



**OBUDA UNIVERSITY ORGANISATIONAL AND
OPERATIONAL RULES
SECOND BOOK
EMPLOYMENT REQUIREMENTS**

BUDAPEST, 2022.

(Version 6, in force from 15 July 2024)

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INTRODUCTION

Having taken into account the opinion of the Senate of the University of Obuda (hereinafter: University), the Board of Trustees of the Rudolf Kalman Foundation for the Obuda University as the Maintainer (hereinafter: Maintainer) - in accordance with Act CCIV of 2011 on National Higher Education (hereinafter: Act CCIV of 2011 on National Higher Education) 94. § (6) of the Act on the National Act on the National Science Foundation (hereinafter referred to as the "Founding Act") and the University's Charter (hereinafter referred to as the "Charter") - the system of requirements for the employment and performance of the University's lecturers, academic researchers, teachers and other employees, the principles for assessing the fulfilment of these requirements, the rights and obligations of employees, and the procedures to be followed in the course of their employment

- a) the Nftv,
- b) the Government Decree No 87/2015 (IV. 9.) on the implementation of certain decrees of Act CCIV of 2011 on National Higher Education,
- c) Act I of 2012 on the Labour Code (hereinafter referred to as "the Labour Code"),
- d) Government Decree No 395/2015 (XII.) on the implementation of Act XXXIII of 1992 on the Legal Status of Public Servants in Higher Education and on certain issues of employment in higher education institutions,
- e) Act CXXV of 2003 on equal treatment and the promotion of equal opportunities,
- f) Act CXII of 2011 on the Right to Informational Self-Determination and Freedom of Information,
- g) Act LXXVI of 2014 on Scientific Research, Development and Innovation,
- h) Act V of 2013 on the Civil Code (hereinafter: Civil Code),
- i) Act CLII of 2007 on Certain Obligations to Declare Assets,
- (j) Regulation 2016/679 of the European Parliament and of the Council (EU) on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Regulation (EC) No 95/46/EC (GDPR)

on the basis of the provisions of Volume One of the University's Organisational and Operational Regulations (hereinafter referred to as the "OOA"), and taking into account the provisions of the Organisational and Operational Regulations (hereinafter referred to as the "OOR"), the Employment Requirements (hereinafter referred to as the "ER"), which constitutes Volume Two of the OOR, is defined as follows.

PART ONE
GENERAL PROVISIONS

Chapter I

General provisions

Purpose and scope of the ER

1. §

- (1) The aim of the ER is to ensure the high quality and efficiency of the educational, scientific and research activities of the University, the necessary services and the personnel conditions for these activities.
- (2) The scope of application of the ER shall extend to the University, all its organisational units and all employees who are or have been employed by the University under the terms of the Labour Code.
- (3) Where expressly provided for, the scope of the ER shall extend to persons who have a contract or other employment relationship with the University and, in the case of the awards and distinctions provided for in Chapter XVIII of the Regulations which may be awarded by the University
- a) persons who have an employment relationship with the University,
 - b) to persons who are students of the University,
 - c) and to natural persons and non-natural persons not having a legal relationship with the University, subject to the conditions set out in the regulations.
- (4) The requirements set out in these Regulations may not be deviated from, whether or not the employment relationship or other employment relationship is established through a competitive tendering procedure, neither for the first employment nor for subsequent employment or promotion.

Subjects of the employment relationship

2. §

- (1) The subjects of the employment relationship are:
- a) the Maintainer,
 - b) the University as the employer (hereinafter referred to as the "Employer") and persons exercising rights as employers in the name of and on behalf of the Employer,
 - c) persons who are employed by the University (hereinafter referred to as "employees"), including employees in public employment, simplified employment and student employment,
 - d) persons with a contract or other employment relationship with the University, in particular those engaged in specific research activities with the involvement of an external contractor,
 - e) holders of the title Professor Emeritus/Emerita and other titles.

Rules on the exercise of employer's powers

3. §

- (1) The employer's powers shall include the establishment, amendment, termination and other powers in connection with the employment relationship under the Labour Code.
- (2) Employers' rights are divided into two main groups of powers:
- a) employers' rights, exercised by the Rector, the head of the University,
 - (b) work organization and labour management powers, which may be exercised by other managerial employees and by employees who are not managerial employees but who perform labour management tasks- in the authority delegated by the Rector.
- (3) The person exercising the employer's , work organization and labour management powers shall have the right and the duty to act in accordance with the due process of law.
- a) The employer's powers exercised by the Rector:
 - aa) the establishment of the employment relationship,
 - ab) changes to the employment relationship,
 - ac) termination of employment,
 - ad) the selection of heads of departments,

- ae) the exercise of regulatory power,
 - af) the determination of the remuneration of employees, including bonuses, performance pay, bonuses and other allowances paid under any legislation,
 - ag) performance appraisal of employees together with the direct supervisor,
 - ah) the exercise of disciplinary powers,
 - ai) granting of creative leave, unpaid leave and secondment,
 - aj) the establishment, modification, termination or maintenance of an employment relationship,
 - ak) a conflict of interest check,
 - al) ordering employees to work outside the workplace,
 - (am) exercising authority over the heads of autonomous departments and the managers and supervisors under their direct authority,
 - an) the employer's rights exercised with regard to public educational institutions maintained by the University.
- b) The work organization and management powers delegated by the rector:
- ba) initiating the creation, modification and termination of employment and other employment relationships,
 - bb) directing the work of employees, such as assigning tasks, organising, directing and supervising work, and initiating the ordering of employees to work outside their normal or extraordinary duties, or the posting of employees,
 - bc) the exemption of employees from work (according to the Labour Code. in cases of force majeure and in the cases provided for in Article 55 (1)), and the imposition of extraordinary working hours,
 - bd) granting leave to workers, controlling the taking of leave, initiating the granting of leave for creative or unpaid work,
 - (be) preparing the performance appraisal of employees, proposing the appraisal, proposing rewards,
 - bf) initiating disciplinary proceedings in the event of misconduct by employees,
 - bg) managing, assigning and monitoring the performance of tasks by persons with an additional employment relationship,
 - bh) the establishment, modification, or termination of an additional employment relationship or other legal relationship.
- (4) The Rector exercises employer's rights without limitation and may delegate them in part or in full. The delegated authority cannot be further delegated. Delegable powers include the work organization and management powers.
- a) performance appraisal of employees together with the direct supervisor,
 - b) exercise disciplinary powers,
 - (c) authorising creative leave, unpaid leave and secondment,
 - d) the establishment, amendment or termination of other or additional employment relationships,
 - (e) a conflict of interest investigation,
 - (f) exercising labour management authority over labour managers under his/her direct authority
 - g) setting a performance-related salary from its autonomous organisational budget on the basis of a target.
- (5) The employer's powers shall be exercised as follows:
- a) the Board of Trustees of the Rector, represented by its President,
 - b) over the Chief Financial Officer, the Board of Trustees of the Maintainer, represented by its Chairman,
 - c) the Rector over the employees of the University, with the exception of the Director General of Economics.
- (6) The Rector shall exercise the following powers of direct management over the Director General of Economic Affairs:
- a) direct management of the employee's work (assigning, directing, controlling, supervising, ordering the employee to work other than in his/her job, or ordering him/her to work outside his/her normal working hours, posting),
 - b) granting leave to the employee, and controlling the taking of leave, initiating the authorisation of unpaid leave.
- (7) In the absence or in case of his/her inability to attend, the rector shall be replaced by the vice-rectors, the head of the departmental unit shall replace the head of the economic unit, the vice-rector by the head of the departmental unit, the dean by the vice-dean appointed by the dean for this task, and the head of the departmental unit by his/her deputy, in the order specified in the RSMR.
- (8) The procedure for exercising the right of employer shall be set out in the Rector's instructions.

Managerial employees

4. §

- (1) The senior executives of the University are the Rector, the Financial Director, and the rector emeritus.
- (2) The University's executive employees are those defined in Section 6 (2) of the OOR.
- (3) Employees defined in Section 6 (3) of the OOR are not in executive positions, but have management authority.

Procedures

5. §

The procedures for the implementation of this Code are set out in the Rector's instructions. No deviations from the procedural rules and formal requirements laid down in the Rector's instructions may be made.

PART TWO
GENERAL RULE ON THE EMPLOYMENT RELATIONSHIP REASON

Chapter II
General rules

Equal opportunities, rights

6. §

- (1) The University shall be committed to the principles of equal opportunities in the workplace and shall take measures to promote and support the implementation of the principles of equal treatment and equal opportunities.
- (2) The University shall prevent and prevent discrimination against employees in the course of employment. This includes in the recruitment, selection and employment of employees, in the determination of wages, training, further training and other incentives, in transfer, dismissal and in other employment-related matters.
- (3) The University respects the freedom of conscience and religion of students and all employees.
- (4) The University shall pay special attention to the prevention and elimination of any direct or indirect discrimination. The prohibition of discrimination shall apply to discrimination against employees on any grounds, in particular age, sex, marital status, health status, nationality, origin, religion or political opinion. The only exceptions to this are cases of discrimination which is clearly necessary by reason of the nature or the context of the employment.
- (5) The University shall respect the human values, dignity and uniqueness of its employees in the course of their employment. The employer, taking into account and reconciling its own interests and those of its employees, shall endeavour to create working conditions, working conditions and a working atmosphere which contribute to the preservation and strengthening of these fundamental values.
- (6) The University shall also strive to apply the principle of partnership in the employment relationship. To this end, it shall establish transparent contractual relations with a view to ensuring mutual benefit at the same time.
- (7) When formulating the content of job advertisements and when selecting prospective employees, the University shall not discriminate, directly or indirectly, against any person or group of persons, taking into account the legal norms prescribing the conditions for the occupation of the given position. In establishing the employment relationship, the University will assess the skills, abilities, skills and experience required for the post. In selecting candidates, the University considers professional, practical work experience and the reliability based on this experience to be important criteria.

Working hours

7. §

- (1) The weekly working time of all employees shall be 40 hours, in the case of part-time employees proportionately less, as specified in the employment contract.
- (2) Lecturers, academic researchers (hereinafter referred to as "researchers"), teaching staff and senior staff shall work non-regular hours. The Rector may derogate from this provision by individual decision.
- (3) Lecturers, researchers and teachers shall be required to spend at the University the time necessary for the performance of their duties as determined by the head of their department, which shall be carried out exclusively at the workplace. The time and duration of the duties to be performed at the University shall be determined by the head of the department, taking into account the timetable, the dates of examinations and consultations, and the capacity of the laboratories, library and information technology. Institute meetings, departmental meetings, working meetings and the performance of tasks determined by the Rector, the Dean or the heads of the departments shall also be considered as tasks to be performed in the department.
- (4) The working hours of employees employed in service and support positions supporting the work of teachers, researchers and lecturers (hereinafter referred to as "support positions") shall be fixed, equal-time, five-day-a-week, one-shift working hours. Exceptions to this rule are continuous and multi-shift workers.

(5) The working time of support staff is 8.5 hours per day from Monday to Friday, which may be worked between 7:00 a.m. and 3:30 p.m., or between 7:30 a.m. and 4:00 p.m., or between 8:00 a.m. and 4:30 p.m., or between 8:30 a.m. and 5:00 p.m.

The head of the autonomous department decides on the start of working time at the request of the employee.

(6) Flexible working hours for support staff may be authorised by the head of the autonomous department:

- a) the full daily working time may be worked between 6:00 and 22:00,
- b) the regular working hours must be worked at the workplace between 9:00 and 14:00,
- c) the 40 hours of work per week must be completed within the reference week.¹

(7) Working hours for cleaners are 8 hours a day, Monday to Friday: 5:00 am to 1:00 pm, for part-time employees:

- a) Monday to Friday 6 hours a day: from 5:00 to 11:00,
- b) Monday to Friday 6 hours a day: from 12:00 to 18:00.

(8) Working hours of porters:

- a) the duration of the two-shift reception service: from 5:00 to 13:30 and from 13:00 to 21:30,
- b) uninterrupted reception: 12-24 and 12-48 hours.

(9) The daily working hours of a driver may be uneven or split, depending on the workload, and the working week may be 3 months.

(10) Full-time employees may take a half-hour break between 11:30 and 13:00 on each working day. The intermittent break is not part of the working time and may be waived at the discretion of the Rector.

(11) Heads of departments shall ensure that, notwithstanding flexible working hours, the reception of parties and the provision of information, if necessary, are ensured in the department from 8:00 to 16:00 on working days Monday to Thursday and from 8:00 to 13:30 on Fridays. Unused working time used flexibly must be made up the following week, but no later than the end of the month in question. In the case of employees in education and research departments, the head of the department may, where the performance of the basic teaching/research tasks so requires, adjust the normal working hours, and the persons concerned shall be informed in writing.

Leave without pay

8. §

(1) The rector shall determine the dates of the winter and summer partial closure on the basis of the academic year schedule, including the number of vacation days to be reserved. The remaining leave available to the employee shall be granted primarily during the summer period. If leave cannot be granted during the summer period, it shall be granted primarily during the spring or winter period, and any leave days in excess of the working days of the holiday period shall be granted during the registration week, the term of study or the examination period.

(2) Leave shall be authorised by the head of the department.

(3) The Rector may, upon the recommendation of the head of the department, exempt an employee from working at the University for a period of 3 months in teaching and research positions for the purpose of further education, or for the purpose of obtaining a degree, or for the purpose of writing textbooks, notes, other works and other specified research tasks, which period may be extended for a further period of 3 months. A maximum of 9 months may be allowed for the writing of a doctoral thesis. In the case of further training, the terms of the study contract shall apply. Every seven years, the Rector may authorise sabbatical leave for a teaching and research staff member to work in a foreign institution for a period of 6-12 months, which the staff member must submit to the Professorial Council for prioritisation on the basis of a preliminary work plan at least six months before the start of the sabbatical leave.

(4) In the event of an invitation from a foreign institution, the rector may grant the employee unpaid leave for the period spent abroad, based on a written proposal from the head of the department.

(5) If a lecturer or academic researcher requests unpaid leave for the purpose of working abroad, he/she shall submit his/her request to the head of the department at least 30 days before the start of the work. If permission to work abroad is granted, the employer shall conclude an agreement with the employee. The agreement shall be sent to the Payroll and Labour Office. In the case of expatriation, up to one year's unpaid leave may be granted, which may be extended for a

¹ Amended by Resolution 32/2022 (IV.29.) of the Rudolf Kalman Foundation for Óbuda University. Effective from 01.V.2022.

further year in exceptional cases, on written request by the employee two months before the expiry date. On the basis of an individual assessment, the Rector may, on the basis of a statement of support from the applicant's immediate superior and the head of the department, authorise unpaid leave exceeding two years for a maximum total of three years. No further unpaid leave may be granted for a period of seven years after the expiry of the unpaid leave granted for the purpose of working abroad.

(6) The Rector may, at the request of the employee, grant leave without pay in cases other than those provided for in the Labour Code and these Regulations.

Workwear

9. §

(1) At the University, an employee shall become entitled to work clothing from the date on which he or she takes up a position in which he or she is entitled to work clothing under the work clothing register. Working clothes are not the same as the protective clothing and protective equipment prescribed for each job (as defined in the Working Clothing Schedule), which are provided for in the University's Health and Safety at Work Regulations.

(2) The period of entitlement to work clothing shall begin when the worker becomes entitled to it and it has been obtained within the prescribed period. The head of the department concerned shall notify the worker in writing of the fact that he is entitled to the working clothes.

(3) The amount of the voucher and the period of distribution of the working clothes are set out in Annex 2/1. The period of issue shall be calculated on a whole month basis, so that if the entitlement or purchase period falls between the 1st and 15th day of the month concerned, the first day of the month concerned shall be taken into account, and if it falls after the 15th day of the month concerned, the first day of the following month shall be taken into account. Periods of parental leave, sick leave, training, unpaid leave or other special leave exceeding one month shall not be counted towards the qualifying period. This shall extend the period of parole.

(4) If the worker does not acquire the workwear within 3 months of receipt of the notification of the right to purchase workwear, the start of the period of availability shall be calculated from the date of receipt of the workwear. The purchase and use of workwear cannot be exempted at the employee's own risk.

(5) The University shall contribute to the purchase of working clothes by means of an annually agreed reimbursement amount in agreement with the representative bodies. The amount of the allowance shall be decided by the Rector on a proposal from the person responsible for occupational safety and health.

(6) The University will reimburse the invoice for the purchase of the workwear, within the agreed limit. The invoice shall be made out in the name and address of the University.

(7) Before the expiry of the hire period, a worker may be provided with another item of workwear only if it becomes unusable as a result of an industrial accident or fire or other elementary damage through no fault of the worker.

(8) A person in a contract of employment may not receive a work clothing allowance. If a probationary period is provided for in the employment contract between the employee and the University, the employee may receive a workwear allowance during that period. After the end of the probationary period, if the employment contract is changed to an indefinite period, the period of issue of the working clothes shall be calculated from the date of entry.

(9) In the event of termination of the employment relationship, the working clothes shall become the property of the employee, with the remaining part of the working time being accounted for on a pro rata basis.

(10) The employee shall keep the work clothes and protect them from damage. The employee is responsible for cleaning and repairing the workwear. Workwear shall be used by the employee only at the workplace and shall be taken home for cleaning only.

(11) The record of the workwear of the employees of the University shall be kept by the head of the department of the employee entitled to workwear or by the employee.

The study contract

10. §

- (1) At the University, the person exercising the employer's powers may, on the basis of a proposal of the head of the department employing the employee, conclude a study contract with the employee (for both regular and extra-regular training) in order to ensure the professional needs of the employee.
- (2) The study contract must include:
 - a) the form, amount and percentage of the subsidy to be paid to the University,
 - b) the period of employment which the worker is expected to complete after the end of his studies, which shall be at least equal to the duration of his studies but not more than five years,
 - c) remuneration for time off (paid study leave).
- (3) Period of maintenance of the employment relationship with the employee
 - a) for training of less than two years' duration, three times the duration of the training, but not less than half and not more than two years,
 - b) for training exceeding two years, the same duration as the training period, but not more than five years.
- (4) They are considered as time spent at work and therefore count towards the duration of employment:
 - a) exemption from the obligation to work on the basis of a timetable,
 - b) freedom,
 - c) maternity leave,
 - d) the first six months of unpaid leave taken to care for a child,
 - e) inability to work,
 - f) the exemption from employment is subject to the provisions of the Mt. § 55 (1) (b) to (k),
 - g) actual period of voluntary military service in the military reserve not exceeding three months.
- (5) The University may provide the following allowances to an employee with a study contract on a regular or ad hoc basis:
 - a) reimbursement of expenses (travel, accommodation),
 - b) training fees,
 - c) examination fee,
 - d) working time discount,
 - e) study leave for the day of the examination and the two working days preceding it,
 - f) five working days of study leave for writing a thesis,
 - g) the fee for obtaining a scientific degree.
- (6) No tuition fees or reimbursement of expenses related to studies may be paid to an employee of the University without a study contract or an agreement on the support of the fees for the acquisition of a scientific degree, habilitation, doctorate of the Hungarian Academy of Sciences, language examination.
- (7) In the study contract, the employee undertakes to.
 - a) to pursue your studies successfully,
 - b) to take the exams,
 - c) to maintain employment after qualification in accordance with paragraph (3) of this section.
- (8) The study contract shall be drawn up by the employing department on the basis of a request from the employer's employer and shall be registered in the Payroll and Labour Office.

The training

11. §

- (1) The University shall facilitate the participation of the employee in training related to the job and necessary for the performance of the job.
- (2) On the recommendation of the head of the department, the employee shall be obliged to attend a course of training or further training and to pass the required examinations, as determined by the employer's authority on the basis of an individual assessment, unless this would be disproportionately disadvantageous for him/her in view of his/her personal or family circumstances.
- (3) Where the University has obliged the employee to attend training, the University shall reimburse the costs incurred in connection therewith and the absence allowance for the period of absence from work.

The posting

12. §

(1) The procedural provisions concerning the initiation and ordering of domestic and international missions, the amount of the reimbursement of expenses and the method of settlement shall be set out in the University's Mission Rules.

(2) The posting of the Rector shall be subject to the provisions of the University's Mission Rules, with the following exceptions.

a) missions, both internal and external, are countersigned by the Director-General for Economic Affairs.

Chapter III

Content of the employment relationship

Rights and obligations of the employee

13. §

(1) Every worker has the right to.

- a) to make suggestions on any matter relating to the life of the University and to receive substantive answers to them,
- (b) participate, directly or through a representative, in decisions affecting his or her interests and in the University's bodies,
- c) be elected and eligible, subject to other conditions, to serve on the University's governing bodies,
- d) use the University's facilities, equipment and installations in accordance with the provisions of the internal regulations applicable to them,
- e) to express opinions on the University's management, actions and operations at University forums and board meetings, and to make constructive proposals to correct shortcomings, while respecting ethical standards,
- f) to submit comments or complaints to the University's bodies, committees and management; to receive a substantive response to these, in which, if necessary, he/she will be informed of the legal remedies available.

(2) Employees of the University shall participate in the decision-making process in accordance with the procedures set out and described in the Organisational and Operational Regulations of the University, Volume I.

(3) The system of keeping records on employees, the persons entitled to keep such records and the rules of data management shall be laid down in the University's Data Protection Regulations within the framework of the applicable legislation.

(4) In order to ensure that the personnel register is kept up to date, the employee shall notify the Wage and Labour Office of any change in his/her personal data within eight days of the change occurring, such as:

- a) a change of name or address,
- b) higher education and training,
- c) the award of a scientific degree,
- (d) the acquisition of entitlement to an old-age pension in their own right.

The Wage and Labour Office must notify the employer of the fact referred to in point (d).

(5) All employees of the University shall comply with the law and the internal regulations of the University.

(6) It shall be the duty of all employees to use the University's property for its intended purpose and to preserve its condition. University infrastructure shall be used exclusively for the performance of University functions. All private use shall be subject to prior authorisation by the head of the department and to payment of a fee as specified in an individual agreement.

(7) Employees shall have a duty of loyalty to the institution, to identify with the objectives of the University, and to contribute to the preservation and enhancement of the good reputation of the University through their activities and conduct.

(8) The employee shall keep the employer's business secrets. A trade secret is a secret fact, information or other data, and any compilation thereof, relating to an economic activity, which is not generally known or not readily accessible to the persons engaged in the economic activity concerned, and which is therefore of pecuniary value, and which, in order to be kept secret, the holder of the secret must act in a manner normally expected in the circumstances. The obligation

of professional secrecy does not extend to the obligation to provide information and to supply information laid down by law on the disclosure of data of public interest and on data which are in the public interest.

(9) The employee shall perform his/her duties in accordance with the applicable laws, professional conventions, the University's Code of Ethics and the employer's instructions, taking into account the employer's interests. Outside the workplace, the employee shall conduct himself/herself in a manner appropriate to the employment relationship and the job and in the interests of the University. An employee shall not engage in any conduct outside working hours which, particularly by reason of the nature of the employee's job or his or her position in the employer's organisation, is likely directly and effectively to damage the reputation, legitimate economic interests or the objectives of the employment relationship.

(10) The Rector or a person designated by him/her may make statements on behalf of the University in matters concerning the University as a whole and related to its operation. An employee of the University shall not, when expressing his or her private opinion in public, give the impression of representing the official position of the University. When making statements containing political opinions, the employee shall ensure that no reference to his/her employment with the University appears.

(11) Employees of the University shall not, even indirectly, harm or endanger the interests of the University in the course of their activities outside the University (social, economic, educational, scientific). No financial, business or other activity carried out by an employee of the University shall conflict with the economic or other interests of the University. Employees shall not, in their authorised outside activities of individual interest, create the impression that they are acting on behalf of the University. A University employee may not, as an individual, as an owner of a business, as a manager or as a representative, submit a tender in which the University is a participant. If the employee concerned becomes aware after submitting his/her application that the University has also applied, he/she must withdraw his/her application without delay.

This restriction

- a) does not apply in cases where the University and the person concerned apply jointly,
- b) may be waived by the Rector in individual cases.

(12) From the entry into force of this amendment to the Regulations, University employees may not set up a company for the purpose of carrying out the basic and supplementary activities of the University (as detailed in its founding charter) or for the performance of the tasks and organisation of the work specified in the employment contract or job description, nor may they be owners, officers or employees of such companies. A private enterprise may be established for the commercial exploitation of intellectual property belonging to the University under the conditions set out in the University's Intellectual Property Management Policy. Any existing business falling within this scope and the position held by the employee (owner, manager, representative, employee) must be notified to the employer within one month of the entry into force of the amendment to the Code. In the case of a conflict of interest in an existing or proposed establishment, the person exercising the employer's powers - the rector - shall decide within eight days at his/her discretion and, if he/she finds that there is a conflict of interest, shall, upon written request, within thirty days, put an end to the conflict of interest. After the expiry of the time limit without result, the person exercising the employer's powers may apply the legal consequences laid down for culpable misconduct.

(13) Employees of the University shall not engage in political activities in the institution. Employees shall not wear symbols or inscriptions on the University premises, or make statements in public forums or classes which make their political or party affiliation obvious.

(14) A managerial employee of the University shall.

- a) to express his/her increased loyalty to the University in all fora and in all ways available to him/her,
- b) to manage the organisation concerned with legal, moral and economic responsibility,
- c) strive to create a constructive and supportive working environment,
- d) to endeavour to entrust his/her subordinates with current tasks in accordance with their professional competence,
- e) evaluate the work of his/her subordinates objectively and without bias,
- f) to promote the career development of its staff and ensure equal opportunities,
- g) implement the decisions of the Maintainer in economic matters,
- h) to seek to ensure the supply of management, senior teaching and research staff and professional staff.

Chapter IV

The employee redress scheme

14. §

(1) In the event of a violation of equal treatment, harassment, unlawful segregation or retaliation, the employee may refer the matter to the Equal Opportunities Commission, which shall submit the complaint to the employer anonymously within seven days. The employer's measure complained of may not be enforced until the matter has been resolved, but for a maximum of 15 days from the date of the complaint. If the parties are unable to reach an agreement, a mediator may be involved in the procedure. If the mediator is unable to resolve the matter amicably, the employee may appeal to the competent territorial court.

(2) If the manager responsible for implementing the decision disagrees with the decision, he or she may refer the matter to the superior manager of the manager who took the decision.

(3) Persons covered by these Regulations may appeal against a decision or a measure taken or a failure to take a measure in connection with their employment against the person or body entitled to take the decision, within 15 days of the date of notification or, failing this, of the date on which it came to their knowledge, if the decision, measure or failure to take it is contrary to these Regulations or if it is contrary to the law.

(4) The request for legal remedy shall be submitted to the Rector. The Rector shall decide on the case within 30 days with the involvement of the Rector's Office. The Rector shall reject the complaint if it is unfounded.

The Rector shall, if the complaint is substantiated

- a) annul the decision and the action of the person (except the Rector) or body (except the Senate) complained against, and, if necessary, order a new procedure and a decision to be taken,
- b) order the defaulter to take a decision or to take action.

(5) In the event of a decision, action or failure to act by the Rector, the Board of Trustees of the Principal or the Senate, the Rector or the Board of Trustees may, within 30 days, review the necessary decision or action, or may take the decision or action not taken, or may initiate proceedings before the Senate within the same period.

(6) If the Rector, the Board of Trustees of the Principal, or the Senate refuses to take action against a decision, action or omission of the Rector, there shall be no further legal remedy within the University.

(7) In the case referred to in paragraphs (3) to (4), where the employee considers a decision taken in the course of a legal remedy within the University to be unlawful for him/her, he/she may make use of the legal remedies provided for in the Labour Code.

(8) The right of an employee to take legal action within the university shall not affect his or her right to bring an employment dispute before a court of law in accordance with the applicable rules, within a time limit if the law imposes a time limit for bringing an action.

Chapter V

General rules on the establishment of an employment relationship

Establishment of the employment relationship

15. §

(1) An employment relationship may not be established, modified or terminated with retroactive effect even with the consent of the employee.

(2) The person exercising the employer's authority shall be liable for any breach of the provision of paragraph (1).

(3) Employment at the University shall be for an indefinite period, except in the cases specified in paragraph (4).

(4) Fixed-term contract

- a) for the purpose of replacement for the duration of the replacement,
 - b) to carry out a specific task, for the duration of the task
- can be established.

(5) The establishment of an employment relationship may be initiated by the head of the autonomous department or the person exercising the employer's authority. The proposal must be accompanied by the employee's proposed job description.

(6) The establishment of the employment relationship must be initiated at a time when the preparatory process (by sending the admission form) is completed at least five days before the first day of employment, so that the Wage and Labour Office can notify the authority of the start of the social security relationship no later than the day before the first day of the social security relationship. The employer may refuse to accept any application submitted after this deadline, or may set the date of commencement of employment for within 30 days of the date of submission.²

(7) Employment at the University may be established only with a person who

- a) have legal capacity,
- (b) has no criminal record and is not prohibited from engaging in any occupation which precludes him or her from engaging in the occupation,
- c) have the educational qualifications and/or professional qualifications required for the job,
- d) if necessary for the post in question, has successfully taken part in the competition,
- e) undertake to undergo a compulsory occupational health examination.

(8) The specific rules for the creation of teaching posts are set out in Part Three of these Regulations.

(9) Employees with the power of delegation are required to make a declaration of assets. The detailed rules concerning the obligation to make a declaration of assets shall be laid down in a separate rector's instruction.

(10) The rector as employer may agree on teleworking in the employment contract with employees who³

- (a) he/she resides at a distance of more than 100 km from the University's premises or headquarters concerned and the nature of his/her duties permits, or
- b) is justified by the nature of his or her duties, or
- c) is justified by a disability

to work on average at least two thirds of the working time per year at a place separate from the employer's premises or head office.

Job description

16. §

(1) The employer shall draw up a job description for each employee. The job descriptions shall be determined by the person exercising the power to manage the work, taking into account the law and university regulations.

(2) Receipt of the job description shall be evidenced by the employee's signature. The job description shall be drawn up in two originals, one of which shall be kept in the employee's personal file and one of which shall be given to the employee. The model job description can be downloaded from the University Intranet.

(3) The job description shall include in particular the following:

- a) the name of the direct labour manager,
- b) the identity, work organization and labour management powers of the persons exercising the employer's powers,
- (c) a description of the field and the employee's job title, and details of the duties to be performed,
- d) the position of the person who will monitor the performance of the tasks,
- e) the responsibilities associated with the job (e.g. quality, environmental, health and safety),
- f) in the case of lecturers, researchers and teachers, the teaching plan for the semester in question.

(4) The job description shall be reviewed as necessary, the necessary amendments shall be made where justified, and the amended job description shall be communicated to the employee.

The trial period

² Amended by Resolution 111/2022 (XII.6.) of the Rudolf Kalman Foundation for Óbuda University. Effective: from 01.01.2023.

³ Amended by Resolution 111/2022 (XII.6.) of the Rudolf Kalman Foundation for Óbuda University. Effective: from 01.01.2023.

17. §

When the employment contract is concluded, a probationary period of three months is obligatory, from which the Rector may grant a written exemption.

Conflict of interest

18. §

(1) In addition to those provided for by law, an employment relationship for the purpose of employment shall be incompatible with,

- (a) in the context of which there is a possibility of using for the benefit of a third party procedures, methods, knowledge or know-how which constitute a service or trade secret of the University,
- b) which hinders the performance of the employee's basic university duties (teaching, research, administrative and economic activities),
- c) for the full-time employment of a full-time employee of the University in another higher education institution,
- d) in which a full-time lecturer or academic researcher employed by another institution of higher education is employed at the University for more than half of the full-time period, except by written order of the Rector.

(2) Paragraph (1)(a) shall not apply if the employer grants a written exemption.

(3) The employee shall inform the employer in writing of the existence of an additional legal relationship within the meaning of paragraph (1) prior to the establishment of such relationship, and in the case of a new entrant, prior to the establishment of such relationship. The employee shall declare in writing within eight days to the manager exercising the power of employment any conflict of interest as defined by law or by the rules.

(4) An employment relationship may not be established with a person against whom a conflict of interest still exists at the time the employment relationship commences.

(5) If the employer becomes aware of the conflict of interest, the employer shall, within 5 working days of becoming aware of the conflict of interest, request the employee in writing to terminate the conflict of interest. If the employee does not eliminate the conflict of interest within 30 days of receipt of the notice, the employer shall terminate the employment relationship with immediate effect.

(6) If the continued employment relationship under paragraph (1) is detrimental to the legitimate economic interests of the employer, the employer may decide to prohibit the continued employment relationship or to order the employee to terminate the relationship within 30 days or to allow the continued employment relationship to continue subject to conditions.

(7) The University, the University's managerial staff and all employees of the University shall comply with the conflict of interest rules set out in Article 15 (3) of Act IX of 2021 on public interest trusts performing public functions.⁴

Establishment and maintenance of the employee's further employment relationship

19. §

(1) If the working time of the employee falls, in whole or in part, within the same period in the employment relationship and in the employment relationship as a further employment relationship, the further employment relationship may be established only with the prior written consent of the employer. Prior notification of the establishment of the additional employment relationship is compulsory. The employee is obliged to give prior notice even if the additional employment relationship already existed at the time the employment relationship was established.

(2) The request for prior consent shall be sufficiently detailed to enable the employer to determine whether or not a conflict of interest exists. The request must be submitted by the employee to the employer through the head of the department, via the Payroll and Labour Office, using the appropriate conflict of interest declaration.

(3) The establishment of an additional employment relationship for work not affecting his/her working hours - with the exception of scientific, teaching, artistic, proofreading, editorial, intellectual work protected by law, voluntary work in the public interest and public project evaluation - shall be subject to prior notification by the employee to the employer, who shall prohibit the establishment of the additional employment relationship in the event of a conflict of interest.

⁴ Amended by Resolution 9/2023 (II.10.) of the Rudolf Kalman Foundation for Óbuda University. Effective from 20.II.20.2023.

Establishing an additional legal relationship with an employee of another employer

20. §

(1) If justified by the duties and workload (in the case of educational departments: workload) of the department concerned, the employer shall be entitled to establish an additional employment relationship with an employee employed by another employer (higher education institution, etc.).

(2) An additional employment relationship may be established primarily in the form of a part-time employment relationship, if the employer of the worker to be employed has given its consent in accordance with the provisions of the applicable legislation. The duration of part-time employment (monthly working time) is determined by the amount of work to be done, which may not normally exceed half the statutory working time.⁵

Obligation to declare assets

21. §

(1) Employees with financial commitment powers shall be required to make a declaration of assets.

(2) At the University, the obligation to make a declaration of assets shall be fulfilled in accordance with the provisions of the legislation in force and the instructions issued by the Rector.

Chapter VI

How the job is filled

General rules

22. §

(1) Except in the cases provided for in these Regulations, the Rector, as the employer, shall decide on the person to be appointed to a position at the University.

(2) The Rector shall be assisted in his/her decisions by the heads of the University's departments and the University's advisory bodies, as provided for in these Regulations.

(3) Employment at the University

a) without a tendering procedure,

b) in the cases specified in the FKR, and in addition, in the case of positions not subject to competitive tendering, following a competitive tendering procedure decided by the Rector.

can be established.

(4) A vacancy at the University may be initiated, by the person entitled to do so, if

(a) the employment relationship for the post in question is created because the employment relationship of the employee in that post has been terminated, the status is vacant and there is a proven need for the creation of the relationship for the operation of the department concerned, or (

b) a proven change in the responsibilities of the department concerned (

justifies the creation and

filling of a

new post

and the department has the financial means to establish the relationship.

(5) The head of the department shall initiate the filling of the post in writing to the Rector as the person exercising the power of employer.

(6) If the conditions for the post are fulfilled, and

a) the post can be filled by promotion, the Dean submits a proposal to the Rector for promotion to the new post;⁶

⁵ Amended by Resolution 32/2022 (IV.29.) of the Rudolf Kalman Foundation for Óbuda University. Effective from 01.V.2022.

⁶ Amended by Resolution 32/2022 (IV.29.) of the Rudolf Kalman Foundation for Óbuda University. Effective from 01.V.2022.

b) the position can be filled through a competitive application procedure, the Rector's Council approves the content of the call for applications prepared by the Dean and proposed by the Faculty Council, and the Rector announces the application;⁷

c) the position can be filled without a competition, then the Rector, acting in his/her capacity as employer, shall decide on the publication of the job application or on filling the position without a competition, simultaneously informing the HR Office.

(7) The Rector may also initiate the filling of a post, in which case he/she shall consult the head of the department concerned in advance.

(8) The HR Office shall be responsible for the publication of vacancy notices and calls for applications, the conduct of procedures, and the organisation and management of recruitment and selection processes.⁸

Posts that may be filled with or without an open competition

23. §

(1) The following posts may be filled through a competitive procedure

a) from among the senior posts:

aa) the rector,

ab) the Vice-Rector,

ac) the Dean and the Director General of the ERC;

b) non-managerial posts:⁹

ba) the Deputy Director-General of the ERC,

bb)

bc) the associate professor,

bd) the university professor,

in) the director of the institute,

bf) the Vice-Dean,

bg) the Director of the STCRC¹⁰

job title.

(2) Except as provided for in paragraph (1), a vacancy notice shall not be required for the following posts which are subject to compulsory competition

(a) for a post for which there have been at least two unsuccessful job vacancies within ninety days of the date of publication of the vacancy notice,

(b) if the immediate filling of the post is essential for the safe organisation of the continuity of care and the staffing conditions necessary for the continuity of operations cannot be ensured by other means of work organisation. In this case, the post may be filled on a temporary basis for a maximum period of one year without a call for applications,

c) in the case of an employment contract for a replacement or for a specific task or for a fixed term of up to one year.

(3) The employer may, by way of derogation from paragraph (1), order a tendering procedure for any post.

(4) If the recruitment procedure can be dispensed with, the recruitment shall be carried out by the Human Resources Office by publishing the vacancy and the conditions for filling it (hereinafter referred to as "vacancy notice").

Procedure for the promotion of certain teachers¹¹

24. §

(1) The posts of assistant lecturer and assistant professor may be filled by an employee of the University by promotion without a competitive examination procedure. In this case, the dean shall submit to the rector a proposal for promotion to the new position, together with the opinion of the Faculty Council.

⁷ Amended by Resolution 32/2022 (IV.29.) of the Rudolf Kalman Foundation for Óbuda University. Effective from 01.V.2022.

⁸ Amended by Resolution 111/2022 (XII.6.) of the Rudolf Kalman Foundation for Óbuda University. Effective: from 01.01.2023.

⁹ Amended by Resolution 32/2022 (IV.29.) of the Rudolf Kalman Foundation for Óbuda University. Effective from 01.V.2022.

¹⁰ Amended by Resolution 111/2022 (XII.6.) of the Rudolf Kalman Foundation for Óbuda University. Effective: from 01.01.2023.

¹¹ Amended by Resolution 32/2022 (IV.29.) of the Rudolf Kalman Foundation for Óbuda University. Effective from 01.V.2022.

(2) Prior to the Rector's decision, the Rector's Council, on the basis of the proposal of the HR Office, shall give its opinion on the promotion proposals together with the opinion of the Faculty Council and the documents supporting the decision.¹²

(3) The Rector shall decide on the promotion of the employee or the change of job title taking into account the proposals, and shall inform the department concerned and the Payroll and Labour Office of his/her decision with the assistance of the HR Office.¹³

Recruitment and selection without competitive tendering

25. §

(1) If a post is filled without a competitive procedure, the decision of the Rector shall be assisted by the head of the initiating department concerned.

(2) In the case of service and support positions, the efficiency of recruitment is facilitated by the publication of job advertisements, which may be waived at the special decision of the Rector. In the case of teaching, research and teaching posts, a job advertisement may be published if they are not subject to compulsory application.¹⁴

(3) The vacancy notice shall be published on the University's website and may be published on a job search portal and in local print media.

(4) The deadline for the submission of applications shall be calculated from the date of publication on the university website, which shall not be less than 15 days from the date of publication, or 25 days in the case of applications for the post of head of an autonomous department.

(5) The vacancy notice shall include the name and address of the University and the department, the title of the post to be filled, the expected starting date of the post, all essential duties of the post and of any managerial post, all conditions required for the post, the duration of employment and the certificates to be submitted as part of the application, the deadline for submission and assessment of the application and the contact details provided by the issuer of the vacancy notice.

(6) The head of the department initiating the vacancy shall be responsible for the completeness of the vacancy notice. The mandatory conditions and the documents to be attached are set out in the Annex to these Regulations.

(7) The HR Office shall notify the person who initiated the publication of the vacancy notice by electronic means of the date of publication of the vacancy notice.

(8) The HR Office shall forward the complete application files submitted by applicants for vacant posts to the head of the relevant department on a continuous basis, but no later than 2 working days after the closing date for applications.

(9) The head of the department or the person designated by him/her and, upon their request, the staff of the Human Resources Office shall interview the candidates to ascertain their professional qualifications and suitability, and shall then send their recommendation to the Rector, as the person exercising the power of employment, through the Human Resources Office.¹⁵

(10) After the written approval of the employment, the HR Office notifies the applicant and the head of the department of the Rector's decision, forwards the application form to the Payroll and Labour Office, which prepares the documents necessary for the establishment of the legal relationship.

Recruitment and selection through the tendering procedure

26. §

(1) If the post is filled through a competitive procedure, the procedure and the Rector's decision shall be assisted by advisory bodies.

(2) As regards the content of the vacancy notice, the provision on the mandatory content of the vacancy notice shall apply.

¹² Amended by Resolution 111/2022 (XII.6.) of the Rudolf Kalman Foundation for Óbuda University. Effective: from 01.01.2023.

¹³ Amended by Resolution 32/2022 (IV.29.) of the Rudolf Kalman Foundation for Óbuda University. Effective from 01.V.2022.

¹⁴ Amended by Resolution 111/2022 (XII.6.) of the Rudolf Kalman Foundation for Óbuda University. Effective: from 01.01.2023.

¹⁵ Amended by Resolution 111/2022 (XII.6.) of the Rudolf Kalman Foundation for Óbuda University. Effective: from 01.01.2023.

(3) The Dean shall be responsible for the completeness of the call for applications, which shall be decided by the Faculty Council and approved by the Rector's Council.

(4) The call for applications shall be published on the University's website and may be published on a job search portal and in local print media. Publication shall be ensured by the HR Office. The deadline for submission of applications shall be calculated from the date of publication on the University website and shall not be less than 15 days.¹⁶

(5) The HR Office shall forward the complete application materials submitted in response to the call for applications to the head of the department initiating the vacancy, to the advisory bodies for their opinion and to the Rector's Office. If the University Council and the Senate also give their opinion on the application, the proposals are prepared by the HR Office and sent to the Rector's Office.

¹⁷(6) The Rector's decision shall be assisted by the recommendation of the ranking panel(s) defined in these Regulations. The panel(s) shall rank applications that are complete in form, including the assessment of their compliance with the professional criteria. Applicants will be interviewed in person by the advisory panels. In the case of a proposal which is not supported by the panel, a reasoned decision shall be given.

(7) Following the written approval of the employment, the HR Office shall notify the head of the department of the Rector's decision, and forward the document of the decision to the Payroll and Labour Office, which shall prepare the documents necessary for the establishment or amendment of the legal relationship. The head of the department shall ensure that the applicant is notified.¹⁸

Specific rules on the conditions of employment

Specific rules for the tendering procedure

27. §

(1) The Rector's tender shall be announced by the Principal on the basis of the proposal of the Senate concerning the content of the call for tenders. All the applications submitted in response to the call for applications for the post of Rector, which meet the criteria for application, shall be evaluated and ranked by the University's Professorial Council, and the Senate shall then decide on the person of the candidate for Rector by secret ballot, by a majority vote of all its members.

The Rector shall be appointed and dismissed by the President of the Republic of Hungary upon the decision of the Senate and the approval of the Maintainer.

(2) The Director General of Economy shall be appointed and dismissed by the Maintainer, after having obtained the opinion of the Rector.

(3) The Senate shall assist the Rector in the selection of candidates for the posts of Vice-Rector, Dean, Director General of the EHRC, Associate Professor and University Professor by recommending the candidates in order of merit.¹⁹

(4) The Council of Professors and the University Council shall participate in the process of preparing the Senate's proposal for the appointment of Vice-Rector, Deans and Director General of the EHRC, and shall examine, evaluate and rank the applications from a professional point of view.²⁰

(5) The Faculty Council, The Review Committee for Applications and subsequently the University Council shall participate in the process of preparing the Senate's proposal for the appointment of an Associate Professor. These bodies shall review, evaluate and rank the applications from a professional point of view. The submitted proposal is submitted to the Rectors' Council before being evaluated by the Senate.²¹

(6) For applications for university teaching posts²²

a) if the candidate does not hold the title of university professor conferred by the President of the Republic, the Faculty Council, the Professorial Council, and subsequently the Rector's Council and the University Council shall be involved in the process of preparing the Senate proposal, and the applications shall be examined, evaluated and ranked from a professional point of view,

b) if the candidate holds the title of university professor conferred by the President of the Republic, the Senate shall evaluate the submitted candidate(s) and, if necessary, rank them,

¹⁶ Amended by Resolution 111/2022 (XII.6.) of the Rudolf Kalman Foundation for Óbuda University. Effective: from 01.01.2023.

¹⁷ Amended by Resolution 111/2022 (XII.6.) of the Rudolf Kalman Foundation for Óbuda University. Effective: from 01.01.2023.

¹⁸ Amended by Resolution 111/2022 (XII.6.) of the Rudolf Kalman Foundation for Óbuda University. Effective: from 01.01.2023.

¹⁹ Amended by Resolution 32/2022 (IV.29.) of the Rudolf Kalman Foundation for Óbuda University. Effective from 01.V.2022.

²⁰ Amended by Resolution 32/2022 (IV.29.) of the Rudolf Kalman Foundation for Óbuda University. Effective from 01.V.2022.

²¹ Amended by Resolution 111/2022 (XII.6.) of the Rudolf Kalman Foundation for Óbuda University. Effective: from 01.01.2023.

²² Amended by Resolution 111/2022 (XII.6.) of the Rudolf Kalman Foundation for Óbuda University. Effective: from 01.01.2023.

helping the Rector to make his decision.

(7) In the case of applications for the posts of Deputy Director General of the ERC, , Director of the Institute and Deputy Dean, the Rector's decision shall be assisted by the Faculty Council, the Faculty Council and subsequently by the Rector's Council with a recommendation on the ranking of the candidates. ²³

(8) In the case of applications for the posts of assistant professor and assistant professor, the Rector shall be assisted in his/her decision by the Faculty Council, the Faculty Council and subsequently by the Rector's Council with a recommendation on the ranking of the applicants. ²⁴

(9) The advisory bodies, with the exception of the University Council, shall give their opinion on **the proposals** no later than the day before the deadline for submission of the proposals to the next Senate meeting. ²⁵

Chapter VII

Changes to the employment relationship

General rules

28. §

(1) An employment contract may be amended only by an amendment of the employment contract to that effect, by drawing up a document signed by the employer and the employee.

(2) In the employment document concerning the modification of the employment relationship, the employee shall be warned of the possibility of legal remedy.

(3) The procedure set out in subsection (1) of this section is not necessary if the modification is based on a statutory provision. In such a case, the employee shall be notified in writing, the notification shall be given to him in person in the first instance and the fact of receipt shall be certified on the employer's copy of the notification. By post, the notice shall be served by registered letter with acknowledgement of receipt.

(4) The contract of employment and the instrument amending the contract of employment shall be drawn up in three originals and shall be

- a) one (original) copy must be given to the employee,
- b) one (original) copy is given to the Wage and Labour Office, which will place it in the employee's personal file,
- c) one (original) copy belongs to the department,
- d) a (copy) of the employment contract or the amendment shall be sent to the Registrar via the University's document management system.

Where appropriate, additional copies may be made available to heads of departments or project management.

(5) The preparatory and administrative tasks related to the amendment shall be carried out by the head of the department concerned and the Payroll and Labour Office.

(6) The proposal for the amendment must be initiated by the head of the department at least fifteen days before the planned date of the amendment of the employment relationship. Proposals submitted after this time limit may be rejected by the employer or the start date of the modification may be set by the employer within fifteen days of the date of the proposal.

Change of job

29. §

(1) If the amendment to the employment contract is intended to change the job or to make a substantial change to the original job, the procedure laid down in this Chapter shall be followed and it shall be ascertained before the amendment is made whether the conditions of employment are still applicable to the new or changed job.

(2) In the event of a change in the employee's job title, the employer shall draw up a new job description for the employee in accordance with the change.

(3) If the change in the job involves a change in the place of work, this must be specifically provided for in the amendment to the employment contract.

²³ Amended by Resolution 32/2022 (IV.29.) of the Rudolf Kalman Foundation for Óbuda University. Effective from 01.V.2022.

²⁴ Amended by Resolution 32/2022 (IV.29.) of the Rudolf Kalman Foundation for Óbuda University. Effective from 01.V.2022.

²⁵ Amended by Resolution 32/2022 (IV.29.) of the Rudolf Kalman Foundation for Óbuda University. Effective from 01.V.2022.

(4) Subject to subsection (1) of this section, if required in respect of the new or changed job, it shall be presented for inclusion in the employee's personnel file:

- a) the originals of the diplomas, certificates and certificates attesting the qualifications required for the new or changed position. The records of the relevant content of the documents shall be attached by the Payroll Office to the personnel file in the personnel register,
- b) a certificate of medical fitness,
- c) proof of training in fire and safety rules.

(5) The provisions of paragraph (4) of this Section shall not apply if the new post has been filled on the basis of a tender procedure and the necessary documents for the tender have already been presented and a record has been made of their essential content.

Order a target task

30. §

(1) The head of a department may pay an employee a performance salary for the achievement of a specific work performance or for the completion of temporary target tasks, either once or for a fixed period of time, paid on a monthly basis, excluding the target task performed by substitution.

(2) A target task may be assigned for a specific period of time, which shall be determined according to the nature of the task (reference year/month; academic year/semester; other specified period).

(3) The imposition of a specific task shall be subject to the condition that the financial resources are demonstrably available.

(4) If the target task to be performed falls within the remit of another department of the University, the head of the department concerned may decide/initiate the rector to order the performance of the target task for a specified period of time only with the prior written consent of the head of the employee's department.

(5) The performance of any task which does not fall within the employee's job description may be ordered as a target task,

- a) which falls within the scope of the University's activities,
- b) the performance of which as a specific task is expedient and economical in the interests of the University,
- c) for the performance of which the employee concerned has the professional qualifications and expertise.

(6) If the target task is an educational task, it may be assigned only if the conditions set out in paragraph (5) are fulfilled, even if the conditions set out in paragraph (5) are fulfilled, if the lecturer has fully performed the tasks specified in his/her job description (e.g. teaching, research, related university public activities), including in particular the time spent teaching.

If you have only partially fulfilled your teaching duties, only the part (number of hours) of your teaching activity which, after aggregation, actually exceeds the weekly compulsory hours, can be recognised as teaching duties.

(7) If the number of hours devoted to teaching has been increased, the previously ordered target task shall be revised, and a target task may be ordered only taking into account the teaching time for the current academic year.

(8) The performance of an educational task falling within the training system of the university may be assigned as a target task if

- a) if the given training (bachelor's, master's, split training, specialised further training, higher education vocational training, doctoral training) is exclusively self-financed and the funding for this has been planned at faculty level or is actually available on the basis of the payments; or in the case of Hungarian state (part) scholarship training, the financial funding for this is available at faculty level from the self-financed training or other own income that can be used for this purpose,
- b) where the teaching duties of the invited teacher, including the teaching duties of the academic researcher, are an actual objective of the training, subject to the relevant provisions of these Regulations.

The number of hours spent by university lecturers on teaching that is used to replace the research duties of the lecturer (at least 20% of his/her working time) as stipulated in the Nftv is not a target task.

(9) The rules of paragraph (8) shall apply mutatis mutandis to other training courses of a continuing training nature not falling within the scope of training specified therein.

Chapter VIII

Termination of employment, termination of employment

General provisions

31. §

(1) Upon termination of his/her employment, the employee shall account for the tools, machinery, equipment and supplies in his/her possession but belonging to the University, settle any debts with the University, have the head of the department sign the accounting form and submit it to the Wage and Labour Office no later than the third day before the last day of work, and hand over his/her job to the person designated by the head of the department. Provisions relating to resignation are set out in a separate Rector's Instruction.

(2) The head of a department shall endeavour to grant leave in kind on a pro rata basis, and may grant leave in lieu if it is not possible or would be difficult to grant leave in kind.

(3) The head of the department shall ensure that the termination of the employee's access rights to university IT systems takes place no later than the date of termination of the employment relationship.

(4) If the employee has also performed project management duties, he/she shall hand over the documents and information necessary for the continuation and completion of the project and for the preparation of the report to the employee designated by the Rector, upon the recommendation of the professional manager responsible for the implementation of the project.

(5) The document containing the employer's decision on termination of employment shall be drawn up in three original copies and shall be

a) one (original) copy must be given to the employee,

b) one (original) copy is given to the Payroll and Labour Office, which will place it in the employee's personal file,

c) one (original) copy belongs to the department,

d) a (copy) of the termination of the employment contract shall be sent to the Archives via the University's document management system.

Where appropriate, additional copies can be made available to the heads of departments and project management.

Termination of employment

32. §

(1) The employment relationship shall be governed by the Mt. (1) The employment relationship shall be terminated by operation of law in the cases specified in Article 63 (1).

(2) If the employment relationship is terminated by the death of the employee, the immediate supervisor shall immediately notify the head of the department of this fact, who shall immediately notify the Rector and the Wage and Labour Office.

(3) If the employment relationship terminates at the end of the fixed term of the employment contract, the employment contract shall be terminated in accordance with the provisions of the Mt. 63 (1) c), the employee concerned shall be notified of this fact 15 days before the expiry of the fixed term.

Termination of employment

33. §

(1) Preparatory and administrative tasks related to the termination of employment shall be carried out by the head of the department concerned and the Wage and Labour Office.

(2) Termination of employment during the probationary period by unilateral declaration, with immediate effect, shall be initiated by the head of the department to the person exercising the power of employer. The document containing the employer's decision shall be prepared by the Payroll and Labour Office.

(3) The head of the department must initiate the proposal to terminate the employment relationship thirty days before the planned date of the beginning of the notice period. Proposals made after this time limit may be rejected by the employer or the date of termination may be set by the employer within thirty days of the date indicated in the proposal.

(4) In the event of termination of employment, the notice of termination shall be addressed to the person exercising the employer's authority and shall be submitted to the Payroll and Labour Office, with the head of the department being informed at the same time.

(5) By 30 November each year, the Wage and Labour Office shall draw up a statement of the employees who will reach the retirement age applicable to them in the following year and shall send it to the manager exercising the employer's authority. Employees who are retired from teaching, research or teaching posts (Article 294(1)(g) of the Labour Code) shall be terminated by notice of dismissal not later than the last day of the examination period of the academic semester in which they reach the age of retirement. In the case of employees who are not employed as teachers, lecturers or researchers, their employment shall be terminated by notice of termination of employment after they have reached the age of retirement and have completed the requisite period of service. At the written request of the employee, the employer may release the employee from the obligation to terminate the employment relationship. Lecturers, researchers and teachers may continue to be employed after the age of 70, subject to the decision of the person exercising the employer's powers.²⁶

(6) The written declaration of the instructor shall specify the higher education institution for which he/she may be taken into account when considering the existence of the conditions for the operation of the institution. Accordingly, in exercising his discretionary power, taking into account the strategic objectives of the University, the employer shall apply the provisions of the Labour Code of the University of applied sciences. 66 (2) of the University's strategic policy, the University may initiate the termination of the employment of a lecturer or researcher who, according to his/her declaration, is a full-time employee of another higher education institution in the first place. The attention of the person concerned shall be specifically drawn to this circumstance when making the declaration.

Chapter IX

Liability rules

Rules on liability for damages

34. §

(1) The rules on liability for damages under labour law may be applied if the employee or the employer suffers damage as a result of a breach of the obligations arising from the employment relationship.

(2) The common preconditions for establishing the liability of employees and employers:

- a) breach of an obligation arising from an employment relationship,
- b) the imputability of the conduct (fault or liability regardless of fault),
- c) the occurrence of damage,
- (d) the existence of a causal link between the damage and the misconduct and between such misconduct and the employment relationship.

(3) For the purposes of this Policy, damage is the loss of value of any property of the University or of any assets held or managed by it, any loss of profit and the costs relating thereto, which is causally linked to the employee's wrongful and wrongful conduct (act or omission).

(4) The provisions of the Labour Code shall apply to the basis of liability for damages, the amount and method of compensation, the rules of liability regardless of fault, and the enforcement of the employer's claim for damages.

Inventory responsibility rules

35. §

²⁶ Amended by Resolution 60/2023 (27.VI.27.) of the Rudolf Kalman Foundation for Óbuda University. Effective: from 01.VII.2023

(1) Inventory responsibility shall be governed by the rules of the Labour Code in conjunction with the University's rules on the inventory of assets and liabilities.

(2) The employee shall be informed of the above conditions before the conclusion of the inventory responsibility agreement or the beginning of the inventory period. The inventory responsibility agreement shall specify the inventory for which the employee is responsible.

(3) In the event of a lack of inventory, or a breach of the obligation to return, retain or account for the inventory, the Finance and Accounting Office shall immediately notify the head of the department and the Rector, who shall initiate the procedure within thirty days of the day following the completion of the inventory control. Failure to comply with this time limit shall result in forfeiture of the right.

(4) The model documents to be used for the inventory responsibility agreement, inventory preparation and control are set out in the University's Assets and Resources Inventory Preparation and Control Policy.

PART THREE
SPECIAL RULES APPLICABLE TO THE EMPLOYMENT RELATIONSHIP
Chapter X

Special rules for workers in managerial and supervisory positions

Specific conflict of interest rules for senior management

36. §

It is incompatible with the job of a managerial employee,

- (a) if you are in a management (supervisory), control or accountability relationship with a relative,
- b) if he/she is an executive officer or a member of the supervisory board of a company which carries out the same or similar activities as the employer or has regular economic relations with the employer.

Special provisions relating to certain workers²⁷

37. §

(1) The University's requirements for senior employees:

- a) have the overview and analytical skills necessary to identify and define the main development direction of the University or the department,
- b) have the personality traits, professional knowledge and skills needed to plan and organise management and leadership tasks,
- c) possess the knowledge and skills necessary to direct the work of subordinates, to evaluate them objectively, to promote and develop their development and to train junior managers,
- d) possess the qualities and skills needed to implement democratic and person-centred management methods,
- e) have dynamic initiative and leadership skills, personal qualities necessary for leadership, expressiveness and interpersonal skills,
- f) is committed to representing the interests of the University in the broadest sense,
- g) be able to represent the University actively and effectively,
- h) has an overview of the University's operations and is able to cooperate with other University departments,
- i) knowledge of a world language.

(2) Senior posts at the University may be held for a maximum of five years, but may be renewed several times by competitive tendering.²⁸

38. §

A rector may be a person who, in addition to the requirements for senior posts

- a) have a Master's degree and professional qualifications,
- b) has management and organisational skills and experience gained in higher education,
- c) have at least one 'C' (complex) intermediate level, state-recognised, general - or equivalent - language examination,
- (d) be employed as a university lecturer,
- (e) has a broad knowledge of the educational field within the University's profile and significant educational, industrial, economic and research contacts, which enable him or her to lead the University effectively,
- f) a proven track record in previous senior management positions,
- g) have the skills and experience to develop scientific and educational policy concepts,
- h) actively participate in the work of scientific and higher education associations and organisations,
- i) be able to negotiate in at least one world language.

39. §

A vice-rector may be a person who, in addition to the requirements for a senior post

- (a) hold a Master's degree and professional qualifications, a university professorship or an associate professorship,
- (b) be able to contribute to the effective performance of the University's mission through its educational, industrial, economic and research links,
- c) have skills and experience in the development and implementation of educational, scientific and professional concepts,

²⁷ Amended by Resolution 32/2022 (IV.29.) of the Rudolf Kalman Foundation for Óbuda University. Effective from 01.V.2022.

²⁸ Amended by Resolution 32/2022 (IV.29.) of the Rudolf Kalman Foundation for Óbuda University. Effective from 01.V.2022.

- d) has experience in administrative management, research management, proposal preparation and is able to run committees,
- e) be able to negotiate in at least one world language,
- f) be able to cooperate with student representatives,
- g) actively participate in the work of professional, educational, scientific and higher education associations and organisations.

40. §

In addition to the requirements for the post of dean, a dean may be a person who

- a) holds a master's degree and professional qualifications, a university teaching post or an associate professorship, appropriate to the educational profile of the faculty,
- b) is able to contribute to the effective performance of the University's and the faculty's tasks through its educational, industrial, economic and research relations,
- c) be able to cooperate with student representatives,
- d) have the skills and experience to develop scientific and educational policy concepts,
- e) actively participate in the work of professional, educational, scientific and higher education associations and organisations,
- f) be fluent in at least one world language,
- g) have the skills and experience to develop and implement educational, scientific and professional concepts appropriate to the educational profile of the faculty,
- h) have experience in teaching, research organisation, proposal writing, project management.

41. §

The Director-General of the ERC may be a person who, in addition to the requirements for senior posts

- a) holds a master's degree and professional qualifications, a university teaching post, a university associate professor or an academic degree,
- b) have at least five years' teaching and research experience in higher education,
- c) has an extensive network of scientific contacts,
- (d) be able to identify and decide independently on the basis of university priorities in the areas covered by the Centre's activities,
- e) through its industrial, economic and research contacts, it is able to contribute to the effective performance of the University's and the faculty's tasks,
- f) have the ability and experience to develop scientific and research concepts,
- g) actively participate in the work of educational, scientific and higher education associations and organisations,
- h) be able to negotiate in at least one world language.

42. §

A Vice-Dean may be

- a) holds a master's degree and professional qualifications, a university teaching post or an associate professorship, appropriate to the educational profile of the faculty,
- b) is able to contribute to the effective performance of the University's and the faculty's tasks through its educational, industrial, economic and research relations,
- c) have the skills and experience to develop and implement educational, scientific and professional concepts appropriate to the profile of the faculty,
- d) have experience in teaching, research organisation, proposal writing, project management,
- e) actively participate in the work of professional, educational, scientific and higher education associations and organisations,
- f) be fluent in at least one world language,
- g) be able to cooperate with student representatives.

43. §

The director of the Salgótarján Training Centre and Research Centre may be a person who, in addition to the requirements for the post of director

- a) have a university degree and professional qualifications,
- (b) have at least five years' experience in educational management,

- (c) have educational, economic and research links capable of helping the Centre to carry out its tasks effectively,
- (d) be able to identify and decide independently on the basis of university priorities in the areas covered by the Centre's activities.

Hourly discount

44. §

- (1) In the case of the Rector, the compulsory teaching time is reduced by 75%.
- (2) For Vice-Rectors, Deans and the Director General of the ERC, the mandatory teaching time is reduced by 50%.
- (3) In the case of the Deputy Deans, the Deputy Director General of the ERC, the Director of the Salgótarján Training Centre and Research Centre and the Department Heads of the Directorate General of Education, the time spent on compulsory teaching shall be reduced by 25%.²⁹
- (4) For directors of institutes, the time spent on compulsory teaching is reduced by 20%. In the case of registrars who also have teaching duties, the time spent on compulsory teaching may be reduced by up to 20% at the discretion of the head of department.
- (5) The time allowances of managers for teaching may not be combined.

Special rules on termination of employment of senior management

45. §

- (1) The post of a managerial employee shall be transferred or taken over by means of a transfer procedure.
- (2) The transferor shall be a manager whose employment is terminated or who is permanently prevented from performing his/her managerial duties. In the event that the transferor is prevented, with good reason and justification, from transferring his/her duties, the person exercising the employer's powers shall make provision for the transfer of such duties, with simultaneous notification of the prevented manager. The notification shall state that the prevented manager may be represented in the procedure by a proxy.
- (3) The recipient is the new head or the person designated as permanent replacement. If the new manager has not yet been selected at the time of termination of the employment of the manager, the person taking over shall be appointed by the employer.
- (4) The handover procedure shall be completed on the last day of the driver's working life. In the event that the handover procedure is carried out when the driver is prevented from carrying out the procedure, the procedure shall be completed within 30 days of the issue of the order referred to in paragraph 2. In the case of termination with immediate effect, the final date for completion of the transfer procedure shall be the date of receipt of the exit document.
- (5) A record of the handover shall be drawn up, the contents of which are set out in Annex 3/9 to these Regulations.
- (6) The recording and signing of the handover report shall be authenticated by the Rector's countersignature.
- (7) The minutes shall be drawn up in four originals, of which
 - a) a copy is given to the transferor,
 - b) a copy is given to the recipient,
 - c) a copy is given to the Wage and Labour Office,
 - d) one copy shall be kept in the archives.
- (8) In the event that the transferor or the transferee makes a comment in connection with the handover procedure, a copy of the minutes shall be made available to the Rector.
- (9) If the observations made in the handover report justify it, the Rector shall initiate the necessary investigation. The investigation resulting from the disagreement or comments shall not have suspensive effect on the handover or takeover.

²⁹ Amended by Resolution 32/2022 (IV.29.) of the Rudolf Kalman Foundation for Óbuda University. Effective from 01.V.2022.

Chapter XI

Specific rules for trainers

General conditions for teaching posts

46. §

- (1) The assessment of the professional activities of teaching staff shall be carried out in accordance with the requirements set out in Annex 3/1 to the CEFR.
- (2) In the case of teaching posts, the employment relationship shall be subject to the fulfilment of the minimum professional requirements for certain teaching posts set out in Annex 3/2 to the CEFR.
- (3) The performance to be achieved in the assessment of each teaching staff member in a given category shall be 40% of the minimum required for publication and creative activity in Annex 3/2 of the Staff Regulations.
- (4) A non-Hungarian citizen may be employed as a teacher. The employment of a non-Hungarian citizen shall be subject to compliance with the legal provisions governing the employment of non-Hungarian citizens and to the recognition or naturalisation of the foreign certificate or diploma of the person concerned in accordance with the provisions of the special legislation.³⁰
- (5) In addition to the conditions laid down by law, employment as a lecturer at the University shall be open to any person who
- a) meets the teaching/research requirements of the University, commensurate with the post,
 - b) carry out scientific work in the field of education and training or research and development,
 - c) has professional experience appropriate to his/her teaching position,
 - d) has pedagogical skills and preparation,
 - (e) continuously develop their knowledge,
 - (f) be suitable for the education of young people on the basis of his or her personal qualities, moral conduct, interpersonal skills and state of health,
 - g) have a knowledge of the world language(s) necessary for teaching and research,
 - h) have up-to-date IT skills.
- (6) The main criteria for teaching qualifications at the University are:
- a) teaching, learning and research skills,
 - b) the scientific degree required,
 - c) professional and pedagogical commitment,
 - (d) adequate general literacy or the need to develop it regularly,
 - e) networking and community-building skills.
- (7) Employees of the University employed in a teaching position shall record the data of their scientific publications in the Hungarian Scientific Works Repository (MTMT). When assessing the publication activities of lecturers, the data published in the MTMT shall be taken into account.
- (8) Full-time or part-time lecturers and researchers employed by the University shall indicate in their publications an affiliation with the institution, its faculty/centre or doctoral school.³¹
- (9) In compliance with the provisions of the Labor Code (Mt), the rector may assign tasks related to the core educational activities or directly supporting tasks in public educational institutions maintained by the University to employees in teaching, lecturing, or research positions. The employer determines the remuneration based on the employee's base salary, the tasks to be performed, and in accordance with quality principles.

Principles for determining teaching time

47. §

- (1) At the University, the minimum compulsory teaching time for each teaching post shall be, in the case of full-time teaching:

³⁰ Amended by Resolution 111/2022 (XII.6.) of the Rudolf Kalman Foundation for Obuda University. Effective: from 01.01.2023.

³¹ Amended by Resolution 111/2022 (XII.6.) of the Rudolf Kalman Foundation for Obuda University. Effective: from 01.01.2023.

- a) 8 hours per week for university teachers,
- b) 11 hours per week for college teachers,
- c) 10 hours per week for associate professors,
- d)
- e) 12 hours per week for adjunct professors,
- f) 12 hours per week for assistant teachers,
- g) 14 hours per week for university trainees, where the time spent in observation alongside the instructor, or performing other tasks supporting education, may also be taken into account,
- h) 20 hours per week for master teachers.

If the lecturer is not employed on a full-time basis by the University, the time spent teaching, or any reduction thereof, shall be determined in proportion to the time spent in employment.

The teaching time of instructors may be increased by up to forty percent or reduced by up to twenty-five percent in accordance with the provisions of the Nftv. The teaching time may be adjusted by the employer, taking into account, in particular, the lecturer's publication activities in the preceding period.³²

As compensation for the time allocated to research, the employer may increase the time the instructor spends on teaching by up to 20% of their working hours if the time spent on research is not supported by publications or other documentation.

(2) In order to ensure the completeness and validity of the record of teaching time, only contact hours that have been/are recorded in the course registration process of the Neptun system shall be taken into account. Contact hours shall be understood as the number of hours of timetabled lectures, tutorials, laboratory exercises, mentoring and patroning teachers in higher education, bachelor, master, doctoral and postgraduate courses. Only contact hours where the number of students enrolled in the course reaches 6, or 3 in the case of PhD courses, may be counted as teaching time.³³

(3) The teaching time of lecturers participating in correspondence courses shall be calculated in proportion to the actual weekly commitment and the semester (14 weeks) (e.g. 3 consultations per semester with 3 hours per session = $3 \times 3 / 14$ weeks = 0.6 hours/week). The teaching time shall be multiplied by one and a half for the hours on Saturdays.³⁴

(4) For the thesis/thesis consultation, 0.25 hours/week per student may be counted as contact hours when determining the time spent on teaching. An instructor may consult on up to ten theses/theses per semester. In the case of doctoral thesis supervision, 2 hours per week per doctoral student may be counted towards the teaching time.³⁵

(5) When determining the time spent on teaching, foreign language training shall be taken into account by a multiplier of one and a half for the first time and a multiplier of one and a half thereafter. Foreign language training on a Saturday shall be taken into account first by a factor of two and then by a factor of one and a half. These rules also apply to the criterion subjects.³⁶

(6) For the management of project work, 0.25 hours/week per student per contact hour may be counted when determining the time spent on teaching. An instructor may supervise up to twenty students in a semester.³⁷

(7) When determining the time spent on teaching, e-learning and K-MOOC training shall be taken into account by a single multiplier.³⁸

(8) When determining the time spent on teaching in the mentoring programme, the preparatory and leveling courses may be counted as 1 hour per week.³⁹

(9) Hours provided for extra charge shall not be counted in determining the time spent on teaching.

(10) The semesterly value of the teaching time of the lecturer's total weekly working time and the value of the hourly allowances shall be recorded in the lecturer's job description, which shall be the responsibility of the Director of the Institute, under the supervision of the Dean/Centre Director-General.

³² Amended by Resolution 9/2023 (II.10.) of the Rudolf Kalman Foundation for Óbuda University. Effective from 20.II.20.2023.

³³ Amended by Resolution 111/2022 (XII.6.) of the Rudolf Kalman Foundation for Óbuda University. Effective: from 01.01.2023.

³⁴ Amended by Resolution 111/2022 (XII.6.) of the Rudolf Kalman Foundation for Óbuda University. Effective: from 01.01.2023.

³⁵ Amended by Resolution 111/2022 (XII.6.) of the Rudolf Kalman Foundation for Óbuda University. Effective: from 01.01.2023.

³⁶ Amended by Resolution 111/2022 (XII.6.) of the Rudolf Kalman Foundation for Óbuda University. Effective: from 01.01.2023.

³⁷ Amended by Resolution 111/2022 (XII.6.) of the Rudolf Kalman Foundation for Óbuda University. Effective: from 01.01.2023.

³⁸ Amended by Resolution 111/2022 (XII.6.) of the Rudolf Kalman Foundation for Óbuda University. Effective: from 01.01.2023.

³⁹ Amended by Resolution 111/2022 (XII.6.) of the Rudolf Kalman Foundation for Óbuda University. Effective: from 01.01.2023.

(11) The workload must reach, on average over two semesters, the number of compulsory hours laid down in these Regulations.⁴⁰

(12) A lecturer may, with the consent of the employer employing him/her, perform his/her duties for a fixed term - up to a maximum of five years - in a higher education cooperation programme at a Hungarian-language higher education institution abroad.

(13) In the case of a university professor holding a doctorate of the Hungarian Academy of Sciences, a discount of 1 hour per week may be granted upon the decision of the rector.

The university trainee

48. §

(1) In addition to the teaching requirements laid down in these regulations, a trainee at the University may be

- a) BSc or equivalent,
- b) undertake to complete an MSc degree within three years,⁴¹
- c) undertake to start doctoral studies after obtaining the MSc degree and takes a comprehensive exam within two years,
- (d) have a high level of professional knowledge and experience related to their teaching activities, as well as the ability to lead practice,
- e) is able and willing to engage in teaching, organisation and research under the guidance of a senior lecturer,
- f) have a level C or equivalent at intermediate level,
- g) have the necessary knowledge of at least one world language to follow the literature.

(2) The duties of a university trainee:

- a) conducting high-quality exercises,
- b) assisting the senior lecturers in the preparation of lectures, regularly attending lectures of the subject(s) taught,
- c) participation in the collection, processing, preparation of exercises, development of measurement, of notes and teaching aids for the subject(s) taught,
- d) involvement in research and other extra-curricular activities (within a research team, under the guidance of a senior lecturer), including the acquisition of applied methods and the manual practice required for the subject taught,
- e) consulting with students, reporting to students, assisting in the examination process,
- f) regular participation in professional, pedagogical, pedagogical-methodological training and self-training.

(3) The employment relationship of a university trainee may be terminated by notice if the employee does not establish a doctoral candidate status within 3 years of the date of the establishment of the university trainee employment relationship or does not take a comprehensive exam within two years from the start of their doctoral student status.

The period shall not include any period during which the employment is interrupted for more than 90 days on account of maternity leave, childcare, care of a close relative, incapacity for work, or work or study abroad at a higher education institution or research institute.

The teaching assistant

49. §

(1) A teaching assistant (hereinafter referred to as "teaching assistant") at the University shall be a person who, in addition to the teaching requirements laid down in these Regulations

- a) hold an MA/MSc or equivalent and have started or are in possession of a doctorate,
- (b) have a high level of professional knowledge and experience related to their teaching activities, as well as the ability to lead practice,
- c) is able and willing to carry out teaching, organisational and research work under the guidance of a senior lecturer,
- (d) have at least an intermediate C level or equivalent,
- e) have the necessary knowledge of at least one world language to follow the literature.

(2) The duties of a teaching assistant:

- a) conducting high-quality exercises,
- b) assisting the senior lecturers in the preparation of lectures, regularly attending lectures of the subject(s) taught,

⁴⁰ Amended by Resolution 111/2022 (XII.6.) of the Rudolf Kalman Foundation for Óbuda University. Effective: from 01.01.2023.

⁴¹ Amended by Resolution 32/2022 (IV.29.) of the Rudolf Kalman Foundation for Óbuda University. Effective from 01.V.2022.

- c) participation in the collection, processing, preparation of exercises, development of measurement, of notes and teaching aids for the subject(s) taught,
- d) participation in research and publication activities and other extra-curricular activities (within a research team, under the supervision of a senior lecturer), including the acquisition of applied methods and manual practice in the subject taught,
- e) consulting with students, reporting to students, assisting in examinations, and supervising scientific student groups,
- f) regular participation in professional, pedagogical, pedagogical-methodological training and self-training.

(3) The employment relationship of a teaching assistant may be terminated by notice if the employee does not establish a doctoral candidate status within 4 years of the date of the employment relationship, or within 6 years in the field of arts. The period shall not include any period during which the employment is interrupted for more than 90 days on account of maternity leave, childcare, care of a close relative, incapacity for work, or work or study abroad at a higher education institution or research institute.⁴²

The adjunct

50. §

(1) Adjunct professors (hereinafter referred to as "adjunct professors") at the University shall be persons who, in addition to the teaching requirements laid down in these Regulations

- a) MA/MSc or equivalent and a doctoral degree (PhD/DLA),
- b) has a comprehensive knowledge of the subject he/she teaches and related subjects,
- c) is able to give presentations on a specific topic,
- d) strive to constantly improve their pedagogical knowledge and teaching methods,
- e) regularly engage in professional public activities, follow the latest developments in their field, incorporate them into their teaching, professional publications and artistic works,
- f) publish in accordance with the university's publication requirements,
- g) the ability to manage and assist student activities,
- h) has demonstrated organisational skills, supervises a thesis, diploma project, TDK work,
- i) have at least 4 years' successful professional or academic experience in a field of work and/or higher education institution relevant to his/her qualifications, provided that the period of professional employment or other independent professional activity and the period of study in an organised doctoral programme may be included in the period of professional experience.

(2) The duties of an assistant professor are:

- a) conducting practicals, consulting on theses, lecturing on specific chapters of the curriculum, examining students, developing measurements, leading scientific student groups, all in a foreign language if necessary.
- b) participation in the collection and organisation of teaching notes and teaching aids, writing of chapters, participation in the updating of the practical teaching material of the subject,
- c) modernisation of the subject methodology,
- d) regular publication of scientific literature in national and international contexts, also in foreign languages,
- e) participation in the performance of the tasks of the department (organisational, economic, etc.) and in the public life of the University.

The Associate Professor

51. §

(1) An associate professor at the University shall be a person who, in addition to the teaching requirements laid down in these regulations

- a) MA/MSc or equivalent, a doctorate (PhD/DLA) and a habilitation,
- b) has demonstrated through his/her teaching, scientific and professional activities that he/she is qualified to supervise the academic, scientific and professional work of students, doctoral students and teaching assistants,
- c) has a comprehensive knowledge and understanding of the discipline or artistic discipline in which the subject taught is included,
- d) gives lectures at a high level in the subject he/she teaches, and is prepared to give lectures in foreign languages,
- e) proven ability to organise teaching, write textbooks and notes,

⁴² Amended by Resolution 111/2022 (XII.6.) of the Rudolf Kalman Foundation for Óbuda University. Effective: from 01.01.2023.

f) regularly publish their results in Hungarian and foreign languages on the basis of high-quality independent research and/or professional, artistic work,

(g) have appropriate professional experience in education. Relevant professional experience in education is considered to be:

ga) have at least 8 years of teaching and research experience in a higher education institution. Teaching or research experience includes teaching or research work as a university trainee or doctoral student.

gb) has a habilitation. In the case of a habilitated researcher, the condition concerning the duration of the researcher's experience is not required.

gc) has teaching experience at undergraduate, master's and doctoral level, is able to teach in a foreign language at all three levels, and has a high level of internationally recognised research activity. In this case, the condition concerning the duration of the teaching/research experience is not required.

(2) The duties of an Associate Professor shall include:

a) the high quality of the presentation of the subject area entrusted to him/her, including his/her own subject, the continuous updating of the content and methodology of the subject area taught, and the management of such activities (e.g. writing notes, textbooks, textbooks),

b) developing curricula, participating in the training of teachers, examining students, final examinations,

c) assisting the organisational and educational work of the university and institute management, participating in the work of committees and their leadership, taking the initiative in the performance of the tasks of the University and its organisations,

d) participation in the training of future teachers. supervising the work of doctoral candidates, participating in a supervisory capacity in doctoral training, and, in the case of habilitated associate professors, participating in doctoral and habilitation procedures,

e) active participation in the professional and artistic public life of the country, contribution to professional and international relations, scientific public life, professional representation of the discipline, institution or country,

f) organising, leading and participating in university, institute, educational, research and development or artistic groups and projects, and thus striving to achieve significant professional or artistic results, writing articles, books and participating in group and individual exhibitions, maintaining and demonstrating the development of the results previously achieved in the field of the profession, at a scientific or practical (operational-professional) level,

g) taking the initiative and leading participation in the professional public work of the University, in the solution of faculty, university and especially educational organisation tasks,

h) seeking external sources of training and research,

i) the ambition to meet university teaching requirements.

(3) The post of Associate Professor may be filled for a fixed term, for at least one but not more than two semesters, by invitation.

(4) The habilitation requirement provided for in point (1)(a) shall be completed by the end of the academic year 2024/2025.⁴³

The university teacher

52. §

(1) In addition to the teaching requirements laid down in these regulations, a university teacher at the University shall be a person who

(a) MA/MSc or equivalent, PhD/DLA degree, habilitation or equivalent international higher education teaching experience,

(b) have a school-educational, scientific and professional record, experience as an educator and science administrator, and management skills,

(c) is regularly engaged in professional public activities, is an internationally recognised representative of the relevant scientific or artistic field, and is an outstanding academic researcher or artist,

(d) has a wide network of national and international contacts and professional public recognition,

(e) on the basis of his/her experience in teaching, research and research organisation, he/she is qualified to supervise the academic, scientific and artistic work of students, doctoral students and teaching assistants,

⁴³ Amended by Resolution 111/2022 (XII.6.) of the Rudolf Kalman Foundation for Óbuda University. Effective: from 01.01.2023.

f) publishes, gives seminars, lectures or, in the case of the artistic field, has a recognised body of work in a foreign language, regularly exhibits his/her work, designs collections depending on the artistic field, and has received a prestigious creative or lifetime achievement award from the profession,

g) meets the requirements of the Hungarian Higher Education Accreditation Committee (hereinafter: MAB) for university teachers.

The Rector does not need to obtain the expert opinion of the MAB before making a proposal for the award of a university teaching title if the lecturer to be appointed is or has been employed as a lecturer in a post corresponding to a university teaching post in a foreign higher education institution which is a full member of the European Association for Quality Assurance in Higher Education or which is certified or accredited by another ESG-compliant higher education accreditation body under a quality assurance procedure.

(2) The duties of a university teacher:

a) the high quality of the presentation of the subject area entrusted to him/her, including his/her own subject, its constant updating and methodological development,

b) developing curricula, giving lectures, participating in the further training of teachers, examining students, final examinations, writing notes and guides,

c) assisting the organisational and educational work of the university and institute management, participating in the work of committees and their leadership, taking the initiative in the performance of the tasks of the University and its organisations,

d) active participation in the training of future teachers,

e) active participation in the professional and artistic life of the country, involvement in professional and international relations,

f) organising, managing and participating in university, institute, educational, research and development or artistic groups and projects, and thus striving to achieve significant professional results, writing articles and textbooks, maintaining and demonstrating the development of the results previously achieved in the field of the profession at a scientific or practical (operational and professional) level, and, in the case of the artistic field, regular participation in exhibitions and other artistic forums,

g) regular publication of literature in national and international contexts, including in foreign languages,

h) seeking to obtain external training, research resources.

(3) University teaching posts may be filled for a fixed term, for at least one but not more than two semesters, by invitation.

(4) A visiting professor may be a person who, in addition to the teaching requirements laid down in these Regulations

a) a doctoral degree (PhD/DLA),

b) an internationally recognised representative of a scientific or artistic discipline who is an outstanding academic researcher, has a significant academic record in his or her field of specialisation, has a comprehensive knowledge of the discipline and is able to regularly pass on his or her knowledge and experience,

c) the ability to bring together and manage the work of research teams or application groups,

d) is capable of publishing research results of international scientific quality, writing a scientific book, and maintaining regular and diverse scientific contacts,

e) publish, give seminars or lectures in a foreign language,

f) be active in the field of scientific organisation,

g) is directly or indirectly involved in the teaching and educational work of the University, provides proactive support, participates in doctoral studies, doctoral and habilitation procedures.

Chapter XII

Specific rules for scientific researchers

General conditions for scientific research posts

53. §

(1) In addition to the conditions laid down by law, employment as a researcher at the University shall be open to any person who

a) have a Master's degree and professional qualifications,

b) meets the University's researcher requirement for the post,

- (c) have professional experience appropriate to the post of researcher,
- d) has pedagogical skills and preparation,
- (e) continuously develop their knowledge,
- (f) be suitable for the education of young people on the basis of his or her personal qualities, moral conduct, interpersonal skills and state of health,
- g) carry out scientific work in the field of education and research and development,
- h) have a knowledge of the world language(s) necessary for teaching and research.

(2) Employees of the University employed as researchers shall record the data of their scientific publications in the Hungarian Scientific Works Repository (MTMT). When assessing the publication activity of researchers, the data published in the MTMT shall be taken into account.

The research assistant

54. §

A research assistant at the University may be a research assistant who, in addition to the research requirements laid down in these regulations

- a) started doctoral studies,
- b) has mastered the basic methods of scientific research and regularly improves his/her skills,
- c) is able to lead practical sessions for students,
- d) participates in the solution of research tasks and is prepared to work independently on subtopics,
- (e) strive to meet the requirements for a scientific collaborator,
- f) regularly publishes, participates in competitions and contributes to the acquisition of contracts,
- (g) have at least an intermediate C level or equivalent.

The research fellow

55. §

In addition to the research requirements laid down in these regulations, a researcher at the University may be a research associate if he/she

- a) has a doctorate degree,
- b) have at least three years of research/teaching experience,
- c) participate effectively in the solution of research site tasks, and be able to carry out independent research tasks,
- d) regularly publish the results of its research in a foreign language,
- e) is able to give presentations on a specific topic,
- f) to participate continuously in the scientific community of its field, to promote the domestic exploitation of research results and to promote their international dissemination,
- g) establish and maintain research contacts abroad,
- h) to familiarise students interested in scientific work with the elements of research methods, to guide such activities as necessary, and to lead practical sessions for students,
- i) the ability to supervise a thesis, diploma project, TDK work,
- j) participates in tenders and helps to obtain contracts,
- (k) have at least an intermediate C level or equivalent.

The Senior Research Fellow

56. §

A senior research fellow at the University may be a person who, in addition to the research requirements laid down in these regulations

- a) a doctoral degree and extensive research experience and contacts at home and abroad,
- b) have at least seven years of successful research/teaching experience,
- c) be able to give presentations in a foreign language,
- d) contribute creatively and actively to the formulation and solution of research problems,
- e) be able to publish its scientific results in Hungarian and in foreign languages,
- f) be able to assist the teaching and educational work of the University, to give lectures and to carry out doctoral studies,

- g) is capable of supervising the academic, scientific and artistic work of students, doctoral students, teaching assistants and research assistants,
- h) actively participate in the academic, national and international scientific public life, in tenders and in the acquisition of contracts,
- (i) be able to lead a team organised around a research task, to bring together complex research, and to carry out significant organisational tasks.

The research professor

57. §

A research professor at the University may be a person who, in addition to the research requirements set out in these regulations

- a) holds a doctorate degree,
- b) an internationally recognised representative of the field of science or the arts who is an outstanding academic researcher or artist, has a significant academic record in his or her field, has a comprehensive knowledge of the field and is able to regularly pass on his or her knowledge and experience,
- c) participate in a creative way in the development of the scientific tasks of the research centre, the University and the faculty, and in the management and control of their implementation,
- d) the ability to creatively coordinate and manage the work of a research team,
- (e) be able to publish research results of international scientific quality, write a scientific book, maintain regular and diversified scientific contacts, and lead research projects,
- f) on the basis of his/her experience in teaching, research and research organisation, he/she is qualified to lead the academic, scientific and artistic work of students, doctoral students, teaching assistants and research assistants,
- g) publish, give seminars, lectures and participate in debates in a foreign language,
- h) be active in the field of scientific organisation,
- i) the ability to bring together teams of applicants, obtain research contracts and manage research projects,
- j) prepared to represent their discipline or institution in the national and international scientific community,
- k) is directly or indirectly involved in the teaching and educational work of the University, provides initiative, participates in doctoral training, doctoral and habilitation procedures,
- l) fundraising activities by generating proposals, coordinating the activities of tender groups, and obtaining research/professional contracts.

Chapter XIII

Specific rules for teachers

General conditions for teaching posts

58. §

(1) The following teaching posts may be established at the University:

- a) language teacher,
- b) physical education teacher,
- c) master teacher,
- d) art teacher,
- e) a college teacher.

(2) In addition to the conditions laid down by law, employment as a teacher at the University shall be open to any person who

- a) have a Master's degree and professional qualifications,
- b) has appropriate professional experience and pedagogical skills and preparation,
- c) continuously develop your knowledge,
- (d) be suitable for the education of young people on the basis of his or her personal qualities, moral conduct, interpersonal skills and state of health,
- e) have a knowledge of the world language necessary for teaching,
- f) have up-to-date IT skills.

(3) The value of the teaching time per semester of the total weekly working time of a teacher shall be recorded per semester as a supplement to the teacher's job description, which shall be the responsibility of the Director of the Institute, under the supervision of the Dean/Centre Director-General.

(4) The employer may establish that the time spent on teaching by those employed in teaching positions exceeds twenty hours per week on average over two academic semesters, in line with the needs of the given organizational unit.

(5) A teacher may be employed for teaching tasks under a contractual agreement for working hours exceeding sixty percent of full-time employment.

The language teacher

59. §

(1) A teacher of languages at the University shall be a person who, in addition to the teaching requirements laid down in these Regulations.

- a) has a university degree and professional qualifications in the language(s) taught at the University, or is a native speaker,
- b) has the comprehensive theoretical, professional and methodological knowledge necessary for teaching the world language(s) he/she teaches,
- c) strive to acquire language skills and competences appropriate to the professional profile of the University and the courses taught.

(2) The duties of a language teacher:

- a) provide the compulsory language classes specified in the curriculum, as well as optional language classes, consultations and examinations, as necessary and possible,
- b) actively participates in the preparation and updating of teaching materials and themes, and in the development and maintenance of the institutional language examination questionnaires,
- c) constantly improve his/her professional and methodological knowledge, continuously participate in training courses,
- d) participates in the public life of the University and in the performance of the tasks assigned to the department,
- e) strive to publish their professional and methodological experience, to give presentations at conferences and to obtain a scientific degree,
- f) liaising with teachers in the institutes, thus improving their knowledge of the language (vocabulary, phrases, texts),
- g) helps to explore and inform students about the possibilities of studying abroad,
- h) takes an active part in building and maintaining professional relations between the institutions.

(3) Language teachers with a doctoral degree who meet the requirements may, after a competitive examination, be appointed to the posts of assistant professor or associate professor.

The PE teacher

60. §

(1) A teacher of physical education at the University may be a teacher who, in addition to the teaching requirements laid down in these regulations, has

- a) a diploma and professional qualification as a teacher of physical education,
- b) professional and methodological knowledge of the subject he/she teaches.

(2) The duties of a teacher of physical education:

- a) the professional provision of physical education classes at the University,
- b) organising and managing mass sports for students and employees,
- c) the organisation and development of national and international sports relations,
- d) participation in the university health education programme,
- e) support the work of the University's sports clubs.

The Master Teacher

61. §

(1) A Master Teacher at the University shall be a person who, in addition to the teaching requirements laid down in these Regulations

- (a) holds a Master's degree in a specialised subject, or holds a specialised qualification and obtains a Master's degree within five years of the entry into force of these Regulations,

- (b) has a comprehensive knowledge of the subject and related subjects he or she teaches, and has significant practical experience,
- c) suitable for professional theoretical and practical training,
- d) strive to constantly improve their pedagogical knowledge and teaching methods,
- e) keep in constant contact with professional practice and seek professional publications,
- f) the ability to manage and assist student activities,
- g) demonstrated good organisational skills,
- h) have at least five years' successful professional and/or academic experience in a field of work and/or higher education relevant to their qualifications.

(2) The duties of a Master Teacher are:

- a) supervising practicals, advising on theses, lecturing on specific chapters of the curriculum, examining students, developing measurements, leading a scientific student circle,
- b) participation in the collection and organisation of teaching notes and teaching aids, writing chapters, participation in the updating of the practical teaching material of the subject,
- c) modernisation of the subject methodology,
- (d) actively participate in university research and other extra-curricular activities, and in this context, aim to obtain a scientific degree,⁴⁴
- e) contributing to the organisation of education and research,
- f) participation in the performance of the tasks of the department (organisational, economic, etc.) and in the public life of the University.

The art teacher

62. §

(1) In addition to the teaching requirements laid down in these regulations, a teacher of art at the University may be.

- a) a master's degree and a specialised degree in the field of art taught at the university,
- (b) have a high level of professional knowledge, experience and practical leadership skills related to their teaching activities,
- (c) seek to establish continuous contact with practitioners in order to gain professional experience,
- d) is able and willing to undertake teaching, organisational and research work under the guidance of a senior lecturer,
- e) the need to educate students effectively,
- f) have the necessary knowledge of at least one world language to follow the literature,
- (g) have at least an intermediate C level or equivalent. The Director of the Institute may grant an extension of up to 4 years for the fulfilment of this condition.

(2) The duties of an art teacher include:

- a) leading tutorials, assisting the lead lecturers in the preparation of lectures, regularly attending lectures of the subject(s) taught,
- b) participation in the collection, processing, preparation of exercises, development of measurement materials and aids to support the teaching of the subject(s) taught,
- c) consulting and reporting to the students, assisting in examinations, and leading scientific student groups,
- d) participation in research and other extra-curricular activities (within a research team, under the supervision of a senior lecturer), including the acquisition of applied methods and manual practice in the subject taught,
- e) continuous participation in professional, pedagogical and methodological training and self-training.

The dormitory teacher

63. §

(1) A dormitory teacher at the University shall be a person who, in addition to the teaching requirements laid down in these Regulations, is able to educate the students entrusted to him/her and to assist them in their professional and academic work.

(2) The duties of a dormitory teacher:

- a) performs on-call duties, during which he/she is authorised to deal with the affairs of the students and guests staying in the building,

⁴⁴ Amended by Resolution 32/2022 (IV.29.) of the Rudolf Kalman Foundation for Óbuda University. Effective from 01.V.2022.

- b) assists and supervises the work and activities of the various voluntary bodies of the College,
- c) supervises the observance of the norms of the dormitory coexistence, takes measures or initiates measures in blatant cases with the director of the member dormitory or the president of the TkollHÖK,
- d) educate the students to follow the rules, supervise the observance of the relevant laws and regulations, the observance of the provisions of the House Rules, the observance of fire and occupational safety regulations, the protection of persons and property, the condition and proper equipment of the living rooms and public areas,
- e) organise individual and group student activities in accordance with the professional programme of the college and the member colleges, and carry out accompanying teaching duties in the framework of study trips and study camps at least twice a year,
- f) initiate disciplinary proceedings against students who violate the rules and regulations of the College, and propose rewards for deserving students,
- g) actively participates in the management of moving in and out of the member colleges.

Chapter XIV

Special rules for support workers

General conditions for support posts

64. §

(1) The following service and support posts (support posts) may be established at the University to support the work of teachers, researchers and lecturers, as well as the management of the institution, without having work management authority and without performing teaching or scientific research activities:

- a) for professional sponsors:⁴⁵
 - aa) departmental/institutional engineer,
 - ab) assistant,
 - ac) administrator,
 - ad) an expert,
 - ae) the head of the Dean's office/office/unit/secretariat,
 - af) the Director of the Institute,
 - ag) the deputy of an employee who has the power to manage work but is not a manager
 - ah) the head of the external department or industrial chair
 - ai) Head of Cabinet
 - aj) Head of Department

job title

b) for technical promoters:

- ba) auxiliary staff,
- bb) professional staff

job title.

(2) Supporting posts with the right of work management under Article 6(3) of the GSF Regulations, but not of a managerial nature, may be established at the University.

Professional support jobs

The departmental/institutional engineer

65. §

(1) The departmental/institutional engineer directly supports teaching (and the practical training of students) and participates in the creation and development of its conditions.

(2) Conditions of employment as a departmental/institutional engineer:

- a) higher education,
- b) a professional qualification in science or engineering.

The assistant

66. §

⁴⁵ Amended by Resolution 60/2023 (27.VI.27.) of the Rudolf Kalman Foundation for Óbuda University. Effective: from 01.VII.2023

(1) The assistant performs administrative and decision-preparation tasks in addition to the work of the head, departmental/institutional engineer, expert or administrator.

(2) Conditions for employment as an assistant:

- a) a primary or secondary education,
- b) a professional qualification or a bachelor's degree.

The administrator

67. §

(1) The administrator shall independently determine and implement the substantive measures in the case within his/her field of competence.

(2) Conditions of employment as an administrator:

- a) secondary or higher education,
- b) a professional qualification or a bachelor's degree.

The expert

68. §

(1) The expert shall, on the basis of his/her extensive professional knowledge and experience in his/her field of expertise, determine and implement the substantive measures in the case in his/her field of expertise, independently and in coordination with the tasks of the relevant administrators.

(2) Conditions of employment as an expert:

- a) higher education,
- b) professional qualification,
- c) extensive experience.

Technical support jobs

The auxiliary employee

69. §

(1) An auxiliary employee is an employee who prepares, performs ancillary activities in the fields of engineering, facilities management, facilities utilisation, operation, logistics, services, assists the work of professional staff and supports the operation of the University.

(2) To be employed as a member of the auxiliary staff, a person must have completed primary or secondary education.

The professional staff member

70. §

(1) A professional employee is an employee capable of working independently in the fields of engineering, facilities management, facilities utilisation, operation, logistics and services, and ensuring the operation of the University.

(2) Conditions of employment as a professional employee:

- a) secondary or higher education
- (b) a vocational qualification or a certificate or qualification attesting to a level of higher education attested by a diploma or higher vocational qualification attesting to a level of post-secondary education other than higher education.

Chapter XV

Employment of the student and doctoral student

71. §

(1) As part of the training program, or as part of the training itself, the University's student or doctoral candidate may be employed for an internship without a student employment contract and without remuneration, excluding dual education programs. In other cases, the University's student may work under a student employment contract, while the doctoral candidate may work by entering into a doctoral candidate contract.

(2) The procedural rules for the conclusion of student employment contracts and doctoral student contracts shall be governed by the rules applicable to employment contracts.

Chapter XVI

Simplified employment for casual work

72. §

- (1) A simplified employment relationship may not be established for the performance of the University's teaching and research tasks.
- (2) Simplified employment for casual work shall be authorised by the rector on the initiative of the head of the department, subject to the legal framework, in his or her own authority.
- (3) An employment relationship for the purpose of employment on a casual basis shall be created by the employer's obligation to notify the employer. The Rector shall be responsible for exercising the employer's rights and the Directorate-General for Economic Affairs shall be responsible for notifying the NAV.

PART FOUR
ALLOWANCES, TITLES, HONOURS

Chapter XVII

Wages and salaries and fringe benefits and other cash benefits

73. §

(1) The University shall determine the salaries of its employees in a transparent and lawful manner, taking into account equal opportunities, the labour market situation, the highest possible standard of performance of the tasks of the University's core activities, the provision of the necessary expertise, skills and experience, and the budgetary possibilities.

(2) In determining the value of the work on which the remuneration of employees is based, account shall be taken in particular of:

- a) the nature of the work performed,
- b) the quality and quantity of the work carried out,
- c) working conditions,
- d) the necessary professional qualifications,
- e) physical or mental effort,
- f) experience, or
- g) liability.

(3) The fringe benefits that may be granted to employees of the University, the conditions for their use and the amount thereof shall be governed by the University's regulations on fringe benefits.

(4) The Wage and Labour Office shall be responsible for the fringe benefits. The Wages and Salaries Office shall keep a register of the persons entitled to fringe benefits and the extent of entitlement.

The performance wage

74. §

(1) An employee may be paid a performance salary on the basis of a decision of the rector or the head of the autonomous organisational unit entitled to do so, if he/she has successfully fulfilled the goals and tasks set in writing in advance.

(2) The payment of the performance wage may be paid once a month or for a fixed period.

(3) A performance target may be defined as a condition/task/outcome, the fulfilment of which implies specific, measurable, objectively quantifiable performance beyond the expected performance of the job with due skill and care.

(4) The performance target setting shall include the time of the assessment, the level of the performance pay, the targets/outcomes to be achieved, the performance pay rate, if any, and the expected timing and regularity of the payment.

(5) The payment of the performance fee shall be subject to a certificate of performance issued by the person who ordered the target task. If the targets/outcomes are not 100% achieved, the Task Leader may decide to pay the performance bonus on a pro-rata basis.

The reward

75. §

(1) The Rector, as the person exercising the employer's authority, may grant a bonus to an employee who has shown outstanding or consistently good performance.

(2) The bonus is a one-off cash payment in arrears.

Travel expenses for commuting to work

76. §

(1) The employer shall reimburse the costs of travel to work, taking into account the legislation in force.

(2) The procedural provisions on the reimbursement of the cost of travel to work by public transport or by private car are set out in the Operating Regulations of Obuda University, with the reimbursement rate being 90% of the price of the ticket or pass in the case of a rental car, and 90% of the cost per kilometre in the case of travel to work by private car, as set out in the current budget of the University.⁴⁶

The advance payment

77. §

(1) The head of the department may, at the reasoned request of the employee, authorise a working time advance. The amount of the advance shall be five times the employee's gross monthly wage, up to a maximum of five times the minimum wage. Repayment shall be made from the salary for the month following the month in which the payment is made and the number of instalments shall not exceed 6 months. The advance payment may not exceed 50 % of the applicant's annual wage base.

(2) If the employment of an employee who has received a salary advance is terminated before repayment, he/she must repay the advance in one lump sum (even if the fixed-term contract expires).

(3) An advance on wages may be paid to a worker who has been employed for an indefinite period of more than one year and who is not in arrears with an advance on wages.

Contribution towards the cost of glasses to ensure sharp vision for working in front of a screen

78. §

(1) During the periodic fitness for work examination, the University occupational physician shall refer the employee for an ophthalmological examination if the employee complains. The purpose of the ophthalmological examination shall be to determine whether the worker needs to wear glasses to ensure the monitor's visual acuity. The referral must include the job title requiring the use of screen-vision glasses and a description of the extent of the job required for the examination.

(2) If, as a result of a specialist ophthalmological examination, it is justified or the glasses or contact lenses used by the employee are no longer suitable for work in front of a screen, the employer shall reimburse the cost of the purchased vision correction device, or part of the cost - up to a maximum of HUF 20 000 - after presentation of the invoice.

Starting school allowance

79. §

(1) The University may provide an education allowance to an employee whose child is a pupil in public education or in an equivalent education in any EEA State, provided that the child is the child's parent or guardian (not including a child protection guardian) entitled to family allowance or similar benefits, or the spouse of such parent or guardian living in the same household.

(2) The University may provide the school start-up allowance to its employees as a benefit in kind or in cash from the 60th day before the first day of the academic year.

Social assistance

80. §

(1) Social assistance may be granted to the employee in cases of special need (e.g. housing difficulties, difficulties in earning a living, force majeure events affecting living conditions, etc.). The application for the grant must be submitted to the Rector using the application form provided for the purpose. The annual amount of the allowance is set by the Rector when the budget is adopted.

(2) The subsidy may be granted twice a year, the annual amount may not exceed twice the amount of the current minimum wage.

⁴⁶ Amended by Resolution 60/2023 (27.VI.27.) of the Rudolf Kalman Foundation for Óbuda University. Effective: from 01.VII.2023

(3) In order to receive the social allowance, the employee must agree to repay the amount of the social allowance to the University if he/she terminates his/her employment by giving notice within 3 months of the date of receipt of the social allowance.⁴⁷

The crèche allowance⁴⁸

80/A. §

(1) The University may pay a crèche allowance to a full-time employee returning to work who has a child who is entitled to crèche care and who places his or her child in a crèche not run by the municipality or in a mini-crèche not run by the municipality. The amount of the aid is up to 70% of the certified fee for full-time employees, and the amount of the aid may be pro rata for part-time employees.

(2) The allowance shall be granted by the University on the basis of a written request submitted by the employee to the employer.

(3) If the employee places his or her child in a crèche run by a company owned by the University, the University shall transfer the amount of the allowance directly to the company, which shall be deducted from the agreed fee.

(4) The rector may set the amount of the nursery allowance at a different rate in justified cases.

(5) The crèche allowance is not payable for teleworkers or during paid and unpaid leave.

The University's Own Deceased

80/B. §

(1) In the event of death, the University may, at the decision of the rector, regard the following as its own deceased:

a) the University's employees holding senior positions;

b) former employees who held senior positions at the University or its predecessors, provided they had at least 15 years of employment with the University or its predecessors;

e) university instructors with outstanding work, provided they had at least 15 years of employment with the University or its predecessors;

f) university employees who lost their lives as a result of an accident while performing their university duties;

g) anyone whom the rector, in the exercise of their discretionary power, qualifies as such.

(2) In the case of persons listed in points e) and f) of paragraph (1), the faculty may, at the decision of the dean and with the rector's approval, regard the deceased as its own.

(3) In the case of its own deceased, the University may provide a public burial place and cover the funeral costs (including, in particular, the purchase of a burial plot, funeral supplies, and cemetery services).

(4) The University or its faculty may commemorate the deceased by placing a large wreath in their name. The University is responsible for publishing an obituary in the university media and printing a necrology.

(4) On the day of the funeral, the University will display a mourning flag on both the main building and the building where the deceased regularly worked.

(5) The family of the deceased will be notified of the University's decision and its commitment to cover the costs by the head of the Rector's Cabinet or, in the case of a faculty decision, by the dean.

⁴⁷ Amended by Resolution 60/2023 (27.VI.27.) of the Rudolf Kalman Foundation for Obuda University. Effective: from 01.VII.2023

⁴⁸ Amended by Resolution 111/2022 (XII.6.) of the Rudolf Kalman Foundation for Obuda University. Effective: from 01.01.2023.

(5) Upon the family's request, the University will place a mourning flag on the building where the deceased regularly worked, even if the deceased is not regarded as the University's own, but had received university honors or recognition, or had at least 10 years of employment with the University or its predecessors.

Chapter XVIII

Titles and honours conferred by the University

General rules on awards and recognition

81. §

(1) Obuda University appreciates and values the outstanding and exemplary activities of the University in the service of the University, in the promotion of its development, in the advancement of the interests of the institution and in the enrichment of human values, for which the University has initiated the awarding of its staff members by state bodies, and has established its own awards.

(2) The scope of this Chapter includes.

- a) all honours, titles and recognitions (hereinafter referred to as "honours and recognitions") awarded by the local government, ministers or state bodies in the manner specified by decree, for which the University has the right to propose,
- b) awards established by the University.

(3) Honours and awards shall be conferred on the occasions indicated in Annex 5/31.

(4) Recognition may not be granted to a person against whom disciplinary proceedings are pending or who has been disciplined during the period for which recognition was granted.

(5) A person/organisation may receive the same award only once.

(6) The deans of the faculties, the director general of the EHRC and the University Student Union may award prizes in recognition of the outstanding activities of the employees and students of the University, the detailed rules of which are set out in the rules of procedure of the respective department, or in the case of the EHRC, in its Statutes. For these non-university-level awards, consistency with the university-level criteria, procedures, content and form must be ensured.

(7) Awards not involving a monetary award within the scope of the honours referred to in paragraph (2)(a) may be accompanied by a monetary award determined by the University Council and charged to the budget of the University. In the case of diplomas of ministerial recognition, the University Council shall determine the amount and the cover of the reward to be granted to the person nominated.

The procedure for the award of medals

82. §

(1) The Rector shall, after consulting the Rector's Council, initiate a proposal to the donor for the awarding of honours and distinctions not granted by the University.

(2) The following shall be proposed for recognition and honours by the University

- a) the Rector,
 - b) the Vice-Rector,
 - c) the Dean,
 - d) the Director-General of the CFCI
- can do.

(3) Proposals for recognition or honours not established by the University shall be submitted to the Rector of the University, using the document template available on the University Intranet, with a short description of the nominee's career and activities, in one hard copy at least 3 calendar months before the date of the award.

(4) The nomination for the recognition and distinction established by the University shall be submitted to the Rector of the University, using the relevant document template available on the University Intranet, with a short description of the nominee's career and activities, with details of his/her contribution to the University, and with the attachment of documents proving the existence of the conditions for the award, in one hard copy, at least 2 calendar months before the awarding occasion. In justified cases, the deadline for submission may be waived.

(5) In the case of proposals received, the Rector shall decide whether to submit them to the body competent for this purpose, after having consulted the Rector's Council.

(6) If the University wishes to award a recognition or a distinction to a foreign national, the official brief statement of reasons for the award, as well as a detailed statement of reasons describing the professional activity and career, shall be submitted in English.

(7) The employee nominated for recognition or distinction shall, prior to submitting his/her nomination to the initiator of the recognition for a ministerial decision, make a declaration in accordance with the model on the University Intranet

- a) your consent to the processing of your personal data,
- b) the absence of any legal grounds for exclusion,
- c) your previous recognitions and the data relating to them,
- d) in the case of a donation, the acceptance of the recognition.

A candidate may only be awarded a distinction or a medal after having submitted complete declarations.

(8) The Rector's Cabinet shall take care of the decision-making and preparation of the awarding of honours and distinctions, including the keeping of records on the persons awarded and the diplomas awarded.

(9) The awards established by the University shall be presented by the Rector or a person appointed by him/her in a ceremonial atmosphere. The awards shall be presented on the occasions indicated for each award in Annex 5/31. The rector may, at his or her discretion, decide to present the awards on other occasions where justified.

(10) The person or body competent in accordance with the procedure for the awarding of the award shall decide on the withdrawal of the recognition or distinction.

Awards and distinctions granted by the University

83. §

The University establishes the following honorary titles, diplomas and awards:

a) Honours and awards which may be conferred by the Senate:

- aa) The title *Civis Academicus Honoris Causa*,
- ab) *Pro Universitate*,
- ac) Ambassador of Obuda University,
- ad) the Patron of Obuda University,
- ae) The title of Rector Emeritus,
- af) the Obuda University Medal of Honour,
- ag) The title of Honorary Professor,
- ah) Doctor Honoris Causa/Doctor et Professor Honoris Causa title,
- ai) Rudolf Kálmán Professorial Title,
- aj) the honorary title of Associate Professor,
- ak) Professor Emeritus honorary title,
- al) the title of university lecturer,
- am) honorary title of associate professor/teacher,
- an) Master teacher title;

b) Honours and awards which may be conferred by the Rector:

- ba) Obuda University Memorial Ring,
- bb) Award for Supporting Academic Student Work,
- bc) Rector's Commendation - Employees,
- bd) Rector's Commendation - students,
- be) Membership of a tribal guild;

c) Awards that may be granted by the Rectors' Council:

- ca) title of adviser, senior adviser;

d) Recognitions that may be awarded by the Professorial Council:

- da) Researcher of the year award,
- db) Most cited researcher of the year award,
- dc) Young Researcher of the Year Award;

e) Awards that may be granted by the Scientific Council:

- ea) Student Publication Award;

- f) Recognitions that may be awarded by the Talent Council:
 - fa) "Pro Scientia et Futuro" Scholarship,
 - fb) Béla Angyal Student Grand Prize,
 - fc) Antal Bejczy Student Publication Award;
- g) Recognition awarded by the rector or the head of the department:
 - ga) Commemorative sheet,
 - gb) Scientific publication and patent awards.

Recognitions and honours awarded by the Senate

Civis Academicus Honoris Causa - Honorary Citizen

84. §

- (1) The Senate of the University may award the distinction of Civis Academicus Honoris Causa - Citizen of Honour to a person not in a legal relationship with the University who has achieved outstanding results, created exemplary and lasting works in the interest of the development of domestic and/or international public life, the country, the Hungarian economy, science, culture, higher education and the development of humanity.
- (2) The Rector submits recommendations to the Senate for the individuals to be honored, based on their achievements and merits.
- (3) The form of recognition shall be the Hungarian language diploma in accordance with Annex 5/5/a, the English language diploma in accordance with Annex 5/5/b and the medal in accordance with Annex 5/5/c. The medal shall bear on one side the coat of arms of the University and the inscription Civis Academicus Honoris Causa, and on the other side, in the centre, the name of the recipient and the date of the award.

Pro Universitate

85. §

- (1) The Senate of the University may award the Pro Universitate Medal to a person/organisation who has achieved outstanding results, has created an exemplary and lasting contribution in the interest of the University or in cooperation with the University.
- (2) The medal may be awarded annually, except in exceptional cases, to five persons/organisations not affiliated to the University and one person affiliated to the University.
- (3) The form of recognition shall be a diploma in Hungarian according to Annex 5/6/a, a diploma in English according to Annex 5/6/b and a medal according to Annex 5/6/c. The medal shall bear on one side the coat of arms of the University and the inscription Pro Universitate, and on the other side, in the centre, the name of the recipient and the date of the award.

Ambassador of Obuda University

86. §

- (1) For the purpose of promoting relations between the Obuda University and the organisations and institutions of geographical regions, for the purpose of disseminating the University's education in foreign languages, for the purpose of representing the interests of the University, the Senate of the University may confer the title of Ambassador of Obuda University on a person who enjoys public esteem, and who is suitable for the duties of this office and undertakes to perform them, due to his/her social standing, social contacts, criminal record, and education.
- (2) The form of address shall be in Hungarian in accordance with Annex 5/7/a and in English in accordance with Annex 5/7/b.
- (3) The appointment to the honorary title of Ambassador of Óbuda University shall cease
 - a) the death of the named person,
 - b) by resignation,
 - c) by revoking the appointment.

(4) The Rector of the University shall revoke the appointment if the institution has no further interest in maintaining the Ambassador's functioning. In case of revocation of the appointment, the Rector shall notify the Ambassador at least 30 days before the termination of the appointment.

(5) The Ambassador of Obuda University shall carry out his/her activities in accordance with the University's strategy, under the professional supervision of the Rector and the coordination of the Vice-Rector for Research and International Affairs.

(6) Ambassador of Obuda University

- a) represent the University and its interests through his/her personality and work,
- b) promote the development of links between the University and the regions,
- c) to be informed about the commercial, economic, tourist, cultural and scientific life of the region and to inform the Senate about it,
- d) contribute to the organisation of training courses in foreign languages,
- e) contribute to the enrolment of students, the promotion of the University and the selection of students,
- f) mediating between the needs of the region and the University's capacities.

Patron of Obuda University

87. §

(1) The Senate of the University may confer the title of Patron of Obuda University in recognition of significant financial support and donations without consideration, which serve the growth and development of the institution.

(2) The medal may be awarded to both individuals and communities.

(3) The form of the recognition shall be the Hungarian language diploma in accordance with Annex 5/8.

Rector Emeritus honorary title

88. §

(1) The Senate of the University may confer the title of Rector Emeritus/Rector Emerita (hereinafter collectively: Rector Emeritus) to a former Rector of the University who has reached the age of 70 or who has completed at least two full rectorial term.

(2) The Rector may initiate the conferral of the title of Rector Emeritus. The proposal for the conferral of the title of Rector Emeritus shall be subject to the opinion of the Academic Council.

(3) The form of recognition shall be a document of conferral, as set out in Annex 5/9/b. The honorary title shall be awarded at a rate of twenty times the current supplementary salary, the source of which shall be the Rector's Office.

The Obuda University Medal of Honour

89. §

(1) The Senate of the University may award the "Obuda University Medal of Honour" to a lecturer, researcher or employee who has played a permanently outstanding, effective and decisive role in the educational and scientific activities of the University, in the performance of the basic activities, in the operation of the University, in the work of the institutional leadership and management.

(2) Except in exceptional cases, a maximum of seven medals may be awarded each year.

(3) The form of recognition shall be the certificate and the medal of honour as set out in Annex 5/10. The medal shall bear the University coat of arms on one side and the inscription "The Obuda University Medal of Honour", the name of the recipient and the year of the award on the other side.

Honorary Professor honorary title

90. §

(1) The Senate of the University may confer the title of Honorary Professor on a person of outstanding professional achievement who has made a significant contribution to raising the standard of the University's teaching and scientific research activities and to increasing its international recognition.

(2) The title of Honorary Professor may be awarded only if the person proposed holds a doctoral degree.

- (3) The Rector proposes candidates to the Senate for recognition, based on their achievements and merits.
- (4) The form of the recognition shall be the deed of donation as set out in Annex 5/12.

Doctor Honoris Causa, or Doctor et Professor Honoris Causa

91. §

- (1) The Senate of the University may, on the recommendation of the Rector, confer the title of Doctor Honoris Causa or Doctor et Professor Honoris Causa on a person of outstanding scientific or artistic merit in recognition of his or her activities in the interest of the University or in accordance with its objectives.
- (2) The Rector makes recommendations to the Senate for the individuals to be honored, based on their achievements and merits.
- (3) The conferral of honorary doctorates shall take place primarily in the framework of the University Day. At the ceremony, the honorary doctor shall receive a diploma and a robe.
- (4) The form of recognition shall be the award document in accordance with Annex D20 of the University's Doctoral and Postdoctoral Regulations.

Rudolf Kálmán Professorial Address

92. §

- (1) The University and the Institute of Electrical and Electronics Engineers Hungary Section (hereinafter: IEEE HS) shall establish the Rudolf Kálmán Professorial Title in memory of Rudolf Kálmán, the first Doctor Honoris Causa of the University.
- (2) The award is given to a Hungarian or foreign professor who has been a member of the IEEE HS for at least ten years, who has demonstrated outstanding international academic performance, and who has made significant contributions to the Obuda University and the IEEE HS over a long period of time, both nationally and/or internationally.
- (3) The medal may be awarded annually, except in exceptional cases, to one national and one foreign person.
- (4) The form of the recognition shall be a diploma and a commemorative plaque in Hungarian in accordance with Annex 5/13/a and in English in accordance with Annex 5/13/b.

The plaque will have the English names of the award and the donors on one side, and the name of the recipient and the date of the award on the other.

- (5) The one-time award of the title for the domestic laureate shall be five times the current supplementary allowance.

Honorary title of Associate Professor

93. §

- (1) The Senate of the University may confer the honorary title of honorary associate professor on a person who has been employed by the University (or its predecessor) for at least five years, who has demonstrated outstanding, nationally recognised professional performance, who has been engaged in high-quality teaching activities on a sustained basis, and who has thus contributed to raising the quality of teaching at the University and to enhancing the reputation of the University.
- (2) The Rector makes recommendations to the Senate for the individuals to be honored, based on their achievements and merits.
- (3) The form of the recognition shall be the deed of donation as set out in Annex 5/15.

Professor Emeritus honorary title

94. §

(1) The award of the title Professor Emeritus/Emerita may be initiated by the Dean. The Faculty Council of the faculty initiating the proposal for the conferral of the title shall give its opinion on the proposal before it is submitted to the Rector.

(2) The form of recognition shall be an award certificate, as set out in Annex 5/9. The recipient of the title may be awarded a maximum of 5 credits per semester of teaching duties, and the honorarium shall be ten times the current supplementary allowance, the source of which shall be the budget of the faculty concerned.

Distinction of university lecturer

95. §

(1) The Senate of the University may confer the title of university lecturer on a person holding a doctoral degree who is a lecturer in the employment of the University.

(2) The form of recognition shall be the donation document as set out in Annex 5/14.

Associate Professor/Teacher

96. §

(1) The Senate of the University may confer the honorary title of Associate Professor/Teacher on a professionally outstanding, nationally recognised professional who has been employed by the University, who has outstanding professional performance, is a Hungarian citizen, who has assisted the activities and development tasks of the University, and who has been engaged in teaching activities at the University for several years.

(2) The title of honorary professor may be awarded only if the person proposed holds a doctoral degree.

(3) The form of the recognition shall be the deed of donation as set out in Annex 5/11.

Title of Master Teacher

97. §

(1) The Senate of the University may confer the title of Master Teacher to a lecturer or teacher of the University, if the person concerned has performed outstanding practical teaching work.

(2) The form of the recognition shall be the deed of donation as set out in Annex 5/16.

Recognitions and honours awarded by the Rector

Obuda University Memorial Ring

98. §

(1) The Rector of the University may award a commemorative gold ring to all persons who have contributed to or supported teaching and learning activities through cooperation with the University. The gold memorial ring may also be awarded in recognition of activities carried out at the University or its predecessors over a long period of time, i.e. for at least ten years.

(2) The Rector may, except in exceptional cases, award a maximum of three memorial rings per year.

(3) The form of recognition shall be a certificate and a gold commemorative ring as set out in Annex 5/17. The gold commemorative ring shall bear the coat of arms of Obuda University on the sealed part.

Award for Supporting Academic Student Work

99. §

(1) The Rector of the University shall award a prize for the support of scientific student work in recognition of the outstanding scientific student work of the University's student advisors.

(2) The University's Scientific Student Council shall propose the award to the Rector of the University, and the Rector of the University shall decide on the award.

(3) The form of recognition shall be the diploma in accordance with Annex 5/18.

Rector's Commendation - Employees

100. §

(1) The Rector of the University may award a Rector's Commendation to an employee of the University or of a public education institution maintained by the University, who has performed high-quality, effective work in the interests of the University or the institution and has shown exceptional performance.⁴⁹

(2) Each year, the following maximum number of recognitions may be awarded:

a) up to eight in the academic organizational units,

b) up to eight in the service and support organizational units,

c) up to two per maintained public education institution for employees working in those institutions.

The rector may deviate from the number of recognitions awarded in justified cases.

(3) On the basis of the proposals received, the Rector shall decide on the awarding of the recognition.

(4) The form of recognition shall be the diploma as set out in Annex 5/19.

(5) The recognition may be accompanied by a monetary award determined by the University Council.

Rector's Commendation - student

101. §

(1) The Rector of the University may award the Rector's Commendation to those students who have performed high quality, effective work and exceptional performance in the interests of the University for at least 2 years.

(2) A maximum of three of these awards may be granted each year.

(3) The President of the University Student Council may also propose the award of the Rector's Commendation, in addition to the persons entitled to propose the awards and distinctions.

(4) The form of recognition shall be the diploma as set out in Annex 5/20.

(5) The recognition may be accompanied by a monetary award determined by the UEPC.

Regular membership

102. §

(1) The Rector of the University shall grant membership in the Staff Guild to employees of the University or its predecessors with 10, 15, 20, 25, 30, 35, 40 years and above (increasing every 5 years) of continuous employment or public service and who have performed activities worthy of public recognition.

(2) The head of the department or the Rector's Council may propose the admission of an employee to the staff of the regular guards. Members shall be registered in the Payroll and Labour Office.

(3) The form of recognition shall be a certificate, a diploma and a badge in accordance with Annex 5/21. The badge shall indicate the name of the recognition and the period of eligibility.

(4) The admission to the membership of the core guards shall be once a year.

Recognitions awarded by the Rectors' Council

Titles of advisers, senior advisers

103. §

(1) The title of counsellor or senior counsellor may be conferred - once a year - on employees of the University who have been working at the institution for at least five years and have consistently performed high-quality and outstanding work.

⁴⁹ Amended by Resolution 32/2022 (IV.29.) of the Rudolf Kalman Foundation for Obuda University. Effective from 01.V.2022.

(2) The title of senior adviser may be granted to employees who hold a managerial or non-managerial position, and the title of adviser may be granted to employees who do not hold a managerial position. The titles may be awarded to 20% of the employees of the University who are eligible to receive them.

(3) The Rectors' Council shall decide on the award of the title.

(4) The form of recognition shall be the document certifying the award of the title in accordance with Annexes 5/22 and 5/23.

Recognitions awarded by the Professorial Council

Researcher of the year award

104. §

(1) The Professorial Council of the University may award the Researcher of the Year Award to the University's teachers and researchers in recognition of outstanding technical achievements, scientific results, outstanding publication activity, school-educational work and role in the national and international scientific life.

(2) The recognition shall be approved by the Rector of the University on the recommendation of the Professorial Council.

(3) The President of the Professorial Council shall be responsible for the management of the application procedure for the award of the prize, the evaluation of the applications received and the preparation of the award, including the provision of data to the Wage and Labour Office.

(4) The Dean and the Director General of the EIC may propose the award of the prize.

(5) One award may be granted per year. The award may be given to the same person no more than once every three years.

(6) The form of recognition shall be the diploma as set out in Annex 5/24/a.

(7) The recognition may be accompanied by a monetary award determined by the University Council.

Most cited researcher of the year award

105. §

(1) The Professorial Council of the University may award the Most Cited Researcher of the Year Award to the University's teachers and researchers in recognition of their scientific achievements and outstanding publication activities, as well as their visibility in the international scientific community.

(2) The recognition shall be approved by the Rector of the University on the recommendation of the Professorial Council.

(3) The President of the Professorial Council shall be responsible for the management of the application procedure for the award of the prize, the evaluation of the applications received and the preparation of the award, including the provision of data to the Wage and Labour Office.

(4) The Dean and the Director General of the EIC may propose the award of the prize.

(5) One award may be granted per year. The award may be given to the same person no more than once every five years.

(6) The form of recognition shall be the diploma as set out in Annex 5/24/b.

(7) The recognition may be accompanied by a monetary award determined by the University Council.

Young Researcher of the Year Award

106. §

(1) The Professorial Council of the University may award the Young Researcher of the Year Award to the University's teachers and researchers under 35 years of age in recognition of their outstanding technical achievements, scientific results, publication activities and role in the academic life. For persons on unpaid leave to care for children, the age limit set out in this paragraph shall be increased by 2 years per child.

(2) The recognition shall be approved by the Rector on the recommendation of the Professorial Council.

(3) The President of the Professorial Council shall be responsible for the management of the application procedure for the award of the prize, the evaluation of the applications received and the preparation of the award, including the provision of data to the Wage and Labour Office.

(4) The Dean and the Director General of the EIC may propose the award of the prize.

- (5) One award may be granted per year.
- (6) The form of recognition shall be the diploma as set out in Annex 5/25.
- (7) The recognition may be accompanied by a monetary award determined by the University Council.

Recognition by the Scientific Council

Student Publication Award

107. §

- (1) The Academic Council of the University may award a Student Publication Award - in the category of BSc/MSc or PhD/DLA students - to students of the University in recognition of their outstanding technical works and achievements in the publication of their scientific student research.
- (2) The Chairperson of the Scientific Council shall be responsible for the management of the application procedure for the award of the prize, the evaluation of the applications received and the preparation of the award.
- (3) The Dean, Director General may propose the awarding of the prize.
- (4) One award may be granted per year. The award may be given to the same student in one category up to once during the period of study.
- (5) The form of recognition shall be the diploma as set out in Annex 5/26.
- (6) The recognition may be accompanied by a monetary award, including a scholarship, determined by the University Council.

Recognitions awarded by the Talent Council

"Pro Scientia et Futuro" Scholarship

108. §

- (1) The Talent Board of the University may award a "Pro Scientia et Futuro" Scholarship and a diploma to full-time students enrolled in a bachelor's or master's degree programme who have performed outstanding academic, scientific student group and publication activities in the previous two semesters.
- (2) The scholarship is awarded on the basis of an individual application for a period of 5 months (one semester).
- (3) The conditions of the application for the award of the recognition shall be determined by the President of the Talent Council with the consent of the Rector; the Talent Council shall be responsible for the conduct of the application procedure for the award of the recognition, the evaluation of the applications received and the preparation of the award.
- (4) The form of recognition shall be the diploma as set out in Annex 5/4.
- (5) The recognition shall be accompanied by a scholarship determined by the University Council, the amount of which shall be equal to the current amount of the National Scholarship for Higher Education.

Béla Angyal Student Grand Prize

109. §

- (1) The Talent Council of the University - in memory of Dr. Béla Angyal, the founding Director General of the predecessor Bánki Donát Technical College of Mechanical Engineering - shall award the Béla Angyal Student Grand Prize to BSc and MSc students of the University in recognition of their outstanding academic and research achievements.
- (2) The President of the Talent Council shall be responsible for the decision-making and preparation of the awarding of the prize.
- (3) The award may be granted to the same student a maximum of one time during the course of study.
- (4) A maximum of three of these awards may be granted each year.
- (5) The form of recognition shall be the diploma as set out in Annex 5/27.
- (6) The recognition may be accompanied by a monetary award, including a scholarship, determined by the University Council.

Antal Bejczy Student Publication Award

110. §

- (1) The Senate of the University shall establish the Antal Bejczy Student Publication Award in recognition of the outstanding technical works and scientific student publications of students in the fields of space research, robotics, control and regulation technology.
- (2) The ERC shall be responsible for conducting the application procedure for the award of the prize, evaluating the applications received and preparing the award. The Talents Council shall decide on the award of the prize on the basis of a proposal from the Selection Board appointed by the governing body of the ERC.
- (3) The award may be granted to the same student a maximum of once during the course of study.
- (4) The form of recognition shall be a diploma in accordance with Annex 5/28/a and a plaque in accordance with Annex 5/28/b.
- (5) The recognition may be accompanied by a monetary award, including a scholarship, determined by the Rector's Council.

Recognitions awarded by the Rector and the heads of the University departments

Memory page

111. §

- (1) In recognition of their activities in the interests of the University, the Rector shall award a commemorative plaque to senior lecturers who have been engaged in teaching at the University on the occasion of their seventieth birthday, and the Dean shall award a commemorative plaque on the occasion of their sixtieth and sixty-fifth birthdays.
- (2) In recognition of their activities in the interest of the University, the heads of the University's departments shall award a commemorative card to employees of the faculty or department on the occasion of their 60th, 605th or 70th birthdays.
- (3) A commemorative plaque may be awarded by the heads of the University's departments on the occasion of retirement to an employee of the University who has rendered outstanding service to the University for at least 20 years.
- (4) In order to prepare for the awarding of the commemorative plaque, the Payroll and Labour Office shall inform the head of the department and the Rector's Office of the persons eligible for the awarding of the commemorative plaque in the following period by 1 January and 1 July of each semester.
- (5) The form of recognition shall be the commemorative plaque as set out in Annex 5/29. The Rector's Office shall be responsible for the preparation of the commemorative plaque and its distribution to the department concerned.
- (6) The memorial card shall be presented personally by the donor.
- (7) The Wage and Labour Office and the heads of the departments concerned shall be responsible for the procedure for the award of the commemorative plaque.

Scientific publication and patent awards

112. §

- (1) The Rector of the University may grant a scientific publication award to the University's teachers and researchers for their publication in an international journal of outstanding repute.
- (2) The award shall be presented once a year, on the basis of the publications recorded in the MTMT, on the occasion of the University Day event, on the recommendation of the Vice-Rector for Academic Affairs.
- (3) The form of recognition is a cash award. The amount of the monetary award shall be determined annually by the Rector in an order.
- (4) The amount of the monetary award per Hungarian or international employee or service patent filed with the National Intellectual Property Office is determined annually by the rector in a directive.

PART FIFTH

Chapter XIX

THE PERFORMANCE ASSESSMENT

113. §

(1) In order to achieve the objectives of the University, the University intends to operate an incentive and performance appraisal system that supports the motivation and development of its employees and contributes to the achievement of the University's strategic objective. The rules of procedure of the incentive and performance appraisal system shall be laid down in a specific set of rules, ensuring a consistent performance appraisal process that promotes the improvement of the performance of the individual and, through him/her, of the University, the achievement of objectives and the effective development of staff, by assessing individual performance in an objective and constructive manner.

(2) Objectives of the University's incentive and performance appraisal system:

- a) ensure consistency between the objectives set by the University and the individual performance appraisal objectives, and alignment with the University's objectives,
- b) promote the improvement of the performance of the University and the individual,
- c) help preserve and develop knowledge,
- d) support communication within the organisation,
- e) assist HR development objectives,
- f) help to improve the efficiency of workforce planning and management,
- g) establish a performance-based pay system,
- h) assist with promotion, career planning and training needs for planning,
- i) strengthen cost responsibility in the long term,
- j) strengthen the management culture in the organisation.

(3) The principles of the University's incentive and performance appraisal system:

- a) the incentive and performance appraisal system is an integral part of the university culture,
- b) the appraising managers and supervisors are committed to the performance appraisal system,
- c) in the performance appraisal, appraising managers shall act in accordance with the principles of fairness and justice,
- (d) performance evaluation shall be carried out at least once a year,
- e) the objectives set are clear, both at organisational and individual level, and are accessible and relevant to staff,
- f) the objectives set are for the development of both the University and its staff,
- g) performance appraisals are used to improve the quality of the performance of staff in their core tasks,
- (h) the performance appraisal on which the performance pay is based must reflect the weighting in accordance with the rules
 - ha) the University's performance indicators,
 - hb) the performance indicators of the department,
 - hc) the individual's performance indicators.

Closing clause:

The Senate of Obuda University, at its meeting held on _____, 2024, reviewed the amendment to Volume II of the Organizational and Operational Regulations of Obuda University, the Employment Requirements System, with its resolution number _____. The Board of Trustees of the Rudolf Kalman Foundation for Obuda University approved the amendment with its resolution number _____ at its meeting held on _____, 2024. It will come into effect on July 15, 2024.

Budapest, 12 July 2024

Prof. Dr. Levente Kovács s.k.
Rector

Dr. András Cser-Palkovics
Rudolf Kalman Foundation for Obuda
University
Board of Trustees
President

