigned to the particular tasks.

Internal Auditor⁵³

Section 70

- (1) The internal auditor conducts his/her internal auditing tasks related to the University's financial management and operation his/her own, under the Rector's direct supervision, with regard to the relevant legal regulations.
- (2) The internal auditor is commissioned by the Rector through and tendering and application process. Employer's rights in terms of the internal auditor are exercised by the Rector.
- (3) The tasks of the internal auditor are:
 - a) inform the Rector, in consideration for the University's controlling and reporting routes, about findings of the audit and, pursuant to Section (7), initiate the leaders of the affected organizational units to take measures as necessary,
 - b) upon the Rector's request, conduct targeted audits at the University's organizational units and/or institutions under the University's maintenance or asset management.
 - c) conduct internal audits based on the annual audit plan approved by the Rector.
 - d) upon such request, express opinions, make proposals and provide professional assistance in the framework of his/her consulting activity, thus helping the University's operation and the development of its internal audit systems.

⁵³Sections 69 and 70 were interchanged by the Senate's Resolution No. 10/2020/2021 SZT on September 22, 2020.

- (4) The internal auditor's scope of competence covers all of the University's activities, including especially the planning, utilization and settlement of revenues and expenditures in the budget as well as the audit of asset and resource management.
- (5) In the framework of his/her controlling and consulting activity, the internal auditor analyzes compliance with legal regulations and internal policies, planning activities, management and the performance of public duties in order to issue statements and make proposals that are specified in the audit report.
- (6) The internal auditor submits his/her reports directly to the Rector. If the findings of the audit entail a duty to act, the Rector shall send a letter to the heads of the audited organizational units and/or the other areas marked for action in the proposals, and calls upon them to make an action plan based on the statements and proposals of the audit report.
- (7) Subject to the Rector's approval, the internal auditor prepares an internal audit protocol, which includes the controlling methods and procedures defined in the legal regulations governing internal audits.

Chief Legal Counsel

Section 70/A

[deleted]⁵⁵

IV. SENATE ELECTION RULES General provisions

Section 71

- (1) In terms of forming the Senate, the principle is that all of the University's employees (including part-time workers and individuals with other legal relations with the University) have the right to vote and to stand as a candidate, so they have the right to participate in the Senate's election, and if elected, to participate in the Senate's work. Professors Emeriti are not considered as employees in terms of voting rights.
- (2) Employees who are absent from the workplace for an extended period (for more than three months, due to foreign posting, maternity leave and other justified absence) or serving their notice period.
- (3) With regard to the election of the Senate, the following general rules must be complied with:
 - a. The Senate's instructor, researcher and teacher members are elected from among themselves by the instructor, researcher and teacher employees with an effective employee status at the University as of the date of the election. Lead instructor, researcher and teacher members are elected by lead instructors and researchers, while instructor and researcher members are elected by instructors and researchers.

⁵⁴ Inserted by the Senate's Resolution No. 10/2020/2021 SZT on September 22, 2020.

⁵⁵ Deleted the Senate's Resolution No. 36/2020/2021 SZT on May 19, 2021.

- b. The Senate's non-teaching and non-researcher member is elected by the non-teaching and non-researcher employees, from among themselves.
- c. The organization of Senate elections is the University's task, which falls into the responsibility of the head of the Rector's Office;
- d. The Student Council is responsible for delegating student members to the Senate, while the leadership of the Doctoral Student Council is responsible for delegating the doctoral student senator, in line with the order of procedure defined in the statutes.
- e. The election must be held in the rooms assigned for such purpose by the head of the Rector's Office.
- f. Election must be held in one round or, if the result makes it necessary, in two rounds.
- g. Senate members are elected based on nomination.

Supervision of Senate elections

Section 72

- (1) The legitimacy of the elections is overseen by the Election Committee (hereinafter: EC). The election committee must include instructors, researchers and teachers as well as members of the non-teaching and non-research staff and the representatives of the Student Council.
- (2) The president and the members of the election committee are commissioned by the Rector for a 4-year term and approved by Senate. The election committee's secretary (with consulting rights) is the head of the Rector's Office.
- (3) The president and members of the election committee must not hold executive positions. If any of the members are assigned to such a position, a new member must be elected. The committee lays down its own order of operation.
- (4) The election committee participates in overseeing their legitimacy of the election and evaluating the results of the election. It interprets the legal and policy regulations pertaining to the election and issues a position in terms of debates and complaints thereof. The committee may issue orders in connection with the implementation of the elections.

Section 73

- (1) In order to carry out the administrative tasks related to voting (prepare and hand out ballots, compile the list of eligible voters, etc.), a Tellers Committee of 3-5 members needs to be formed to count the votes. The president and the members of the Tellers Committee (hereinafter: TC) are assigned by the Rector.
- (2) The election's technical and administrative preparation and implementation is conducted by the Rector's Office. In the case of students, the Campus also helps the relevant student council.

Voting procedure and results

Section 74

- (1) The date of the election is assigned by the Rector at least 10 days prior to the first day of the election. One election round must not last longer than one working day.
- (2) The Rector immediately notifies the head of the Rector's Office about the dates assigned. Consequently, the Head shall:
 - (a) take measures to compile the list of eligible voters and candidates. The list must be broken down to election groups. The group of lead instructors and researchers, the group of instructors, researchers and teachers and other employee groups must be listed separately.
 - (b) After the lists are completed, each voter must be informed in writing as to how they can get nominated. The nomination procedure must be announced when the date of the election's first round is assigned. The preparation and implementation of the nomination and election processes are carried out by the TC. Candidates from each election group must be eligible for election and get nominated in writing by the 5th day prior to the first round of the election. After that date, the nomination process must be closed, the list of candidates and the nomination forms must immediately be submitted to the TC president. The TC examines the nominations and prepares the ballots (as per election groups) accordingly. The TC submits a report to the EC president.
 - (c) After the lists of names are completed, every eligible voters must be notified about the exact date, duration and place of the election as well as the process of voting and all other important information related to the election. Where sufficient, the notification may be carried out in the form of circular letters sent to the heads of organizational units, announcements or via e-mail as well. All eligible voters must be fully informed about the election in due time. The notification must be sent out on the day of compiling the list of names.
- (3) If the Rector orders a second round, the TC president shall send out the second round notifications with the names of the eligible candidates, in line with the provisions of (2) (c). In order to motivate eligible voters to cast their ballots, the TC president may also use other means (e.g., flyers, posters, e-mail) to call attention to the election.
- (4) If a second round was ordered to be held, the voter lists need to be reviewed and revised as necessary. Revision is necessary when substantial changes have occurred, such as the number of persons in employment relations with the University or or the classification of eligible voters.

Section 75

- (1) The election is carried out by secret vote on a list indicated on the ballot. Candidates are listed in alphabetical order per each election group. Employees having additional legal relations with the institution can only vote and be elected according to their primary relation and must be listed accordingly. The ballot must indicate the number of members to be elected as well. The second round must be conducted in the same manner as the first round was. However, the second-round ballots must only indicate the names of the candidates who qualified for the second round. Ballots must be handled as documents subject to strict accounting regulations, and retained in the archives of the Rector's Office

for a year, then disposed of in line with the rules of document disposal.

- (2) The voter receives the ballot from the TC and signs a receipt. The TC has the right to require a proof of identity from the voter. The proof of identity can be an ID card or other official document with a photo (e.g., passport, access card, driving licence).
- (3) On the ballot, voters must not mark more names than the number of members to be elected from the given group. The vote is invalid if more names were marked than the number of members to be elected, or if the ballot was crossed out. The vote is valid if the required number or fewer names were marked on the ballot. Votes for individuals are also valid if the voters intention is clearly verifiable based on the mark.
- (4) The TC collects the votes in a ballot box checked by the first voter and sealed in his/her presence. After the voting process is closed, the ballot boxes can only be opened by the TC. The minutes of the vote counting process must be taken and signed by the TC president and members. The minutes must be submitted to the head of the Rector's Office, who will report the results to the EC president and the Rector.
- (5) The only persons to stay in the polling station and at the counting of the votes are TC and EC members, the Rector, the head of the Rector's Office and the persons ensuring the technical equipment for voting, provided that they are not subjects of the vote. The TC president is responsible for the secrecy of the vote and the order in the polling station.

Section 76

- (1) The election is valid if over 50% of eligible voters cast their ballot. Validity must be determined as per each election group. In case of invalidity, a second election round must be held for the affected election group. The result of the second round shall be valid regardless of the participants' number.
- (2) In the first round, whoever gets the most votes cast must be considered elected.
- (3) If the first round is invalid as described in Section (1), the vote must be repeated with unchanged conditions.

Section 77

- (1) Students and doctoral students delegate their representative according to the provisions laid out in the statutes of the Student Council and the Doctoral Student Council.

Election of the non-teaching and non-researcher Senate member

Section 78

- (1) The non-teaching and non-researcher Senate member is elected by the non-teaching and non-researcher employees from the list of candidates at the time assigned for Senate elections.
- (2) The preparation and implementation of the nomination and election processes are carried out by the TC. When the date of the election is determined, the nomination procedure must be announced to all of the University's

organizational units. The list of eligible candidates must be prepared for the nomination. Candidates must be eligible for election and get nominated in writing by the 5th day prior to the first round of the election. The TC examines the nominations and prepares the ballot papers accordingly. The TC submits a report to the EC president.

- (3) The non-teaching and non-researcher Senate member must be elected in line with Sections 74-76 of this policy.

Legal status of Senate members

Section 79

Duration of Senate membership

- (1) The mandates of elected members are issued by the EC president.
- (2) If elected Senate members are given an executive position that would entitle them to Senate membership even without being elected, or if elected Senate members' mandate is terminated for any reason, they shall be replaced by the candidate who got the next highest number of votes in the particular election group. If the vacant position cannot be filled this way, the member leaving the Senate will be replaced through a by-election in the particular election group. The term of members earning a mandate through a by-election shall last until the end of the Senate's term.
- (3) Senate membership is terminated:
 - (a) at the end of the election cycle;
 - (b) for non-elected members, upon the termination of their assignment that entitled them to membership;
 - (c) if the member passes away;
 - (d) if the member's employment relations with the University is terminated;
 - (e) if the member resigns from membership;
 - (f) for elected members, if they are reclassified into another election group;
 - (g) if the member's student status is inactivated or terminated;
 - (h) if the member is absent for more than three months (due to foreign posting, maternity leave, etc.)
- (4) If the membership is terminated for reasons listed in Section (3) (c)-(h), replacement shall be implemented as described in Section (2).

Rights and responsibilities of members

Section 80

- (1) The members of the different bodies have the right and responsibility to participate in the work of the given body, and support its operation with their proposals and opinions.
- (2) The members of the bodies shall

- a) participate in the meetings of the body;
 - b) inform the president or the secretary of the body in advance of their absence,
 - c) abide by the legal regulations and university policies during their activities, keep state, professional and official secrets;
 - d) upon such request, report to their voters about the body's activity.
- (3) The members of the bodies have the right
- a) to initiate a measure at the body's meeting in any issue/matter belonging to the competence thereof;
 - b) to pose questions to the body's members or to executives invited to the body's meeting;
 - c) unless it is forbidden by law, to receive, with the permission of the given organizational unit's leader, any information and to look into any documents that are necessary for them to perform the tasks arising from their membership in the body;
 - d) in order to perform their duties within the body, to utilize the administrative and technical assistance of the organizational unit serving the operation of the body.
- (4) The members shall not be subjected to any kind of discrimination for fulfilling their assignment and carrying out tasks related thereto. If such discrimination occurs, the member can turn to the body and the Ethics Committee for remedy.
- (5) Elected members cannot be substituted in the debating and voting process. Except for the Rector, members with voting rights who are prevented from being present may be substituted by an executive, with consulting rights only. With regard to matters belonging to an executive's scope of competence, the substitute of the absent member with voting rights may request postponement of the matter before making a decision or, where possible, an opportunity to consult with the substituted member before such decision.

Conflict of interest

Section 80/A 56

- (1) Members may not participate in the adoption of a resolution if, as a result of the particular resolution, they or any of their close relatives
- a. are exempted from a duty or responsibility, or
 - b. benefit from and/or are otherwise interested in the outcome of the legal transaction to be effectuated.
- (2) It is not considered benefiting if, under targeted remunerations, the member receives payment available for anyone without restriction.
- (3) Former executives of a non-profit organization who were in such a position for at least a year during the two years prior to the termination of said organization are excluded from membership in the Senate or any other non-profit organization for three years after the termination of such non-profit organization if

⁵⁶ Inserted by the Senate's Resolution No. 4e/2020/2021 SZT on July 27, 2020.

the organization was terminated

- a)* without a legal successor after failing to pay its tax and customs debt
 - b)* the national tax and excise authority uncovered a significant amount of unpaid tax at the organization
 - c)* the national tax and excise authority closed down the organization's business operation or imposed a fine amounting to business closure,
 - d)* the organization's tax number was suspended and/or erased by the national tax and excise authority in line with the taxation act,
- (4) Senate members and/or membership nominees shall priorly inform all affected non-profit organizations about any such positions they concurrently hold in other non-profit organizations.
- (5) In the context of this section, the following persons are considered as close relatives: spouses, registered life partners, direct ascendants and descendants, adopted children, stepchildren and foster children, adoptive parents, step-parents and foster parents as well as siblings; furthermore, life partners, spouses, registered life partners, engaged partners, married spouses of direct ascendants and descendants as well as the spouses and registered life partners of siblings;

General rules of the Senate's operation

Section 81

Convening the Senate

- (1) The newly-elected Senate shall hold its first meeting within 15 working days after the election at the latest, and it is convened by the Senate's president or, if the president is prevented from attending, by the oldest member.
- (2) The Rector shall convene the Senate's meetings according to a pre-planned schedule of six months, but at least once per six months. The Rector may also convene extraordinary meetings regardless of the schedule. The Senate's extraordinary meeting must be convened if 25% of its members so requests it in writing, indicating the reason. In such cases, the Senate shall, after discussing the reason, take a vote to decide whether to put the proposed matter on its agenda. If the president fails to convene the Senate's extraordinary meeting within the 8-day deadline, the initiators shall have the right to convening the meeting by jointly signing an invitation that indicates the name of the matter to be put on the agenda.
- (3) The date and agenda of the Senate's meeting shall be communicated to Senate members in writing at least six days before the day of the meeting. Concurrently, the members must also be notified of the written proposals prepared for the agenda.
- (4) In the event of convening an extraordinary meeting, the invitation (including the exact reasons) and the agenda documentation shall be communicated to the members at least three days before the day of the meeting.

- (5) The president has the right to invite faculty members or non-faculty members on a permanent or occasional basis, with consulting rights. The presenters of each agenda item, if they are not members, may participate in the debate of the agenda with consulting rights only.

Fundamental rules of Senate meetings

Section 82

- (1) The Senate meeting has quorum if at least 60% of the members with voting rights are present.
- (2) The meeting is president by the president or, if the president is prevented from attending, by his/her substitute.
- (3) After the secretary has verified attendance and established quorum, the president shall open the meeting. After that, the president proposes a minute taker and minute authenticators, and orders a vote on them.
- (4) The agenda, which was sent out to the members six days prior to the session, shall only be amended with urgent agenda items by the Senate. Any member may submit an urgent motion to be put on the agenda if the urgency is explained and justified. Urgent motions shall be submitted to the president in writing prior to the Senate meeting. After opening the meeting, the president first takes the meeting participants' open vote on whether to put the urgent motions on the agenda, then takes their vote on the agenda completed with the accepted motions.
- (5) The submitters of each agenda item may withdraw their motions without explanation at any time.

Access to Senate meetings

Section 83

- (1) Senate meetings are public for the University's employees and students as well as the University's private-docents and titular instructors;
- (2) The technical conditions of publicity shall be ensured by the Senate's secretary.
- (3) The Senate's motions, meetings and resolutions, including the documents pertaining to financial management, are public for the University's instructors, scientific researchers, students and other employees.

Adopting a resolution

Section 84

- (1) The Senate adopts its resolutions with an open voting process by the simple majority of the members present, unless the law or any policy requires a larger majority or secret voting.
- (2) Secret voting shall be ordered if the Senate makes decisions or expresses opinions on personnel matters and/or if more than 25% of the attending members with voting rights

requests a secret voting. To conduct the secret voting, the Senate elects a tellers committee proposed by the president, unless the voting is facilitated by a voting machine with secret voting functionality. The Senate shall also adopt resolutions with a simple majority when the voting is secret.

- (3) If the secret vote is taken via a ballot paper, then the paper must contain a dedicated section to indicate YEA or NAY votes, with the purpose of the vote (the subject or person of the decision) also indicated. If the Senate's resolution requires members to indicate a ranking, then the ballot paper only contains a YEA section, where the YEA vote must be indicated in the field allocated to the person or subject that the voter wants to rank as No. 1. The final ranking shall be determined based on the number of YEA votes. Members indicate their vote by drawing two crossing lines in the field allocated to the name or subject.
- (4) Voting machines may be used for open and secret voting as well. When such a device is used, the secret vote on each affected person shall be taken separately, in the alphabetical order of their surnames. (This voting method still allows members to cast their supporting vote for more than one person!) In the event of a tie between the persons receiving the highest number of votes, the voting process shall be repeated in the alphabetical order of their surnames. If they receive identical numbers of votes again, a secret vote shall be conducted about them on a ballot paper in line with the provisions of Section (3). The Senate's president shall decide whether to take the members' vote via a voting machine or ballot papers.
- (5) If the machine cannot be used for any reason, the vote shall be conducted according to the general rules.
- (6) If 25% of the attending members with voting rights so requests, a roll call vote shall be ordered, except for personnel matters.

Documentation of Senate meetings

Section 85

- (1) ⁵⁷ The Senate's resolutions must be issued in writing. The minutes of Senate meetings must be taken. The minutes must contain the resolution's content, date, term as well as the rate of votes for and against it.
- (2) The minutes shall be authenticated by persons elected by the Senate.
- (3) Senate meetings may be recorded on audio.
- (4) The Senate's resolutions must be numbered with a new beginning in each academic year as well as recorded and retained in writing. The resolution must be released to the internal public on the University's website. Resolutions are signed by the president and the secretary in line with the Senate's decision.
- (5) Policies (procedures) adopted by the Senate must be equipped with an approval clause. The clause shall contain the date of the adoption, the number of the resolution as well as the signatures of the body's president and secretary.

⁵⁷ Modified by the Senate's Resolution No. a 4e/2020/2021 SZT on July 27, 2020.

III. UNIVERSITY TITLES AND DISTINCTIONS

Section 86

- (1) Pursuant to the Higher Education Act, the effective legal regulations and the University's policies, the Senate and the Rector as well as the University's other bodies and leaders with delegated powers, may award distinctions and honorary titles to persons below:
 - a) Hungarian and foreign experts with outstanding theoretical and practical achievements who participate in the University's teaching and scientific research activities,
 - b) the University's current and former employees (including the former employees of legal predecessors),
 - c) persons with outstanding contributions to the University's growth and progress,
 - d) students.
- (2) The order and requirements for awarding distinctions and honorary titles are regulated by the Code of Distinctions attached to this policy. (Annex 5)

IV. UNIVERSITY FORUMS AND INTEREST REPRESENTATION

University forums

The all-staff assembly

Section 87

- (1) It is the forum where evaluations and proposals may be submitted by any of the University's employees with regard to the University's organization and activity. The assembly is convened on an ad hoc basis by the Rector either on the Senate's proposition or on the Rector's own initiative.

The instructor and researcher assembly

Section 88

- (1) It is a forum of the University's instructors, researchers, teachers, department engineers and veterinarians working at the University, where evaluations and proposals may be submitted with regard to the University's education and research organization and activity. The assembly is convened on an ad hoc basis by the Rector either on the Senate's proposition or on the Rector's own initiative.

Employee forums

Section 89

- (1) The University's executive body, i.e., the Senate is assisted in its activity by employee forums functioning with the organizational structure, composition and tasks defined in Sections (2) – (5) in terms of each employee group.
- (2) The members of the forums are in employment relations with the University.
 - a) The Forum of Lead Instructors/Researchers (VOK) includes:
 - a) full professors,
 - b) private-docents,
 - c) research professors,
 - d) scientific advisors,
 - e) associate professors,
 - f) senior research fellows,
 - g) the head of Hutýra Ferenc Library, Archives and Museum.
 - b) The Forum of Instructors/Researchers (BOK) includes:
 - a) senior university lecturers,
 - b) research fellows,
 - c) assistant lecturers,
 - d) assistant research fellows,
 - e) language and physical education teachers,
 - f) veterinarians and department engineers employed in training and research organizational units and/or the clinic,
 - g) librarians.
 - c) The Employee Forum (ALF) consists of all staff members with an employee status at the University, work at least 30 hours per week and do not belong to any of the instructor/researcher forums.
- (3) The meetings of the forums are attended, with consulting rights in line with their scope of competence, by the University's honorary instructors, private professors, visiting instructors (lecturers) and researchers.
- (4) The activity of the forums is organized and managed by presidents and secretaries elected from among the members.
- (5) If necessary, the different employee forums may also hold joint meetings with the participation of two or three forums.

Assembly of instructors, researchers and teachers of institutes and departments

Section 90

- (1) The assembly meeting of instructors, researchers and teachers of institutes and departments is convened by the president of the Institute Councils or the Head of

- Department as necessary.
- (2) Key tasks of the assembly meeting:
 - a) the president's/HoD's report on the work of the organizational unit and its council
 - b) evaluate the tasks and development plans of the institute/organizational unit;
 - c) evaluate and discuss the development plans of the University and other organizational units.
 - (3) The Rector must be invited to the assembly meeting of instructors, researchers and teachers of institutes/departments, by sending him/her the agenda.

Department assemblies

Section 91

- (1) The department assembly (hereinafter: assembly or assembly meeting) functions as the democratic employee forum of the University's departments, which is convened by the Head of Department as necessary, but at least once every semester.
- (2) Key tasks of the assembly meeting:
 - a) the HoD's report on the organizational unit's activities in the previous period and the tasks ahead;
 - b) evaluate the tasks and development concepts for the next period at the department, and make proposals in relation with them;
 - c) evaluate the University's development programmes on the Rector's request.
- (3) The Rector or the Rector's representative must be invited, with consulting rights, to the assembly meeting of the department's staff. If training related issues are discussed, the representatives of the department's students must also be invited.

Interest representation at the University

Section 92

- (1) Within the framework of the relevant legal regulations the University's policies, the purpose of interest representation at the University is to provide an opportunity for student and employee interest representation groups to consult with the competent leaders and exercise their rights of expression, agreement as well as other rights in relation with the matters and measures that significantly affect:
 - a) the work environment and teaching or research conditions for the University's employees;
 - b) the conditions for students in relation with their training, studies and accommodation in dormitories/student homes.
- (2) The compliance with labour and employment regulations is monitored by the Works Council.
- (3) The University's executives and management bodies of different levels, in line with their scope of competence, must ensure that the following organizations can exercise their rights of interest representation:
 - (a) the Works Council,
 - (b) the Student Council, the Doctoral Student Council and

- (c) everyone who is entitled to do so in any matter by the relevant legal regulations and policies.
- (4) Interest representation shall not cover affairs where there is room for legal dispute on an individual basis.
- (5) Interest representation discussions must be completed before resolutions are adopted.
- (6) The executive bodies of the Works Council, the Student Council and the Doctoral Student Council form their resolutions in line with their own rules and regulations.
- (7) Interest representation discussions must be conducted between representation group executives and bodies of the same level within the University 's organizational structure.

V. INTEREST REPRESENTATION ORGANIZATIONS AT THE UNIVERSITY

Works Council

Section 93

- (1) The Works Council exercises the participation rights on behalf of the community of staff members with employment relations with the University, who elected the Council.
- (2) The Works Council is elected and/or re-elected for a five-year term with the number of members and according to the procedure determined on the basis of the measures taken by the Election Committee that prepares the election of the Council. The president and the vice president are elected by the Council's first meeting, from among its members.
- (3) The justified costs related to the Council's election and operation are borne by the employer.
- (4) The Council's rules of procedure related to the composition, tasks, election, operation and communication with the employer shall be defined in detail in a policy jointly created by the Council and the employer.

Student Council, Doctoral Student Council

Section 94

- (1) Student interests are represented by the Student Council and the Doctoral Student Council (hereinafter jointly referred to as: student councils). All students are members of the Student Council and all doctoral students are members of the Doctoral Student Council, they have the right to vote and to be voted for.
- (2) In terms of procedures regulated by the Higher Education Act, student councils may act on a student's behalf if so requested by the student. Student councils cannot exercise their

rights defined in the Higher Education Act unless they have elected their officials and adopted their statutes as well as at least twenty-five per cent of the University's full-time students participated in the elections for the student council.

- (3) The Student Council's and the Doctoral Student Council's statutes determine the procedures of the student council's operation. The Statutes are adopted by the assembly meeting of the competent student council and becomes effective after the Senate's approval. The Statutes must be approved unless they are in violation of the law or contrary to the Rules of Organization and Operation. The Senate shall issue its opinion regarding the approval of the statutes by no later than the end of the thirtieth day after the submission. The Statutes and their amendments must be considered approved if the Senate fails to issue its opinion within the relevant deadline.
- (4) The University shall provide the funding for the Student Council and the Doctoral Student Council in order to operate and conduct their activities, as well as ensure the lawful use of the funds and the legal operation of the student councils. The Student Council's and the Doctoral Student Council's organizational units may use the University's facilities and equipment free of charge as long as they do not limit the University's operation.
- (5) The Student Council and the Doctoral Student Council shall, in their own discretion, make decisions on their own operation, the use of the financial assets, state subsidies provided for their operation, the use of their own revenue, the exercising of their rights as well as creating and operating an institutional information system. Student councils shall not be given instructions in terms of their interest representation activities.

Section 95

- (1) Student councils may express their opinions and submit proposals with regard to all issues related to the University's operation and the students represented.
- (2) When the rules for organisation and operation are adopted and amended, student councils shall exercise the right of consent in respect of the following:
 - (a) rules on fees and allowances,
 - (b) the student feedback procedures regarding the instructors' performance,
 - (c) the rules of studies and examinations.
- (3) The student councils operating at the University shall, through their elected student representatives and in line with the scope of competences defined in their statutes:
 - (a) cooperate in the organization of student research societies and the publication of their papers;
 - (b) if the necessary conditions are provided, have the right to create, operate and dissolve cultural and social organizations;
 - (c) organize the academic and training contacts of students with other Hungarian or foreign educational, cultural and academic entities;
 - (d) participate in the preparation and organization of the University's public education, sport and leisure time activities as well as in the organization of such events;
 - (e) ensure the delegation of representatives to such bodies that require student representation under the Higher Education Act or other law as well as the

University's Rules of Organization and Operation or other policy.

- (f) Under the pertinent regulations, they shall participate in:
 - fa) in the management of student affairs related to their studies, scholarships and grants; fb) the campus student committee.
- (g) They express their opinion and/or make proposals regarding:
 - ga) the adoption and amendment of the University's regulations pertaining to students;
 - gb) the creation and/or modification of rules pertaining to students; gc) the assignment of the campus director;
 - gd) all matters related to the measures affecting the academic work, social status, cultural, sport and leisure time activities of students (or at least a group of students).
- (4) They shall receive a substantive reply to its 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 its rights set out in the Higher Education Act, including the refusal of the approval of its statutes, the student councils may within 30 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 CLOSING PROVISIONS

Miscellaneous provisions

Section 96

- (1) The publication of this policy shall be ensured by the Rector.
- (2) The Rector and the heads of the organizational units shall ensure that staff and executive decisions - that affect the tasks, rights and responsibilities of instructors, researchers, students and staff members - are communicated to the affected parties in due time.
- (3) The leaders listed in Section (2) shall facilitate the collection of resolutions that contain positions of principle importance regarding work management at the University or the rights and responsibilities of students or employees.
- (4) The head of the Rector's Office shall ensure that the Senate's resolutions and other significant events related to the University's domestic and international activities are

published on the University's website.

Definitions

Section 97

In the context of this policy:

1. Lead instructor, researcher: employee as defined in Section 27 (1) c) and d) and Section 33 (2) c)-e) of the Higher Education Act.
2. Instructor, researcher: employee as defined in Section 27 (1) a) and b) and Section 34 (1) of the Higher Education Act.
3. Non-teaching, non-researcher employee: employee with a role to assist the teaching/research work or other role, as defined in Section 8 (1) of Govt. Directive 395/2015 (December 12).

Closing provisions

Section 98

(1) The Senate of the University of Veterinary Medicine Budapest adopted this Order of Organization and Operation by its Resolution No. 1/2020/21 SZT and amended it by its Resolution No. 4e/2020/2021 SZT.

(2) This Order entered into force as of August 1, 2020 and concurrently replaced the former Order of Organization and Operation that was adopted by Resolution no. 3/1/2015/2016 SZT on July 1, 2016 and amended multiple times.

(3) The policy was amended by the Senate's Resolution No. 10/2020/2021 SZT on September 22, 2020, Resolution No. 21/2020/2021 SZT on December 16, 2020, Resolution No 34e/2020/2021 SZT on April 7, 2021, Resolution No. 36/2020/2021 SZT on May 19, 2021, Resolution No. /2021/2022 SZT on March 30, 2022, Resolution No. 30/2021/2022 SZT on June 29, 2022, Resolution 11/2022/2023 SZT on December 14, 2023, and Resolution No. 25/2022/2023 SZT on March 29, 2023 and Resolution 34/2022/2023 SZT on June 21, 2023.

On behalf of the Senate


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a Szenátus titkára




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