



**UNIVERSITY OF ÓBUDAI**  
**ORGANISATIONAL AND OPERATIONAL RULES**  
**FIRST BOOK**  
**ORGANISATIONAL AND OPERATIONAL**  
**ARRANGEMENTS**

**BUDAPEST, 2022.**

*(Version 6, in force from 1 November 2023)*

## TABLE OF CONTENTS

<b>PREAMBULUM</b> .....	<b>4</b>
<b>GENERAL PROVISIONS</b> .....	<b>4</b>
Structure of the Organisational and Operational Rules .....	4
Scope of the GTC .....	4
Status of the University .....	5
Tasks of the University .....	6
<b>FIRST BOOK</b> .....	HIBA! A KÖNYVJELZŐ NEM LÉTEZIK.
<b>THE ORGANISATIONAL AND OPERATIONAL ARRANGEMENTS OF THE UNIVERSITY</b> .....	<b>7</b>
<b>PART ONE</b> .....	<b>8</b>
<i>Chapter I</i> .....	<i>8</i>
<b>THE FUNCTIONING OF THE UNIVERSITY</b> .....	<b>8</b>
Management and leadership levels, hierarchy .....	8
Representation of the University .....	9
<i>Chapter II</i> .....	<i>9</i>
<b>THE UNIVERSITY ORGANISATION</b> .....	<b>9</b>
<b>THE UNIVERSITY'S ORGANISATIONAL UNITS RESPONSIBLE FOR EDUCATION AND SCIENTIFIC RESEARCH AND INNOVATION</b>	<b>10</b>
The levers .....	10
The Institute .....	10
The external department .....	10
The centres .....	11
University Research and Innovation Centre .....	11
Salgótarján Training Centre and Research Centre .....	12
The doctoral schools .....	13
<b>SERVICE DEPARTMENTS OF THE UNIVERSITY</b> .....	<b>14</b>
The Library .....	14
The Institute of Physical Education and Sport .....	14
The College .....	15
<b>THE UNIVERSITY'S SUPPORT DEPARTMENTS</b> .....	<b>15</b>
The Rector's Office .....	16
The Rector's Office .....	17
The Directorate-General for Economic Affairs .....	18
The Directorate-General for Education .....	20
The University Doctoral and Habilitation Office .....	23
The International Directorate General .....	23
The Bureau for Public Education .....	24
The Office for the Organisation of Science .....	25
<b>PART TWO</b> .....	<b>25</b>
<b>THE UNIVERSITY'S STAFF AND MANAGEMENT</b> .....	<b>25</b>
<i>Chapter III</i> .....	<i>25</i>
<b>THE UNIVERSITY'S LEADERS AND THE OFFICIALS WHO SUPPORT THEM</b> .....	<b>25</b>
The Rector .....	25
Procedure for replacing the Rector .....	27
The vice-rectors .....	27
The Vice-Rector General .....	27
The Vice-Rector for Education .....	28
The Vice-Rector for Science .....	29
Vice-Rector for Industrial and Business Relations .....	29
The Director-General for Economic Affairs .....	30
The Dean .....	30
The Head of the Rector's Office .....	31
The Rector's Registrar .....	31
The Director-General for Education .....	32
The International Director-General .....	32
<i>Chapter IV</i> .....	<i>32</i>
<b>BODIES OF THE UNIVERSITY</b> .....	<b>32</b>

THE CENTRAL BODIES OF THE UNIVERSITY .....	33
The Senate.....	33
The Public Benefit Supervisory Committee .....	34
The Scientific Council.....	34
The University Doctoral and Habilitation Council.....	35
The Credit Transfer Committee.....	35
The Student Appeals Committee.....	36
The University Disciplinary Board.....	36
Joint Labour Inspection Board.....	36
The University Council.....	37
The Rectors' Council .....	38
The Professorial Council .....	38
The University Council of Scientific Students .....	39
The Talent Council .....	39
The Education Committee.....	40
The Equal Opportunities Committee.....	41
The Committee for the Evaluation of Proposals.....	41
The Ethics Committee .....	41
The Quality Management Committee.....	42
The Innovation and Industrial Property Committee.....	43
OTHER ADVISORY BODIES.....	43
The Faculty Councils .....	43
The faculty bodies .....	44
The Council of the EIK.....	44
PART THREE .....	45
MONITORING THE OPERATION OF THE UNIVERSITY .....	45
<i>Chapter V</i> .....	45
The Internal Audit.....	45
Quality management.....	45
PART FOUR .....	46
FORUMS, RECONCILIATION, REPRESENTATION OF INTERESTS .....	46
<i>Chapter VI</i> .....	46
<i>Forums for internal communication, university information</i> .....	46
Contact forums.....	46
Forms of information .....	46
<i>Reconciliation of interests, representation of interests</i> .....	46
Workers' representation.....	47
The Works Council.....	47
The Trade Union.....	47
Student representation.....	47
The University Students' Union and the Doctoral Students' Union.....	47
The voluntary student groups .....	48
The vocational colleges .....	48
PART FIFTH.....	49
OTHER RULES RELATING TO THE OPERATION OF THE UNIVERSITY.....	49
<i>Chapter VII</i> .....	49
Public benefit .....	49
Public.....	49
Data security .....	49
Student events .....	49

## **PREAMBULUM**

(1) The Rudolf Kalman Foundation for Óbuda University, as the Sustainer (hereinafter referred to as the "Sustainer"), in the spirit of continuous renewal, in order to create the necessary conditions for the transfer and acquisition of competitive knowledge, shall be governed by Act CCIV of 2011 on National Higher Education (hereinafter referred to as the "Nftv."), and Act XXII of 2021 on the Rudolf Kalman Foundation for Óbuda University, the Rudolf Kalman Foundation for Óbuda University and on the Donation of Assets to Óbuda University, in accordance with the provisions of the Founding Act of Óbuda University (hereinafter referred to as the Founding Act), renews the organisation, operation and management of Óbuda University (hereinafter referred to as the University).

(2) The University shall be a private higher education institution recognised by the State and operating as a public benefit organisation. It supports and promotes the development of social, economic and technological innovation, respecting its traditions and values. Through its internationally recognised teaching and research activities, it is committed to the development of a knowledge-based society and economy at national and regional level, and to this end it operates as a knowledge centre based on a university approach.

(3) Taking into account the opinion of the Senate of the University, the Board of Trustees of the University shall - on the basis of the authorisation of the Nftv. and the University's Statute - determine the tasks, organisational structure, operation, management structure, tasks and operation of the individual organisational units, requirements and procedures for the filling of certain positions, details of the requirements system, the admission procedure, details of the student study regime, the rights and obligations of the employees and students of the University in the University's Organisational and Operational Regulations.

## **GENERAL PROVISIONS**

### **Structure of the Organisational and Operational Rules**

#### **1. §**

(1) The University shall lay down the provisions relating to its organisation and operation in its Rules of Organisation and Operation (hereinafter referred to as the "Rules of Organisation and Operation"). On the basis of the Statutes, the Nftv. and its implementing regulations, the Regulations shall regulate all basic matters that ensure the conditions for efficient institutional operation. It shall not cover areas which are provided for by law or which are the subject of other regulations by virtue of a statutory authorisation or a provision of the Rules of Procedure.

(2) The University shall have a single set of Regulations, which shall include:

- a) Volume I: Organisation and Rules of Procedure (hereinafter referred to as the "OOR"),
- b) Volume II: Employment Requirements Framework (hereinafter referred to as the "EQF"),
- c) Volume III: Student Requirements Framework (hereinafter referred to as the "RQF"),
- d) and the Annexes to the items marked b) and c).

### **Scope of the GTC**

#### **2. §**

(1) The scope of these Rules shall include:

- a) for the entire territory of the University,
- b) to the University's teachers, researchers, lecturers and students, as well as to employees directly involved in teaching, scientific research and the implementation of the University's tasks,
- c) in the cases specified in the Nftv. or in these Regulations, to persons who are not employed by or students of the University, in particular:
  - ca) students and professionals from Hungary and abroad who are studying or conducting scientific research at the University during a specified period of time, during this period,

- cb) the University's laureates and recipients of University recognition,
  - cc) in the cases specified in these regulations, in accordance with the Nftv. persons or entities with a contractual relationship,
  - d) the teaching, scientific research, service and administrative activities of the University.
- (2) The provisions of these Regulations may be applied to persons who are not employed by the University, unless otherwise provided by law or by other legislation adopted pursuant to the authorisation of the University.

### **Status of the University**

#### **3. §**

- (1) The name of the University shall be Óbuda University (hereinafter referred to as the University)
- a) abbreviated name: OE
  - b) English name: Obuda University
  - c) German name: Universität Óbuda
  - d) Latin name: Universitas Budensis
- (2) The Rudolf Kalman Foundation for the University of Óbuda is the founder and maintainer of the University.
- (3) The University is a state-recognised institution of higher education in Hungary, which operates as a public benefit organisation, a legal entity. It is an autonomous institution with its own self-government, operating according to democratic principles, which has the right to decide on all matters concerning its organisation and operation that are not referred to the competence of other bodies by law, the Statutes of the Maintainer or its own Statutes.
- (4) The University shall be a legal entity with its own economic organisation, which shall manage its assets, budget support, own revenues and other additional resources in accordance with its Statutes.
- (5) The seat of the University is 1034 Budapest, Bécsi út 96/B.
- (6) Locations: <sup>1</sup>
- a) Alba Regia Technical Faculty (8000 Székesfehérvár, Budai út 45.),
  - b) Alba Regia Faculty of Technology (8000 Székesfehérvár, Pirosalma utca 1-3.),
  - c) Salgótarján Training Centre and Research Centre (3100 Salgótarján, Meredek út 9.),
  - d) Kandó Kálmán Faculty of Electrical Engineering (1084 Budapest, Tavaszmező utca 15-17.),
  - e) Kandó Kálmán Faculty of Electrical Engineering (7400 Kaposvár, Fő utca 65.),
  - f) Bánki Donát Faculty of Mechanical and Safety Engineering (1081 Budapest, Népszínház utca 8.),
  - g) Keleti Károly Faculty of Economics (1084 Budapest, Tavaszmező utca 17.),
  - h) Károly Keleti Faculty of Economics (2700 Cegléd, Kossuth Ferenc u. 32.),
  - i) Ybl Miklós Faculty of Civil Engineering (1146 Budapest, Thököly út 74.).
- (7) The official website of the University: [www.uni-obuda.hu](http://www.uni-obuda.hu)
- (8) The details of the core activities to be performed by the University and classified by the Principal are set out in the University's founding charter.
- (9) The University also aims to play an important role in the economic life of the region and to be a partner in the innovation activities of businesses by exploiting its intellectual creations. To this end, the University supports the exploitation of research results through enterprises and spin-off companies.
- (10) The University shall provide consultancy and expert services to external clients and customers as a service for consideration or as a contractor's activity,

---

<sup>1</sup> Amended by Resolution 92/2023 (X.25.) of the Rudolf Kalman Foundation for Óbuda University. Effective from 01.XI.2023.

without prejudice to its fundamental objectives and the performance of its tasks, in accordance with the provisions of the Statutes.

(11) The University shall have the right to establish companies or to acquire shares in companies, the detailed provisions of which shall be laid down in the Statutes and the University's specific regulations.

(12) Description of the University's coat of arms:

a) coloured coat of arms: in a blue shield a silver castle with one tower and one toe, a shield floating from the tower to the right, divided in black and with a double cross rising from a green triple pile in the upper field, and in the lower field a natural arm in white, extending from the upper right corner, holding a closed brown leather-bound book in its hand; a coat of arms floating to the left of the tower, split in two by a green and a green border, the front field of the shield divided by a silver wavy web, with a single-towered, single-fingered castle on a golden shield, the top field of the shield being single-towered, the bottom field of the shield being triple-towered, double-fingered, and the rear field of the shield containing five open books in piles, each bearing the letters DB, CK, CK, JN, AR. Above the shield is the Hungarian Holy Crown.

(b) monochrome coat of arms: a line-drawn version of the colour coat of arms.

(13) The stamp of the University shall be circular, with a single border, the coat of arms of Hungary in the middle and the inscription "ÓBUDAI EGYETEM" around it. The rules for the use of the name, coat of arms and stamp of the University are laid down in separate regulations.

## **Tasks of the University**

### **4. §**

(1) The core activities of the University in accordance with its public benefit purpose are set out in Section 4.2 of the Statutes.

(2) The university shall, for the purposes of its training tasks as defined in paragraph (1)

- a) basic training,
- b) a Master's degree,
- c) undivided training,
- d) doctoral training,
- e) vocational training in higher education,
- (f) vocational training other than higher education,
- g) other training as provided for in sectoral legislation

which, upon successful completion of which - on the basis of a final examination or a professional examination - the participants of the training are awarded a diploma, a degree, a diploma supplement, a certificate, a certificate, a doctoral degree, a habilitated doctoral degree.

(3) The University shall or may perform the functions specified in paragraphs (1) to (2) at its registered office and at its premises and at registered places other than its premises.

(4) The University shall be assisted in the performance of its tasks by lecturers, researchers, teachers and persons employed in service and support positions (hereinafter referred to as "support positions"), as well as by students, persons participating in extracurricular training and persons not employed by the University but involved in the performance of its tasks on the basis of an employment relationship.

The University shall ensure that, in the performance of its functions, those involved in its activities respect the requirements of equal treatment and equal access in their decisions concerning students, teachers and academic staff.

**THE ORGANISATIONAL AND OPERATIONAL ARRANGEMENTS OF THE  
UNIVERSITY**

## PART ONE

### Chapter I

#### THE FUNCTIONING OF THE UNIVERSITY

##### 5. §

The University's operations are based on a close relationship with the Sustainer. The Rector and the Director General of the University's Economic Affairs, who has the power of employment, are responsible for the strategic decisions of the Rector and the implementation of those decisions, as well as for the operational management and direction of the institution.

##### Management and leadership levels, hierarchy

##### 6. §

- (1) The levels of management and governance of the University:
  - a) the Board of Trustees of the Reservation, represented by the President as the Reservation or by the President's designee  
two members of the Board of Trustees, as a steering committee,
  - b) the Rector of the University, as the primary representative and leader,
  - c) the vice-rectors,
  - d) the University's Director General for Economic Affairs,
  - e) the deans of the faculties,
  - f) the heads of the autonomous service and support departments.
- (2) Senior employees of the University:<sup>2</sup>
  - a) the Rector,
  - b) the Chief Financial Officer (Chief Financial Officer),
  - c) the vice-rectors,
  - d) the deans,
  - e) the Director General of the CFCI,
  - f) the International Director-General.
- (3) A non-managerial employee exercising secondary employer authority, i.e. labour management authority<sup>3</sup>
  - a) the Head of the Rector's Office,
  - b) the Rector's Registrar,
  - c) the Director-General for Education,
  - d) the Head of the Office for Doctoral and Postdoctoral Studies,
  - e)
  - f) the library director,
  - g) the college director,
  - h) the site/member college/ member library manager,
  - i) the Director of the Institute of Physical Education and Sport,
  - j) the director of the higher education training centre,
  - k) the head of the office of the Directorate-General for Economic Affairs  
an employee working in a job
    - l) the Head of the Public Education Office,
    - m).
- (4) Hierarchy of management and leadership levels:

---

<sup>2</sup> Amended by Resolution 84/2023 (IX.25.) of the Rudolf Kalman Foundation for Óbuda University. Effective: from 01.X.2023.

<sup>3</sup> Amended by Resolution 84/2023 (IX.25.) of the Rudolf Kalman Foundation for Óbuda University. Effective: from 01.X.2023.



1. the Board of Trustees, represented by the President, exercises the rights of maintenance and ownership, directs the University by making strategic decisions, determines the main rules of the University's organisation, operation and management, and is the employer of the Rector and the Director General of Finance;
2. the Rector, in cooperation with the Principal, shall direct and manage the University, and shall direct the activities of the managers under his/her direct management and/or supervision;
3. the vice-rectors, in a shared manner, manage the academic and educational professional support activities in the tasks assigned by the rector, may represent the University in their area of responsibility, cooperate with the rector, the director general of economy, the deans and the heads of the autonomous departments;
4. the heads of the faculties and centres are directly subordinate to the rector in the institutional hierarchy, they are responsible for the operational management of their departments, they may exercise secondary employer, i.e. labour management powers in relation to the employees of the department they manage, they perform university-level tasks in the fields of teaching and scientific research and basic artistic activities, they may be entitled to represent their departments, and their deputy is responsible for their deputy;
5. the heads of the service and operational support units, who are under the direct authority of the Rector or his/her deputies.

### **Representation of the University**

#### **7. §**

(1) The Rector shall be the first responsible head and representative of the University. The Rector may delegate his/her right of representation on a permanent basis or on a case-by-case basis for specific matters.

(2) The Rector shall be authorised to sign on behalf of the University, the Rector and the Director General of Finance shall be authorised to enter into commitments, and the Director General of Finance shall be authorised to sign the financial counter-signature of the Rector, and in the case of commitments, the person designated by him/her in writing shall be authorised to sign the financial counter-signature.

(3) Signatures in the form of a company signature shall be made by the person authorised to represent the University signing the documents in his/her own name above the name of the University in accordance with the authentic specimen signature or specimen signature.

(4) The procedure for the conclusion of contracts, the mandatory content and form of contracts and the rules on the registration of contracts are set out in the University's Regulations on the Rules of Engagement and Contract Conclusion.

## **Chapter II**

### **THE UNIVERSITY ORGANISATION**

#### **8. §**

(1) In order to ensure the efficient and economical performance of the teaching, scientific research, innovation and related ancillary tasks of the University, as well as the functional and maintenance tasks necessary for its operation, the University shall

- a) educational and scientific research and innovation,
- b) service provider and
- c) operational support

operate as autonomous departments (hereinafter referred to as "departments").

(2) The internal functioning of each autonomous department may differ. In addition to the provisions of these Regulations, the structure of the organisational unit, the duties and powers of its management and bodies, and the rules of operation shall be set out in the rules of procedure of the organisational unit, which shall be adopted by the Senate.

(3) The organisational structure of the University is set out in Annex 1 to the Statutes.

## **THE UNIVERSITY'S TEACHING AND SCIENTIFIC RESEARCH-INNOVATION DEPARTMENT PROPERTIES**

### **9.§**

The University has faculties and centres as autonomous departments for teaching and scientific research and innovation.

### **The levers**

#### **10.§**

(1) The faculties are the organisational units headed by the deans, which are responsible for the basic activity of education and research. The dean shall be assisted in his/her duties in connection with the management of the faculty by the Faculty Council and the Dean's Office, and may share his/her work and duties with his/her deputy deans for education and research.

(2) The internal functioning of each arm may be different. The organisational structure and the rules of operation of the faculties shall be laid down in the rules of procedure of the faculties, which shall be adopted by the governing bodies of the faculties, the Senate, on the basis of the proposals of the Faculty Councils.

(3) The faculties of the University:

a) Alba Regia Faculty of Technology

short name: ÓE-AMK, address: 8000 Székesfehérvár Budai u. 45.

b) Bánki Donát Faculty of Mechanical and Safety Engineering

short name: ÓE-BGK, address: 1081 Budapest, Népszínház u. 8.

c) Kandó Kálmán Faculty of Electrical Engineering

short name: ÓE-KVK, address: 1084 Budapest, Tavaszmező u. 15-17.

d) Károly Keleti Faculty of Economics

short name: ÓE-KGK, address: 1084 Budapest, Tavaszmező u. 17.

e) Neumann János Faculty of Informatics

short name: ÓE-NIK, address: 1034 Budapest, Bécsi út 96/B.

f) Sándor Rejtő Faculty of Light Industry and Environmental Engineering

short name: ÓE-RKK, address: 1034 Budapest, Doberdó út 6.

g) Miklós Ybl Faculty of Architecture

short name: ÓE-YBL, address: 1146 Budapest, Thököly út 74.

(4) Within the faculties, there may be institutes, departments, institute departments, external departments or industrial departments and specialised groups.<sup>4</sup>

### **The Institute**

#### **11.§**

(1) An institute is a faculty unit established for the teaching and cultivation of one or more specialisations or subjects.

(2) In addition to teaching, the Institute shall be responsible for scientific research and the modernisation of curricula and teaching methods. The institute shall contribute to the preparation and maintenance of bilateral and multilateral relations in the field of its tasks and the development of student exchanges.

(3) The governing body of the Institute is the Institute Council, headed by the Director of the Institute.

(4) The rules of operation of the Institute, the responsibilities and powers of its management and the Institute Council shall be laid down in the Faculty's rules of procedure.

### **The external department**

---

<sup>4</sup> Amended by Resolution 59/2023 (27.VI.VI.) of the Rudolf Kalman Foundation for Óbuda University. Effective: from 01.VII.2023

## 12.§

(1) The external department or industrial department (hereinafter referred to as "external department") shall be a specialised educational unit of the faculty, operating on the basis of a special agreement between the University and other organisations or labour market players. <sup>5</sup>

(2) The purpose of the establishment of the external chair is to increase the intellectual base of the University, to improve the personal and material conditions of teaching, scientific research and professional counselling, to institutionalise and make more efficient the cooperation with professional organisations and labour market participants, and to develop practical education.

(3) The basic rules concerning the organisation and operation of the externalised departments, their tasks, the conditions of their operation, the mandate of the head and staff of the externalised department, the requirements and remuneration of the academic activity of the staff, the starting date of their establishment and the conditions of their termination shall be laid down in a special agreement.

(4) The special agreement on the establishment of the external chair shall be signed by the rector and the head of the cooperating partner after the competent bodies have given their approval.

(5) The externalised department is a joint organisational unit of the University and the cooperating partner, its head is subordinate to the rector, under the professional supervision of the dean, and under the professional leadership of the director of the institute.

(6) The head of the external chair is proposed by the cooperating partner. A member of the staff of the cooperating partner who

- a) holds an academic degree, or
- b) holds the title of professor or associate professor, or
- c) is a nationally recognised authority in his or her field <sup>6</sup>

and is involved in university teaching.

(7) The Rector shall appoint the head of the external department. The term of office may be 3 years. The mandate may be renewed several times.

(8) The head of the external department:

- a) represent the external department in the matters specified in the Terms of Reference,
- b) direct the teaching, research and organisational work of the external department,
- (c) decide on all matters falling within the remit of the external department which are referred to it by the rules or instructions.

(9) The staff of the external department shall be appointed by the cooperating partner from among its own staff, on the recommendation of the head of the external department.

## The centres

### 13.§

The University centres:

- a) University Research and Innovation Centre (hereinafter referred to as the EITC)  
short name: ÓE-EKIK, address: 1034 Budapest, Bécsi út 96/B.
- b) Salgótarján Training Centre and Research Centre  
short name: ÓE-SKKK, address: 3100 Salgótarján, Meredek út 9.

## University Research and Innovation Centre

### 14.§

---

<sup>5</sup> Amended by Resolution 59/2023 (27.VI.VI.) of the Rudolf Kalman Foundation for Óbuda University. Effective: from 01.VII.2023

<sup>6</sup> Amended by Resolution 110/2022 (XII.6.) of the Rudolf Kalman Foundation for Óbuda University. Effective: from 01.01.2023.

(1) As an autonomous organisational unit, the ERC shall carry out and provide scientific research, development and innovation activities in several scientific and professional fields, as well as educational tasks. It is headed by the Director-General of the ERC. <sup>7</sup>

(2) The CFC shall carry out its tasks in the following units: <sup>8</sup>

- a) the EIK Office,
- b) the Innovation Bureau.

(3) The R&D&I work of the ERC is supported by centres and associated centres in addition to its offices.

(4) The tasks of the CFC shall include in particular: <sup>9</sup>

- a) managing and coordinating the activities of the research centres and offices within the EIC, ensuring the implementation of the university's science policy strategy,
- b) coordinate large-scale, multi-arm developments,
- c) participation in doctoral studies,
- d) develop methods and proposals for the introduction of an innovation-centred approach and the related motivation system at the University, including the organisation of student programmes,
- e) develop the concept of the information platform supporting the University's innovation activities, and oversee its operation, establish and develop innovation-related collaborations (with government, industry, national and international organisations),
- f) under the guidance of the Vice-Rector for Academic Affairs, participate in the development of the University's innovation strategy and, in cooperation with the academic leadership, participate in the implementation of the adopted strategy,
- g) participates in the editorial board of the University's scientific journals, and in the proofreading of professional articles,
- h) in cooperation with the Vice-Rector for Industrial and Business Relations, establish and operate a university-wide practice for the acceptance and implementation of market-based industrial R&D&I assignments,
- (i) provide access to the material and human resources of technical creation and prototyping to the citizens of the University, which it shall endeavour to develop to the best of its ability, taking into account the financial possibilities available at any given time.
- j) overseeing and coordinating the University's knowledge exploitation and technology transfer activities,
- (k) support the development of a start-up ecosystem and the creation of businesses that benefit from it.

(5) The governing body of the ERC with the right of proposal, opinion and control is the ERC Council, chaired by the Director General of the ERC. The work of the ERIC Council shall be assisted by the ERIC International Advisory Board. Its members are appointed by the ERIC Council. The Chairperson of the EIK International Advisory Board shall be a voting member of the EIK Council.

(6) The organisational structure and operational rules of the CEC shall be laid down in the rules of procedure of the CEC, which shall be adopted by the Senate on the basis of a proposal of the CEC Council.

### **Salgótarján Training Centre and Research Centre**

#### **15.§**

(1) The Salgótarján Training Centre and Research Centre (hereinafter referred to as the SKKK) is an educational and research unit within the framework of which the University

- a) higher education vocational education and training, and basic education in line with the needs of the local and regional labour market,
- b) research and development and innovation activities

---

<sup>7</sup> Amended by Resolution 59/2023 (27.VI.VI.) of the Rudolf Kalman Foundation for Óbuda University. Effective: from 01.VII.2023

<sup>8</sup> Amended by Resolution 59/2023 (27.VI.VI.) of the Rudolf Kalman Foundation for Óbuda University. Effective: from 01.VII.2023

<sup>9</sup> Amended by Resolution 59/2023 (27.VI.VI.) of the Rudolf Kalman Foundation for Óbuda University. Effective: from 01.VII.2023

continuing.

(2) The tasks of the Salgótarján Training Centre and Research Centre shall be in particular:

- a) coordinating the University's external training courses in Salgótarján, and organising the training courses, in close cooperation with the faculties that offer the courses,
- b) ensuring the infrastructural conditions of the higher education vocational and bachelor courses taught by the faculties,
- c) continuous monitoring of local and regional labour market demand needs,
- d) in cooperation with the region's farming organisations and other employers, to help students to undertake work placements and find employment,
- e) to promote the University's outsourced courses in Salgótarján among the young people of the county and the region, and to assess their needs for further studies,
- f) to establish cooperation with the Nógrád County Vocational Training Centre, to develop the possibility of a joint educational portfolio,
- g) to provide students with the necessary operational conditions for their education,
- h) coordinating students' academic affairs, assisting with administration, in cooperation with the faculties' academic officers,
- i) to promote the University's local research and development activities and to provide the necessary infrastructure,
- j) to promote the University's innovation activities in cooperation with the relevant University departments,
- k) promoting the University in local and regional media,
- l) expanding the University's network of contacts among the region's leaders and industrial players,
- m) proposing the launching of higher education vocational training and bachelor courses in Salgótarján in accordance with the local labour market and further education needs and the University's strategy.

(3) The Salgótarján Training Centre and Research Centre is headed by a director. The Director shall have the following duties and powers in particular:

- a) perform the management tasks of the JRC,
- b) is responsible for the promotion of the training courses offered by the SCCP,
- c) ensure the operation of the SCC, the creation of infrastructural conditions and the smooth running of training courses,
- d) coordinate the necessary purchases,
- (e) be responsible for the inventory and commissioning of the University's assets placed at the SCCR,
- f) be responsible for the preparation and implementation of the department's budget,
- g) exercise the powers of a secondary employer in respect of the employees of the JRC,
- h) liaises between the University and the municipality of Salgótarján, and discusses development opportunities with the Mayor of the city,
- i) to build and expand the University's network of contacts in the region, especially with regard to Nógrád County business organisations, secondary schools and the Vocational Training Centre,
- j) identify potential dual partners and collaborative partners for research, development and innovation,
- k) make proposals for the expansion of the University's training offer in Salgótarján based on the assessment of the needs of young people studying in the region and the regional labour market,
- l) create the possibility for the continued development of a local teaching base,
- m) propose the development of appropriate infrastructure,
- n) coordinate the University's media coverage in the regional press.

(4) The detailed rules of the department are laid down in separate rules of procedure.

## **The doctoral school**

### **16.§**

(1) Doctoral schools shall be teaching and scientific research organisations which provide teaching and conduct the degree-granting process. They shall carry out their activities under the direct authority of the Rector in accordance with the provisions of the University's Regulations for Doctoral and Postdoctoral Studies and the Doctoral School's operating regulations.

(2) Doctoral schools at the University: <sup>10</sup>

- a) Doctoral School of Applied Informatics and Applied Mathematics,
- b) Doctoral School of Materials Science and Technology,
- c) Doctoral School of Security Sciences,
- d) Innovation Management Doctoral School.

(3) The doctoral school shall be headed by a doctoral school director.

(4) The doctoral schools shall operate according to a training plan and on the basis of the rules of operation adopted by the University Doctoral and Postdoctoral Council.

## **THE UNIVERSITY'S SERVICE DEPARTMENTS**

### **The Library**

#### **17.§**

(1) The Library shall be a public university library with a function of supporting the academic, information, teaching and research functions of the University, providing library and information services to the University's teaching staff, researchers and students, and coordinating the organisation of library services and related digital services.

(2) The functions of the Library are in particular:

- a) collects, catalogues and indexes the literature necessary for the teaching, research and study work of the University, and provides paper and digital literature content,
- b) contributes to the improvement of students' knowledge of library use, the familiarization with the methods of literary research, and helps them to acquire information literacy,
- c) provides training for teachers, researchers and students on the use of the databases and information systems provided by the Library and the Hungarian National Library of Science and Technology (MTMT),
- d) provide information in the fields of the disciplines taught and researched at the University, provide access to digital content, and operate community spaces for individual and group learning, research, social and cultural life,
- e) by operating the institutional repository - Óbuda University Digital Archive (ÓDA) - it ensures the archiving and accessibility of theses, dissertations, TDK theses and other university publications,
- f) collects, archives and makes available the educational and research content created at the University in connection with the digital content service, following the principles of long-term preservation,
- g) participates as a public library in the National Document Delivery System (ODR),
- h) maintains and validates the publication and reference data of the University's teachers, researchers and doctoral students in the MTMT, and provides scientific metrics services using the available databases,
- i) manage the work of the branch libraries.

(3) The Library shall be managed by the Library Director, under the professional supervision of the Vice-Rector for Academic Affairs.

(4) Under the direction of the Library Director, each member library is headed by a non-executive member library manager, who has secondary employer, i.e. work management, powers.

### **The Institute of Physical Education and Sport**

#### **18.§**

(1) The Institute of Physical Education and Sport is an autonomous organisational unit of the University operating at the institutional level, which is directly responsible for the education and organisation of sports life at the University and the implementation of the University's sports strategy under the direct direction and professional supervision of the Rector.

---

<sup>10</sup> Amended by Resolution 92/2023 (X.25.) of the Rudolf Kalman Foundation for Óbuda University. Effective from 01.XI.2023.

- (2) The Institute of Physical Education and Sport shall in particular:
- a) organising and running physical education courses at the University,
  - b) the provision of university recreational sports and the organisation of related events,
  - c) the organisation of competitive sports at the University,
  - d) the organisation of sports facilities for employees,
  - e) participation in the organisation and implementation of events, research and projects in the field of physical education and sport,
  - f) the creation and implementation of the University's sports strategy.
- (3) The Institute of Physical Education and Sport shall be headed by a Director.

## **The College**

### **19.§**

(1) The Dormitory is an autonomous organisational unit of the University, which performs a support and service function, providing, in cooperation with the Dormitory Student Self-Government, quiet and safe living and learning conditions, as well as intellectual training in connection with the activities of the University, primarily for students not residing in the place of the training.

(2) The University shall provide accommodation services for students participating in international mobility and scholarship programmes within the organisational system of the College, in addition to the provision of accommodation in the College, and shall provide teaching apartments for teachers and researchers, as well as accommodation for talent management and teacher training purposes in accordance with the regulations governing the College and accommodation.

(3) The College shall in particular:

- a) operate the University's own member dormitories and student halls of residence, and maintain rented dormitory accommodation as required,
- b) coordinate and supervise the operation of the member colleges, the rented member colleges and the student residence, and assist in procurement,
- c) organise the college admission procedure,
- d) contributes to the implementation of the activities of the college and to the support of disadvantaged students, as well as to talent management and the promotion of students' participation in public life,
- (e) organise accommodation for students participating in the international programme in cooperation with the International Education Office of the Directorate-General for International Affairs, <sup>11</sup>
- (f) provide accommodation services in its guest accommodation or, in the event of temporary under-utilisation of dormitory capacity, in its spare accommodation.

(4) The College shall be headed by the Director of the College and supervised by the Deputy Rector for Education.

(5) Under the direction of the Director of the College, each member college is headed by a non-executive member college director who has the power to direct the work of the college.

(6) The College Council is the supreme advisory, consultative, decision-making, representative and coordinating body of the College. The functions and operation of the College Council are set out in the University's Residence and Accommodation Regulations.

## **THE SUPPORTING DEPARTMENTS OF THE UNIVERSITY**

### **20.§**

Independent departments supporting the University's operations:<sup>12</sup>

- a) the Rector's Office,

---

<sup>11</sup> Amended by Resolution 84/2023 (IX.25.) of the Rudolf Kalman Foundation for Óbuda University. Effective: from 01.X.2023.

<sup>12</sup> Amended by Resolution 84/2023 (IX.25.) of the Rudolf Kalman Foundation for Óbuda University. Effective: from 01.X.2023.

- b) the Rector's Office,
- c) the Directorate-General for Economic Affairs,
- d) the Directorate-General for Education,
- e) the University Doctoral and Habilitation Office,
- f) DG International,
- g) the Bureau of Public Education,
- h) .

## **A Rector's Office**

### **21.§**

(1) The Rector's Office is an organisational unit directly assisting the Rector and his/her deputies in the performance of their organisational tasks, under the direct supervision of the Rector and the direction of the Rector's Head of Office appointed by the Rector.

(2) The Rector's Office shall perform its functions in the following units:

- a) Rector's Secretariat,
- b) <sup>13</sup>
- c) Press and Marketing Office.<sup>14</sup>

(3) The Rector's Office shall in particular: <sup>15</sup>

- a) preparing and organising the Rector's programmes, liaising with the heads of the departments directly and indirectly under the Rector's authority, the Vice Rectors and representatives of the Reservation,
- b) performs the administrative and management tasks of the bodies headed by the Rector, the administrative, organisational and control tasks related to the publication of the decisions of the bodies and their implementation,
- c) ensure that requests for data of public interest submitted to the University or in connection with the University are complied with,
- d) oversee the annual planning and procurement of the Rector's Office's representative gifts, in cooperation with the Rector's Office.

(4) <sup>16</sup>

(5) Tasks of the Press and Marketing Office:<sup>17</sup>

- a) manages and coordinates the University's external communication, builds and manages the University's media and press relations, and coordinates the University's media presence,
- b) performs brand and image management activities,
- c) formulate proposals for the University's marketing and communication strategy, contribute to its implementation and support the marketing and communication activities of the departments,
- d) contribute to the development, preparation and implementation of the concept of university-wide celebrations and events,
- e) edit the monthly electronic newsletter of the University (the News), the University website and the University's social media presence,
- f) provide content for the University's publications and the events, news and events-related sub-pages of the University's website in Hungarian and English, and maintain the University's community pages.

---

<sup>13</sup> Deleted by the Rudolf Kalman Foundation for the University of Óbuda Resolution 84/2023 (IX.25.). Effective: from 01.X.2023.

<sup>14</sup> Amended by Resolution 110/2022 (XII.6.) of the Rudolf Kalman Foundation for Óbuda University. Effective: from 01.01.2023.

<sup>15</sup> Amended by Resolution 59/2023 (27.VI.VI.) of the Rudolf Kalman Foundation for Óbuda University. Effective: from 01.VII.2023

<sup>16</sup> Deleted by the Rudolf Kalman Foundation for the University of Óbuda Resolution 84/2023 (IX.25.). Effective: from 01.X.2023.

<sup>17</sup> Amended by Resolution 110/2022 (XII.6.) of the Rudolf Kalman Foundation for Óbuda University. Effective: from 01.01.2023.



## The Rector's Office

### 22.§

(1) The Rector's Office shall be an organisational unit directly assisting the Rector and his/her deputies in the performance of their administrative duties, under the direct supervision of the Rector and the direction of the Rector's Registrar appointed by the Rector.

(2) The Rector's Office shall perform its functions in the following units:

- a) Rector's Office Secretariat,
- b) HR Office,
- c) Information Technology Office,
- d) Applications Office.

(3) The Rector's Office Secretariat shall in particular: <sup>18</sup>

- a) ensures the organisational and legal information conditions for the enforcement of the rule of law, provides assistance in the enforcement of rights and the fulfilment of obligations, represents the University in legal matters and assists the legality of the operation of departments and bodies through its expert activities,
- b) coordinate and control the regulatory and policy-making tasks at the university level, the administrative tasks of university bodies, and the professional supervision of all administrative activities supporting the university's operations, except for procurement and public procurement procedures,
- c) in cooperation with the University's departments, facilitates the conduct of audits by external bodies, and prepares and sends responses to requests of public interest with the involvement of the relevant department,
- d) perform and coordinate publication tasks related to public data,
- e) coordinate the tasks related to data protection and data management as defined by law and university regulations,
- f) register data requests in the public interest and provide data to the National Authority for Data Protection and Freedom of Information.

(4) The HR Office shall in particular be responsible for

- a) organise and manage the recruitment and selection processes at the University,
- b) publish vacancy notices and job applications to fill vacancies, carry out the preliminary evaluation of job applications, submit them to the institutional bodies for their opinion and to the employer for a decision.

(5) The tasks of the IT Office shall include in particular:

- a) with the exception of the IT and teaching technology equipment of the faculties' laboratories and special-purpose rooms, to operate, develop, maintain and repair the University's IT, telecommunications, security and teaching technology systems, the University-wide computer network, central and federation services,
- b) operate the University's central IT systems, servers and computer network, and keep records, monitor, maintain and develop these systems,
- c) in the context of the operation of the university internal network (OU-NET), regulate the technical conditions for connection to OU-NET,
- d) maintains IT and educational technology equipment, contributes to the sound and infocommunication tasks of university events,
- e) monitors the IT equipment of laboratories and special operating rooms, as well as the state of the software of the faculties' teaching staff and laboratories, and makes proposals for their development and operation,
- f) operates and expands the University's IT resources, detects and evaluates the utilisation of IT capacities at the University level, makes proposals for increasing the utilisation and optimising its use,
- g) professionally supervises - with the exception of purchases for scientific research and innovation purposes - the procurement of IT hardware and software, proposes the technical parameters of such purchases at university level, and manages all university-level IT-related supplier relations,
- h) professionally supervise the work of the staff of the faculties assigned to IT tasks,
- i) keep an inventory of the University's IT assets, provide support for the IT inventory of the departments,
- j) operates the central university portal system, the intranet, performs content management tasks, cooperates with and assists the editors of the departmental websites,

---

<sup>18</sup> Amended by Resolution 59/2023 (27.VI.VI.) of the Rudolf Kalman Foundation for Óbuda University. Effective: from 01.VII.2023

- k) identify and minimise the risks posed by threats to IT systems and ensure the security of the University's information,
  - l) operates the IT background of the study system, the document and records management system, the economic systems, the professional software, the repository, and ensures the backup and secure storage of data stored on the servers,
  - m) propose the provision of supplies for IT systems and teaching aids, and ensure the operation of the university printing system,
  - n) regulate the university-wide network access and authorisation system, the conditions of operation, and ensure the secure and reliable operation of the university mail system,
  - o) ensure the operation of the telephone network, propose its improvement, assist and support the maintenance of the university mobile phone fleet,
  - p) provide professional support for the operation of the e-learning framework.
- (6) The tasks of the Applications Office, under the professional guidance of the Vice Rector for Academic Affairs, shall include in particular:
- a) prepares the university's uniform application rules and makes proposals for their operation,
  - b) prepares university-level proposals and plays a supportive role in the preparation of departmental proposals, as well as carrying out registration and international and national monitoring tasks,
  - c) coordinates and submits project proposals in the case of proposals to achieve the strategic objectives of the university, and, in the case of proposals at departmental level, participates in the submission of project proposals in cooperation with the university, as appropriate,
  - d) performs full project management and technical implementation tasks for university-level proposals and full/partial project management and technical implementation tasks for departmental proposals,
  - e) performs full monitoring activities related to the proposals under implementation at the University, and provides a full financial and methodological consultancy service to the participants in the proposals,
  - f) ensure that the relevant departments and agencies are kept adequately and continuously informed about the opportunities for applications and the current status of ongoing applications.

### **From Directorate-General for Economic Affairs**

#### **23.§**

(1) The Directorate General of Finance is an organisational unit responsible for budget planning, for ensuring and monitoring the framework of transparent and expedient management, for fulfilling the obligations of financing, reporting and data provision, for compliance with the financial and accounting rules, for monitoring the mid-year management, and for carrying out the economic-financial and budget planning tasks of the public educational institutions maintained by the University, under the direction of the Director General of Finance appointed by the Principal.<sup>19</sup>

(2) The Directorate-General for Economic Affairs shall be organised into the following units:

- a) the Secretariat of the Director-General,
- b) the Finance and Accounting Office,
- c) the Property Management Office,
- d) the Wage and Labour Office,
- e) the Controlling Office,
- f) the Technical and Operations Office,
- g) Investment Office.<sup>20</sup>

(3) The Finance and Accounting Office is responsible for the accounting, bookkeeping, cash flow management and data reporting tasks related to the University's management activities.

In particular:

---

<sup>19</sup> Amended by Resolution 59/2023 (27.VI.VI.) of the Rudolf Kalman Foundation for Óbuda University. Effective: from 01.VII.2023

<sup>20</sup> Amended by Resolution 110/2022 (XII.6.) of the Rudolf Kalman Foundation for Óbuda University. Effective: from 01.01.2023.

- a) manages the cash flow and accounting of the activities of the University in accordance with the University's Statutes, and records them in the integrated IT system,
- b) prepare tax returns, keep the analytical records necessary for the settlement of taxes, duties and levies, and ensure their payment,
- c) keep the general and analytical accounts of economic events, inventory assets, and dispose of surplus assets,
- d) performs the periodic and year-end general ledger accounting and closing tasks, prepares the annual accounts (balance sheet, profit and loss account), and assists in the conduct of the audit,
- e) contribute to the preparation of university regulations, instructions, proposals and data reports concerning the management of the university,
- f) contribute to the preparation of the University's annual budget and the management of the framework budget,
- g) contributes to the preparation of quarterly, monthly and ad hoc reports, Board of Trustees' data reports, management decision preparation materials and analyses related to the University's financial management.

(4) The Office of Property Management shall provide the goods, materials, equipment, facilities and services necessary for the smooth educational and operational activities of the University and shall ensure the responsible management of the property of the State and the University.

In particular:

- a) plans, prepares and manages the University's procurement processes, implements the procurement in accordance with the requirements received and in compliance with the procurement regulations,
- b) provide technical support to the University's departments in relation to procurement,
- c) manage and record the files and documents related to procurement,
- d) perform tasks related to the development of the procurement module of the EOS system and its professional operation,
- e) prepare and update the University's procurement and asset management plan,
- f) provide regular information to the owner of the public property under the management of the University, and ad hoc information to the maintainer of the University,
- g) performs the tendering and administrative tasks related to the sale of university property.

(5) The Wage and Labour Office performs the employer's tasks related to the accounting of wages and other benefits, personal income tax and labour-related tasks related to employees.

In particular:

- a) performs the full administration and control of personal payments, social security benefits, personal income tax and contributions, and payroll accounting,
- b) assisting in the administration of personnel payments relating to applications,
- c) fully manage all matters relating to cafeteria and other benefits,
- d) performs the tasks related to the establishment, modification and termination of employment relationships and student employment contracts, with the exception of recruitment and selection,
- e) keep and maintain the personnel records related to the employment relationship and student employment contracts, keep records of job descriptions,
- f) perform administrative tasks related to predictable career development and performance appraisal,
- g) assisting in the fulfilment of external and internal reporting obligations, as well as ad hoc and regular requests for data from organisations,
- h) keep a register of travel passes, issue employer and income certificates,
- (i) maintain the register of persons required to make a declaration of assets, store the declarations of assets and coordinate the execution of the obligation to make a declaration of assets,
- j) coordinate the preparation and continuous updating of the University's model employment documents with the assistance of the Rector's Office,
- (k) provide professional advice to departments on labour issues.

(6) The tasks of the Controlling Office shall include in particular:

- a) planning the budgetary and other central financial resources, providing methodological assistance for the implementation of the planning,
- b) contribute to the preparation of the financial report on the management of the University,
- (c) carry out cost-benefit calculations and profitability studies and participate in the development of a cost-benefit calculation system,

- d) contributes to the development of cost accounting objects (cost centres, projection bases) and cost accounting algorithms for each area,
- (e) operate the cost control processes of the company(ies) set up by the University,
- f) compare the financial performance of the period with the approved plans and prepare statements and summary analyses.

(7) The Technical and Operations Office shall ensure the performance of the tasks related to the operation, maintenance, replacement and development of the University's real property and the assets that form part of or are an integral part of it. <sup>21</sup>

In particular:

- a) coordinate the University's environmental protection and fire safety tasks, contribute to the operation, continuous monitoring and maintenance of safety systems,
- b) ensure the protection of assets,
- c) performs the operation, maintenance, repair, janitorial, utility, energy and building services tasks of the member colleges under its own management,
- d) prescribes, schedules, supervises and monitors conservation activities, and carries them out in respect of tasks that can be carried out with its own resources,
- e) process, with the help of the error reporting service, the errors recorded in the system, the reports concerning the tasks of the Office, organise and carry out the related work,
- f) manage the University's energy management, ensure the University's utility supply, operate and maintain the University's utility networks,
- g) participates in the preparation of events organised by the University and external partners on the University's territory, and performs related logistical, cleaning and technical tasks,
- h) operate the fleet of vehicles and deal with technical and official matters relating to it,
- (i) fully operate and supervise the University's recreational facilities.

(8) The Investment Office shall ensure the performance of tasks related to the infrastructural development of the University.

In particular:<sup>22</sup>

- a) participates in tendering procedures and project management activities within its remit,
- b) draws up the renovation plan and makes a proposal for the qualification of the claims received,
- c) supervises and, by special decision, carries out professional tasks related to institutional development, real estate investments, central renovation and architectural work related to the University's buildings and real estate,
- d) supervises and supports the professional tasks of real estate development and investment of the enterprises of the University,
- e) establish, develop and update the university plan library,
- f) prepare, organise and record the condition assessment of the University's buildings and coordinate the tasks related to modernisation.

## **The Directorate-General for Education**

### **24.§**

(1) The Directorate General of Education is the administrative unit of the University responsible for the organisation of education and the administration of student studies and admissions, except for the administration of doctoral students, under the direct supervision of the Rector and the professional direction of the Deputy Rector for Education.

---

<sup>21</sup> Amended by Resolution 110/2022 (XII.6.) of the Rudolf Kalman Foundation for Óbuda University. Effective: from 01.01.2023.

<sup>22</sup> Amended by Resolution 110/2022 (XII.6.) of the Rudolf Kalman Foundation for Óbuda University. Effective: from 01.01.2023.

(2) The Directorate General for Education, under the leadership of the Director General for Education, carries out its tasks in the following units:<sup>23</sup>

- a) Neptun Office,
- b) Dual Training Office,
- c) Central Study Office,
- d) Electronic and Digital Learning Materials Office.

(3) The Directorate-General for Education shall in particular: <sup>24</sup>

- a) perform tasks related to the administration and registration of the University's training activities,
- b) perform the tasks requiring central coordination of student grants and other benefits,
- c) manage the organisation of education at university level,
- d) ensure the professional and technical background for the performance of the official tasks related to the organisation of education assigned to the University,
- (e) provide data,
- f) prepare proposals relating to education to be submitted to the university bodies,
- g) handle student complaints and appeals,
- h) organise the meetings of the Education Committee,
- i) prepares and contributes to the drafting, review and commenting of regulations and procedures related to the organisation of education,
- j) coordinates tasks related to the admission procedure,
- k) developing and integrating new, innovative STEAM-related methods at different levels of education,
- l) promoting and supporting technical and scientific education in response to economic, social and environmental challenges,
- m) fostering the development and maintenance of a STEM ecosystem in which the University and its partners work together to address a particular educational, labour market or methodological challenge
- n) meet the linguistic requirements for training and output, the development of specific requirements for each level, course and specialisation,
- o) teaches general and specialised language skills to students (at all levels: BA/BSc, MA/MSc, PhD) in the context of foreign language training. It prepares students to meet the language exit requirements, organises and provides examination facilities,
- p) teaches workers general and specialist language skills,
- q) provides and organises preparatory and remedial training for foreign students in Hungarian as a foreign language in accordance with the regulations,
- r) carry out translation and interpreting tasks - free of charge - within the scope of the University's activities,
- s) provides specialist translation and interpreting services at no cost to the user,
- t) organises and provides language courses for university citizens and external persons at no cost,
- u) is a state-recognised language examination centre, accredited and notified,
- v) ensure the professional development of its language teachers.

(4) The Neptun Office operates the Neptun Unified Study System, organizes the Neptun training of student study administrators, and manages the activities of the staff performing the tasks of Neptun administrators and administrators.

The tasks of the Neptun Office are in particular:

- a) full operation of the Neptun Unified Learning System, the Neptun website,
- b) providing support for students and teachers in using the Neptun system,
- c) the preparation of student grading tables,
- d) sending and checking data to the Higher Education Information System (HIS), compiling central statistics,

---

<sup>23</sup> Amended by Resolution 59/2023 (27.VI.VI.) of the Rudolf Kalman Foundation for Óbuda University. Effective: from 01.VII.2023

<sup>24</sup> Amended by Resolution 84/2023 (IX.25.) of the Rudolf Kalman Foundation for Óbuda University. Effective: from 01.X.2023.

e) the administration of central student loans.

(5) The Dual Training Office shall provide support for the operation, maintenance and development of dual training in the faculties with the assistance of its coordinators.

The tasks of the Dual Training Office are in particular:

- a) carries out the acquisition of corporate partners, prepares the cooperation, contributes to the preparation of partner companies, ensures communication,
- b) supports the selection and admission process, and contributes to the drafting of student contracts,
- c) liaises with HR partners in the company, contributes to performance appraisals and the completion of training,
- d) contributes to the follow-up of students' careers (alumni), involves graduates in the dual training system,
- e) maintain a database and repository of data, providing information for formal reporting obligations,
- f) contribute to related training programmes, coordinate the development of university curricula with companies, develop training methodology.

(6) The Central Academic Office is the department responsible for the academic affairs of students enrolled in bachelor, master and master's programmes, which directs, coordinates and supervises the activities of the staff of the departments in charge of student academic and admission affairs. <sup>25</sup>

The tasks of the Central Study Office include in particular:

- a) the registration and management of data on applicants and enrolled students,
- b) providing data to university departments and external bodies,
- c) to provide information on academic and admission matters,
- d) administration and registration of student training contracts and enrolment,
- e) examining the eligibility of students for a final certificate (diploma), issuing, registering and issuing final certificates,
- f) preparing, issuing and registering diplomas and diploma supplements and other certificates related to studies for certification,
- g) preparing, issuing, certifying, issuing, registering documents related to studies (study record book, E-Index, transcript of records),
- h) administration of student applications, forwarding them for opinions, decisions, (re)examination and data provision,
- i) performing tasks related to student cards,
- (j) issuing, registering and administering charges for student fees, services and reimbursements related to student studies, and providing data for the university's claims management procedure,
- k) prepare archival and archival material on the personal data of students, their academic achievements, changes in their studies, documents issued upon completion of their studies, public documents.

(7) The Office of Electronic and Digital Learning Materials manages and operates the Carpathian-Mediterranean Online Education Centre (hereinafter referred to as K-MOOC) and the Moodle Unified Framework (hereinafter referred to as the Framework) at the university level, coordinates and supports the production of electronic and digital learning materials for faculties.

The tasks of the Office for Electronic and Digital Learning Materials are in particular:<sup>26</sup>

- a) customising the framework according to the University's internal needs, performing administrative tasks, setting up and maintaining the data exchange connection with the Neptun study system,
- b) running the Moodle framework,
- c) uniform publication of the University's electronic learning materials in the framework,
- d) methodological training of lecturers, familiarisation of the University's lecturers with the framework, advising them, organising and conducting training and further training,

---

<sup>25</sup> Amended by Resolution 110/2022 (XII.6.) of the Rudolf Kalman Foundation for Óbuda University. Effective: from 01.01.2023.

<sup>26</sup> Amended by Resolution 59/2023 (27.VI.VI.) of the Rudolf Kalman Foundation for Óbuda University. Effective: from 01.VII.2023

- e) developing e-learning and blended learning tools,
- f) creating a student-centred teaching-learning environment, developing virtual learning spaces,
- g) implementing reflective classroom teaching in the university education process,
- h) contributing to the development and implementation of e-learning proposals,
- i) based on the MOOC technology, serves all higher education institutions in the Carpathian Basin offering partly or fully Hungarian-language courses, providing high quality courses in Hungarian, which meet the accreditation requirements of Hungarian and international conventions,
- j) offers free online courses in Hungarian for students of Hungarian and Hungarian-medium universities in Hungary and beyond, with a special focus on Hungarian communities beyond the borders of Hungary. To this end, it cooperates with Hungarian-language higher education institutions in Hungary and beyond,
- k) facilitates the partner institutions to offer free MOOC courses in Hungarian for students of Hungarian-language higher education institutions in Hungary and abroad.

(8) The organisational structure and operational arrangements of the Directorate-General for Education are set out in its internal rules of procedure.

### **The University Doctoral and Habilitation Office**

#### **25.§**

(1) The University Doctoral and Habilitation Office shall perform the administrative tasks related to the organisation of education and the administration of doctoral students in connection with doctoral studies and the acquisition of habilitation degrees, and shall assist the work of the University Doctoral and Habilitation Council (hereinafter referred to as the EDHT).

(2) Its tasks shall include in particular:

- a) prepare the proposals to be submitted to the university bodies concerning doctoral education and the award of doctoral degrees and habilitation degrees,
- b) prepare the review and amendment of the EDHT Rules and Procedures,
- c) liaises with the National Doctoral Council and the Hungarian Higher Education Accreditation Committee, and prepares the administration of the registration procedures required by law,
- d) handle student complaints and appeals related to doctoral education,
- e) coordinate the tasks related to the payment of doctoral scholarships under the Cooperative Doctoral Programme and the New National Excellence Programme,
- f) coordinate the preparation of data to be published for doctoral admission, and prepare admission statistics in cooperation with the doctoral schools,
- g) organises the EDHT meetings, the habilitation procedures, supervises the doctoral examinations organised by the doctoral schools.

(3) The University Doctoral and Habilitation Office shall perform its tasks under the professional guidance of the President of the EDHT.

### **DG N International**

#### **26.<sup>§ 27</sup>**

(1) The Directorate General for International Affairs, directly subordinate to the Rector, shall carry out the organisational (educational and scientific) tasks arising from the University's international relations.

(2) The Directorate General for International Affairs shall carry out its tasks under the direction of the Director General for International Affairs in the following units:

- a) International Education Office,
- b) International Relations Office,
- c) Office for the Organisation of Science.

Each unit is headed by an office manager.

---

<sup>27</sup> Amended by Resolution 84/2023 (IX.25.) of the Rudolf Kalman Foundation for Óbuda University. Effective: from 01.X.2023.

- (3) The International Education Office shall in particular:
- a) coordinate, in cooperation with the faculties, the University's participation in international mobility programmes, in particular the European Union, the Visegrad Fund, the Central European Exchange Programme for Higher Education, CEEPUS, Campus Mundi, and international scholarship programmes based on intergovernmental agreements of the Hungarian state, such as the Stipendium Hungaricum Scholarship Programme for Christian Youth, Diaspora Higher Education Scholarship Programme,
  - b) facilitates and organises the international mobility of teachers, researchers, students and university staff,
  - c) in cooperation with the faculties, coordinate the educational and teaching tasks of the University's foreign language courses, as well as the admission of foreign students to foreign language courses and the enrolment of the students admitted,
  - d) organise the University's participation in international training programmes,
  - e) support the work of participants in mobility programmes abroad, and help organise related travel,
  - f) coordinate, in cooperation with the Head of the College, the accommodation of foreign students participating in international mobility programmes.
- (4) The International Relations Office shall in particular:
- a) manage international university cooperation agreements and institutional partnerships,
  - b) organise the reception of foreign delegations and the University's participation in international educational/scientific/innovative exhibitions and events,
  - c) cooperate with the University's departments in the areas of ranking, internationalisation, international education and research, and international cooperation, and support the implementation of the University's internationalisation activities,
  - d) edit and maintain the University's website in English.
- (5) The tasks of the Office for the Organisation of Science include in particular:
- a) coordinating and arranging professional programmes and travel for senior staff on international business trips,
  - b) organising and coordinating national and international conferences and scientific events at university level,
  - c) coordinating faculty conferences,
  - d) organising internationally oriented university events, inviting internationally renowned foreign professors,
  - e) coordinating the University's scientific journals,
  - f) collaborate with the University's departments to continuously improve the University's international scientific reputation and recognition.

### **The Bureau for Public Education<sup>28</sup>**

#### **26/A.§**

- (1) The Bureau of Public Education, directly subordinate to the Rector, shall be responsible for the management of the public education institutions maintained by the University.
- (2) The tasks of the Bureau of Public Education are in particular:
- a) in relation to public educational institutions, assists the University in fulfilling its maintenance tasks as defined in Act CXC of 2011 on National Public Education, and directs and controls the performance of the related tasks,
  - b) review the pedagogical programmes and the organisational and operational rules of public education institutions, and propose amendments,
  - c) monitor the professional activities of public education institutions and make recommendations for their evaluation,
  - d) make professional recommendations on structural issues of public education institutions,
  - e) liaises with the management, staff associations, parents' organisations and student councils of the institutions,

---

<sup>28</sup> Amended by Resolution 59/2023 (27.VI.VI.) of the Rudolf Kalman Foundation for Óbuda University. Effective: from 01.VII.2023



- f) makes proposals, substantiates and prepares the ground for decisions to be taken by the maintenance authorities.
- (3) The Bureau of Public Education is headed by a Head of Office.

### **The Office for the Organisation of Science**

**26/B.§<sup>29</sup>**

## **SECOND R NORTH**

### **THE UNIVERSITY'S STAFF AND MANAGEMENT**

**27.§**

- (1) The rector shall be responsible for the personal management of the University, the Senate for the management of the University's bodies, and the central bodies established by the rector and the Senate.
- (2) In addition to the Rector and the central governing bodies, the heads of the University's organisational units (faculties, EIC) shall also participate in the management of the University.
- (3) In the preparation and implementation of decisions necessary for the management of the University, bodies at the university and faculty level shall be involved with advisory and consultative powers.
- (4) The bodies of the University shall have the right to take decisions, make proposals, express opinions and exercise control in accordance with the provisions of these Regulations.

## **Chapter III**

### **THE UNIVERSITY'S LEADERS AND THE OFFICER SUPPORTING THE LEADERS K**

#### **The Rector**

**28.§**

- (1) The Rector shall be the first responsible head and representative of the University.
- (2) The Rector shall be appointed and dismissed by the President of the Republic on the basis of the decision of the Senate and the approval of the Reservation, upon the proposal of the Reservation. The Rector shall have the rights of an employer exercised by the Reservation.
- (3) The rector's mandate shall be terminated
- at the end of the term of the mandate,
  - by resignation,
  - by a dismissal on the basis of a recall,
  - upon attainment of the age specified by law, except in the case provided for in Paragraph (6) of Section 37 of the Nftv,
  - in the event of the dissolution or transformation of the University,
  - upon termination of the Rector's employment,
  - upon the death of the Rector.
- (4) The Rector shall be responsible for the proper operation and management of the University, and in this context shall exercise in full the rights of an employer over its employees and the rights of the principal in connection with the contract of assignment.

---

<sup>29</sup> Deleted by the Rudolf Kalman Foundation for the University of Óbuda Resolution 84/2023 (IX.25.). Effective: from 01.X.2023.

(5) The duties of the Rector shall include in particular: <sup>30</sup>

- (a) to carry out the activities specified in the statutes in accordance with the requirements laid down by law,
  - b) liaising with the board of trustees of the maintaining foundation,
  - (c) manage the University's training, research and other tasks falling within its remit under these Regulations, and ensure the fulfilment of the conditions related to the high quality of the University's teaching and research activities,
  - d) directs the performance of the professional tasks of teaching and research work, within this framework determines - taking into account the opinions of the bodies and committees concerned - the basic principles of the University's teaching and research strategy, and continuously monitors their implementation,
  - e) shall be responsible for domestic and international educational and research relations, cooperation, and the management and coordination of the University's international relations,
  - f) the management and coordination of tasks related to the establishment and operation of doctoral schools, and the management of the University Doctoral and Postdoctoral Council,
  - g) as President of the Senate, presides over the Senate meeting, manages the organisation of the tasks related to the Senate meeting and the administrative and professional tasks of preparation for the Senate meeting,
  - h) directing the activities of the Vice-Rector, the Director General for Economic Affairs, the Director General for International Affairs, the Deans, the Rector's Head of Cabinet, the Rector's Registrar and the Director General of the EIC,
  - (i) directly or indirectly direct the activities of the University's departments as provided for in these Regulations,
  - j) exercise the powers of employer and publisher, determine the University's salary development and remuneration framework,
  - k) exercise the rights of publisher and distributor,
  - l) supervise international conferences organised by the University and the University's scientific journals (Acta Polytechnica Hungarica, E-bulletin),
  - m) supervise the activities of the scientific student community,
  - (n) order an internal audit investigation,
  - o) is responsible for defining the mission of the institution and its quality policy principles, and for implementing them,
  - p) formulating quality objectives based on SWOT risk analysis.
- (6) The Rector may not delegate or delegate to another person any of his/her powers and duties below:
- a) initiating the withdrawal of appointments and titles of lecturers, researchers and teachers, proposing dismissals and proposals for awards,
  - b) order an internal audit investigation at the request of the Reservation,
  - c) conferring doctorates with honours, signing doctoral degrees,
  - d) obtaining the necessary expert opinions before making proposals for the award of a teaching title; making a proposal for the appointment of a university professor,
  - e) participation as a member in the Hungarian Rectors' Conference,
  - f) in the event of a manifestation of the autonomy of the university being infringed by the management of the maintenance of the university, to challenge the management's action in an administrative lawsuit,
  - g) the exercise of primary employer powers.
- (7) The Rector may employ Rector's advisors to directly assist and efficiently prepare his/her work, and a senior advisor for strategic purposes.
- (8) The Rector may delegate the exercise of part of his/her powers and authority as employer in accordance with the provisions of these Regulations.
- (9) The Rector may annul any decision, resolution or measure, with the exception of the decisions of the Senate, which violates any law or university regulations.

---

<sup>30</sup> Amended by Resolution 59/2023 (27.VI.VI.) of the Rudolf Kalman Foundation for Óbuda University. Effective: from 01.VII.2023

(10) The Rector, with the assistance of the Head of the Public Education Office, shall be responsible for the management of the public education institutions, while the Director General of Finance shall be responsible for the economic management.<sup>31</sup>

### **Procedure for replacing the Rector**

#### **29.§**

(1) In the event of the Rector's incapacity or absence, the Vice-Rectors shall replace him in the order specified in paragraphs (2) to (4).

(2) In the event of the Rector being prevented from attending, or if he/she is affected, the Deputy Rector General shall be entitled to replace him/her. In the event of a temporary vacancy in the office of Rector, the Deputy Rector General shall act as the head of the University or the Senate.

(3) The Vice-Rector for Education shall be entitled to replace the Rector in the event of the simultaneous incapacity or absence of the Rector or the Vice-Rector for General Rector, and the Vice-Rector for Academic Affairs in the event of the latter's incapacity or absence, and thereafter the Vice-Rector for Industrial and Business Relations.

(4) In certain specific cases, the Rector shall decide on the person of the substitute on the basis of individual discretion.

### **The vice-rectors**

#### **30.§**

(1) The Rector shall be assisted by deputy rectors in the performance of his/her strategic, educational, research, development, innovation, international and other duties. The vice-rectors shall carry out their work in accordance with the instructions of the rector and in cooperation with the other members of the university management.

(2) The Vice-Rector shall be responsible for the area of specialisation determined by the Rector. The deputy rectors shall perform their duties under the authority delegated to them by the rector.

(3) The duties and powers of the vice-rectors shall not affect the duties and responsibilities of the rector.

(4) If a Vice-Rector exercises professional supervisory authority over a department of the University, in the exercise of that authority he/she shall

a) determine the professional content and direction of the mission, taking into account the provisions of the law and the University's regulations, with regard to the objectives set out in the University's strategic documents,

b) continuously monitors the professional activities of the department, supervises the implementation of decisions and their effectiveness,

(c) carry out a professional audit of the quality and content of the performance of its tasks.

(5) The deputy rectors shall report to the rector at least every six months on the current status of the tasks falling within their remit and of ad hoc tasks determined by the rector.

### **The Deputy Rector General**

#### **31. §**

(1) The Deputy Rector General shall be responsible for replacing the Rector in the event of the Rector's inability to act, or in the event of his/her absence, or in the event of a temporary vacancy.

---

<sup>31</sup> Amended by Resolution 59/2023 (27.VI.VI.) of the Rudolf Kalman Foundation for Óbuda University. Effective: from 01.VII.2023

- (2) The duties and powers of the Vice-Rector General shall include in particular:
- a) to be the general deputy and representative of the Rector of the University before the authorities, national and international organisations and other bodies,
  - (b) manage the preparation of the institutional development plan, the establishment of its monitoring system and the monitoring of its implementation,
  - c) liaises with regional development committees, institutions and social organisations involved in the implementation of development programmes,
  - d) manages and coordinates institutional accreditation processes, liaises with the Hungarian Higher Education Accreditation Commission,
  - e) supervise the preparation of university-wide events,
  - f) supervises and organises professional and social contacts,
  - g) coordinate and coordinate University alumni events and activities,
  - h) exercise professional supervision over student services and coordinate their professional activities,
  - i) supervises the activities of the Quality Management Committee and the Information Technology Committee and the work of the Quality Management Coordinators.

### **The Deputy Rector for Education**

#### **32. §**

- (1) The Deputy Rector for Education shall be responsible for the development of the educational strategy of the University and for raising the quality of educational activities, within the powers delegated to him by the Rector.
- (2) The duties and powers of the Vice-Rector for Education shall include in particular: <sup>32</sup>
- a) to carry out the university-level tasks related to the coordination of training activities at the University, to supervise, professionally direct and control the administration,
  - b) preparation of the content of drafts and amendments to university regulations relating to education,
  - c) developing and organising the implementation of concepts for the development and modernisation of the institution's educational activities, and managing the development of curriculum guidelines,
  - d) coordinating the preparation of official procedures to be forwarded to the Education Office, preparing proposals in consultation with the requesting departments and submitting them to the Senate,
  - e) coordinate and coordinate the University's enrolment activities and programmes, as well as skills development and communication programmes to support access to higher education
  - f) the performance of coordination tasks at university level related to the management of the admission procedure,
  - g) decisions on admission appeals delegated by the Rector,
  - h) managing the activities related to the recruitment of foreign students, supervising the organisation of educational programmes in foreign languages for foreign students, drafting the admission rules for these programmes and supervising the procedure,
  - i) managing the tasks related to the provision of teaching materials, supervising the operation of the Neptun Student Academic, Information and Financial System,
  - j) managing the quality evaluation system related to teaching activities, in particular with regard to the student evaluation of teaching work and the measurement of teaching performance,
  - k) maintaining relations with the University Student Self-Government, supervising the legal operation of the University Student Self-Government,
  - l) enforcing the provisions of the HCR,
  - m) coordinating and supervising the development of international joint training courses and dual degree courses, training programmes,
  - n) professional supervision of the College's activities

---

<sup>32</sup> Amended by Resolution 59/2023 (27.VI.VI.) of the Rudolf Kalman Foundation for Óbuda University. Effective: from 01.VII.2023

o) supervising the operation of the Diploma Thesis Portal.

### **The Vice-Rector for Science**

#### **33. §**

(1) The Vice-Rector for Academic Affairs shall be responsible for the management, organisation, coordination and development of the University's research and academic and international activities at the institutional level, within the scope of the powers delegated to him/her by the Rector.

(2) The duties and responsibilities of the Vice-Rector for Academic Affairs shall include in particular:

- a) the development of the University's national and international research, scientific and innovation strategy, the supervision of its science management activities, including the management and supervision of the registration of the University's R&D&I and publication activities and the related data provision,
- b) coordinate the implementation of strategic tasks aimed at advancing the University's position in national and international rankings,
- c) chairing and supervising the activities of the University's Professorial Council and Academic Council,
- d) the coordination and supervision of the University's scientific and grant application activities at the institutional level, and the professional management of the Grant Office,
- e) to professionally manage and supervise the University's grant application and research exploitation activities, taking into account international best practices,
- f) managing the quality evaluation system for scientific activities,
- g) the supervision of the academic student community at university level,
- h) coordinating the faculties' scientific conferences,
- i) professional supervision and coordination of the events of the Hungarian Science Festival,
- j) the operation of an institutional application system to support international and national conference participation,
- (k) effective operation of ex-ante and ex-post management control built into the scientific process,
- l) coordinating tasks related to continuing scientific education, coordinating the University's scientific dissemination activities,
- (m) be responsible for ensuring compliance with the rules of the internal and external rules on secondment,
- n) professional oversight of library and content development services and strategic issues,
- o) liaising with the University Doctoral Students' Self-Government and supervising its legal operation,
- p) agreeing and preparing training requirements and regulations.

### **Deputy Rector for Industrial and Business Relations**

#### **34. §**

(1) The Deputy Rector for Industrial and Business Relations shall have the primary responsibility for the coordination, supervision and organisation of the University's activities related to its industrial role at the institutional level.

(2) The Vice-Rector for Industrial and Business Relations shall be responsible in particular for:

- a) overseeing the University's professional activities related to intellectual property rights,
- b) coordinating and supervising the University's activities related to research exploitation, innovation, industry and business at institutional level,
- c) Identifying, assessing, evaluating and coordinating with the Rector potential strategic initiatives of significant industrial and business benefit to the University,
- d) coordinating, promoting and supervising the University's business relations, establishing the focal points of cooperation and regulating related activities,

- e) to strengthen the University's social role in the field of education and research, to foster and expand the University's social relations, to involve the institutions, civil and non-profit organisations of the city, the county and the region, as well as the population in the life of the University,
- f) coordinate the implementation of tasks related to the establishment and maintenance of Science and Technology/Innovation Parks.

### **The Director-General for Economic Affairs**

#### **35. §**

- (1) The Director-General for Economic Affairs:
  - a) organise and manage the economic activities of the University,
  - b) manages the assets, is responsible for the preparation of the budget proposal and for monitoring the implementation of the budget,
  - (c) exercise the powers of commitment and authorisation,
  - d) supervise the technical operation of the University.
- (2) The Director General of Economy shall be appointed and dismissed by the Reservation, and the Rector shall have direct authority over him/her.
- (3) In the performance of his/her duties, the Director General for Economic Affairs shall cooperate with the Rector and shall fulfil his/her duty to inform him/her.
- (4) The Director-General for Economic Affairs shall in particular have the following powers and responsibilities:
  - a) is responsible for the economic, financial, controlling and accounting activities of the University, and for the management of the institution's assets,
  - (b) ensure the proper, economic, efficient, appropriate and transparent use of financial resources and the implementation of the agreed institutional strategy and budget,
  - c) plan budgetary and other central financial resources in cooperation with the university and faculty management,
  - d) ensure the financial management of the university's payroll, labour records and data reporting,
  - e) establishes the rules for commitments and authorisations, and ensures the implementation of and compliance with the management and financial legislation,
  - f) direct and control the management, procurement and property management activities of the University, including technical, facilities management, operations, logistics, services, procurement and public procurement,
  - g) provides economic management services to departments to facilitate their revenue-generating activities,
  - h) after the end of the financial semester or year, report to the Senate on the financial management of the University for the previous period,
  - i) professionally supervise the management activities of the departments.

### **The Dean**

#### **36. §**

- (1) The Dean shall be the head of the Faculty, over whom the Rector shall exercise direct authority.
- (2) The Dean shall be responsible in particular for:
  - a) representing the University and the faculty within the scope of the powers delegated by the Rector,
  - b) the management, coordination and control of training and scientific research, innovation, administration and framework management activities at the faculty,
  - c) the disposition of the budget appropriations, assets and other resources available to the faculty,
  - d) the exercise of the powers of work management and publication, as specified in the Rector's instructions,

- e) chairing the Faculty Council, convening its meetings, preparing its decisions and ensuring the implementation of its decisions,
  - f) preparing the faculty's development proposals, organising the implementation of the approved plan,
  - g) managing the organisational sub-units of the faculty, supervising the work of other faculty service sub-units,
  - h) supervision and control of the faculty's work, fire and property protection activities,
  - i) management of faculty departments, supervision of faculty service departments, voluntary groups and other organisations,
  - j) managing the international relations of the faculty.
- (3) The Dean shall be assisted in the performance of his duties by Deputy Deans, and shall be replaced in case of his absence. The division of their duties shall be determined by the Dean with the consent of the Faculty Council and shall be laid down in the rules of procedure for the operation of the Faculty.
- (4) The Dean may delegate his/her powers to the Faculty Council or to committees of the Faculty Council.

### **The Head of the Rector's Office**

#### **37.§**

- (1) The Rector's Office, which assists the Rector in his/her work, shall be headed by the Rector's Head of Office.
- (2) The Rector's Head of the Rector's Office shall be responsible in particular for:
- a) support the Rector in his/her decision-preparation and advisory tasks,
  - b) prepare matters and regulations under the authority of the Rector and the Vice-Rector, including the proposals of the University's governing bodies in accordance with the University's regulations,
  - c) organises and prepares the meetings of the Rector's Council, the University Council and the Senate, and cooperates with the Rector's Office in the preparation of proposals for the meetings,
  - d) collaborate with the Rector's Office in the publication of scientific events and news and their publication on the website,
  - e) contribute to the organisation of the university's flagship events (Opening Ceremony, University Day, ECOC Day, EU-Ped Day),
  - f) facilitating communication on matters within the rector's and vice-rectors' competence,
  - g) contributes to the provision of data and the preparation of reports falling within the rector's competence, coordinates the fulfilment of tasks with deadlines.

### **The Rector's Registrar**

#### **38.§**

- (1) The Rector's Office shall be headed by the Rector's Registrar.
- (2) The duties of the Rector's Registrar shall include in particular: <sup>33</sup>
- a) coordinate and manage the University's internal control, human resources, legal, communications, marketing, administrative, IT and tendering activities,
  - b) is responsible for the establishment, operation and development of the information, communication and monitoring system,
  - c) assists in the development of the University's IT strategy and guides the development of concepts for the development of the University's IT system,
  - d) coordinating the performance of OSH tasks, the development of OSH strategy proposals, the professional preparation of OSH objectives and programmes, the development, installation, operation and monitoring of the Occupational Health and Safety Management System (MEBIR),
  - (e) coordinating the University's risk assessment and management activities,

---

<sup>33</sup> Amended by Resolution 59/2023 (27.VI.VI.) of the Rudolf Kalman Foundation for Óbuda University. Effective: from 01.VII.2023

- f) coordinating the performance of internal audit tasks,
- g) ensure the lawful functioning of departments and bodies,
- h) draw up and supervise the annual procurement and asset management plan, renovation and maintenance needs of the Rector's Office and the Rector's Office; coordinate and manage the process of their implementation,
- i) coordinate the recruitment and selection processes, ensure the review by the Boards and the approval by the Rector.

### **The Director-General for Education**

#### **39. §**

- (1) The Directorate-General for Education shall be headed by the Deputy Rector for Education, assisted by the Director-General for Education, who shall be subordinate to the Rector.
- (2) The Director-General for Education shall in particular:
- a) replace the Vice-Rector for Education,
  - b) liaises with the deputy deans of education and the heads of office of the faculties,
  - c) coordinate and coordinate the processes at university level concerning the organisation of education,
  - d) supervise the performance of official duties related to the organisation of education,
  - e) chair the meetings of the Education Committee in the absence of the Vice-Rector for Education.

### **The International Director-General**

#### **39/A. §<sup>34</sup>**

- (1) The Director General for International Affairs, under the direct supervision of the Rector, shall be responsible for the organisational (educational and scientific) tasks arising from the University's international relations.
- (2) The Director-General for International Affairs shall in particular
- a) manage the teaching and educational organisation of the University's foreign language courses,
  - b) facilitate the University's participation in international mobility programmes,
  - c) promote the University's effective participation in international training programmes,
  - d) coordinate the implementation of the University's internationalisation programmes,
  - e) coordinate the organisation of international conferences and scientific events,
  - f) assisting and coordinating the implementation of programmes aimed at promoting the University's positive international scientific image and recognition.

## **Chapter IV**

### **BODIES OF THE UNIVERSITY**

#### **40. §**

- (1) The Senate and the Rector may set up temporary and permanent bodies to analyse organisational, educational, research, economic and other issues, to prepare proposals, to prepare decisions and to monitor their implementation. These bodies may also be given independent decision-making powers.
- (2) The University shall have central bodies established by statutory provision and supporting the work of the Senate or the Rector, established at the request of the Rector and with the approval of the Senate.
- (3) The Senate and the Rector may decide on the establishment of a temporary body. In such a case, the duration, the tasks and the composition of the body shall be determined. The order of operation of the temporary body shall be determined by the chairman of the body.

---

<sup>34</sup> Amended by Resolution 84/2023 (IX.25.) of the Rudolf Kalman Foundation for Óbuda University. Effective: from 01.X.2023.



(4) The detailed rules governing the operation of the bodies and their functions and powers shall be laid down in their rules of procedure.

(5) In addition to the Senate, the University shall, in accordance with the provisions of the law, as a central university body

- a) Public Benefit Supervisory Committee,
- b) Scientific Council,
- c) University Doctoral and Habilitation Council,
- d) Credit Transfer Committee,
- e) Student Appeals Committee,
- f) University Disciplinary Committee,
- g) Joint Labour Protection Board

works.

(6) The University shall, at the request of the Rector and with the approval of the Senate, as a permanent central university body

- a) Rectors' Council,
- b) University Council,
- c) Professorial Council,
- d) University Council of Scientific Students,
- e) Talent Council,
- f) Education Committee,
- g) Equal Opportunities Committee,
- h) Committee for the Evaluation of Proposals,
- i) Information Technology Committee,
- j) Ethics Committee,
- k) Quality Management Committee,
- l) Innovation and Industrial Property Evaluation Committee

works.

## **THE CENTRAL BODIES OF THE UNIVERSITY**

### **The Senate**

#### **41. §**

(1) The Senate shall be the main decision-making, advisory, proposing and controlling body of the University.

(2) The number of voting members of the Senate shall be 25. The Senate shall consist of functionaries and elected members (hereinafter referred to as "Senators").

a) The ex-officio member of the Senate is: the Rector, who is also the President of the Senate;

b) Elected members of the Senate:

ba) the representative elected by the Education Committee - 1 person,

bb) university professors, associate professors, assistant professors, assistant professors, including academic researchers and teaching staff (2-2 per faculty) - 14 persons,

bc) from the constituency of support staff - 1 person,

bd) from the constituency of the University Research and Innovation Centre - 1 person;

c) Delegated members of the Senate:

ca) representative of the representative trade union (elected at the trade union forum in accordance with the rules of the organisation) - 1 person,

cb) representatives of the University Student Self-Government (elected in accordance with the Statutes of the University Student Self-Government) - 5 persons,

cc) the representative of the Doctoral Students' Self-Government (elected in accordance with the statutes of the Self-Government) - 1 person.

(3) The members of the Board of Trustees of the University, the former Rectors of the University, the Vice Rectors, the Director General of Economics, the Deans of the Faculties and the Director General of the EHRC, the President of the University Doctoral and Habilitation Council shall be permanent members of the Senate with the right to deliberate, unless they are elected members of the Senate, the Heads of the Doctoral Schools, the President of the International Board of the EERC, the Head of the Rector's Office, who is also the Secretary of the Senate, the Rector's Registrar, the Head of Internal Audit, the Rector's Quality Assignee, the President of the Business Council, and the Presidents of the University, Doctoral and Faculty Student Councils.<sup>35</sup>

(4) The Senate shall invite to its meetings all those whose presence is necessary for the performance of its duties. The President shall decide on the persons to be invited on an ad hoc basis, after being informed of the agenda.

(5) A student who is on a student suspension shall not be a member of the Senate.

(6) Detailed rules concerning the operation of the Senate are contained in the Rules of Procedure of the Senate of Óbuda University.

(7) In addition to its powers under the Nftv.

a) decide

aa) the person of the Rector, approved by the Reservation, on the basis of a job application published by the Reservation,

(ab) the principles of differentiated remuneration based on quality and performance,

(ac) the OSH strategy and the OSH policy,

ad) the university-wide regulations, the rules of procedure of certain bodies and their amendments,

ae) the members of the statutory bodies established at the University and of the bodies assisting the work of the Senate and the Rector;

b) propose the content of the call for applications for the post of Rector,

c) by establishing a ranking list, it shall evaluate and assess the applications for the posts of Vice-Rector, Dean, Director General of the EHRC, Associate Professor and Professor.<sup>36</sup>

### **The Public Benefit Supervisory Committee**

#### **42. §**

(1) The Public Benefit Supervisory Board shall be a body, separate from the Senate, which shall supervise, control and assist the operation and management of the University, as defined in Section 7.3 of the Statutes.

(2) The Public Benefit Supervisory Committee shall consist of three members, the Chairman and members of which shall be appointed by the Reservation for a fixed term of three years. The chairman and members may be re-appointed for several terms.

(3) The Public Benefit Supervisory Board shall determine its own rules of procedure.

### **The Scientific Council**

#### **43. §**

(1) The Scientific Council is a proposing and executive body for matters concerning the implementation of scientific and strategic tasks. The Scientific Council shall be chaired by the Vice Rector for Science and its Secretary shall be a person appointed by the President.

(2) The Scientific Council shall consist of voting members delegated by departments, bodies and interest groups:

a) the Vice-Rector for Academic Affairs,

---

<sup>35</sup> Amended by Resolution 59/2023 (27.VI.VI.) of the Rudolf Kalman Foundation for Óbuda University. Effective: from 01.VII.2023

<sup>36</sup> Amended by Resolution 32/2022 (IV.29.) of the Rudolf Kalman Foundation for Óbuda University. Effective from 01.V.2022.

- b) the deputy deans for research of the faculties,
  - c) the Director-General of the CFCA,
  - d) one doctoral student delegated by the Doctoral Students' Self-Government, as specified in the statutes of the Self-Government, who is an active doctoral student during his/her term of office.
- (3) The Scientific Council shall consist of permanent members with consultative rights:<sup>37</sup>
- a) the Head of the Office for the Organisation of Science in DG International,
  - b) the head of the Applications Office,
  - c) the library director.
- (4) The Rector shall initiate changes in the composition of the Scientific Council.
- (5) The Scientific Council shall in particular have the following tasks and powers:
- a) propose ways to advance the University's position in national and international rankings,
  - b) propose ways of managing scientific activity within the University,
  - c) propose ways to strengthen the University's research activities and its external (internal and internal) visibility,
  - d) propose and evaluate proposals for the awarding of research grants and scholarships within the University,
  - (e) in the case of applications for the post of Associate Professor, to rank and evaluate the applications submitted,<sup>38</sup>
  - f) proposes and evaluates applications for travel and publication grants to support the academic activities of the University's teaching and research staff,
  - g) make proposals for the recognition, remuneration and remuneration of teaching and research staff who have carried out outstanding scientific and research work,
  - h) propose the publication of outstanding university research results in the press,
  - i) propose the technical leader, content and budgetary guidelines for collaborative university-level proposals.
- (6) The detailed rules for the operation of the Scientific Council shall be laid down in its rules of procedure, adopted by the Senate, subject to the following restriction:
- a) a quorum shall exist if more than half of the members with voting rights are present,
  - b) decisions require the support of a majority of the members present and entitled to vote,
  - c) each voting member of the Scientific Council shall have one vote,
  - d) in the case of electronic decision-making, the procedure shall be carried out in accordance with the Senate Rules of Procedure.

### **The University Doctoral and Habilitation Council**

#### **44. §**

- (1) The University Doctoral and Habilitation Council (hereinafter referred to as the EDHT) is a body independent in academic matters, which regulates and supervises the doctoral education and the habilitation procedure at the University, decides on the awarding of habilitated doctoral and doctoral degrees, and takes a position on questions of principle related to doctoral and habilitation procedures.
- (2) The President of the EDHT is appointed by the Rector, the decision is approved by the EDHT.
- (3) The composition, the election procedure and the detailed rules of operation of the EDHT shall be laid down in the Doctoral and Habilitation Regulations adopted by the Senate.

### **The Credit Transfer Committee**

---

<sup>37</sup> Amended by Resolution 84/2023 (IX.25.) of the Rudolf Kalman Foundation for Óbuda University. Effective: from 01.X.2023.

<sup>38</sup> Amended by Resolution 32/2022 (IV.29.) of the Rudolf Kalman Foundation for Óbuda University. Effective from 01.V.2022.

#### **45. §**

- (1) The Credit Transfer Committee shall determine the degree of equivalence of credits, areas of knowledge or work experience acquired at other domestic or foreign higher education institutions or at the applicant's own institution.
- (2) The Credit Transfer Committee shall be chaired by the Vice-Rector for Education.
- (3) The detailed provisions on the operation of the Faculty Credit Transfer Committees shall be laid down in the rules of procedure of the faculties, the Study and Examination Regulations of Óbuda University and the Study Regulations of Óbuda University.

### **The Student Appeals Committee**

#### **46. §**

- (1) The Student Appeals Committee shall conduct the procedure in the case of an application for legal remedy submitted by a student against a first-instance decision or measure or failure to take a measure of the University.
- (2) The Student Appeals Committee consists of 11 members, 7 members are elected by the Faculty Councils, 4 members are delegated by the University Student Self-Government, and its chairperson is appointed by the Rector from among the delegated elected members of the faculty for a term of 3 years. The representation of the University Students' Union is always at least one third.
- (3) The quorum of the Student Appeals Committee shall be at least 7 members.
- (4) Detailed rules concerning the operation of the Student Appeals Committee shall be laid down in the Study and Examination Regulations of Óbuda University and the Study Regulations of Óbuda University.

### **The University Disciplinary Board**

#### **47. §**

- (1) The University Disciplinary Committee shall exercise disciplinary powers in the case of students who have culpably and seriously breached their duties.
- (2) The University Disciplinary Committee shall exercise disciplinary powers in the second instance, while the Faculty Disciplinary Committee shall have the competence to conduct the first instance proceedings.
- (3) The University Disciplinary Committee and the Faculty Disciplinary Committee shall be composed of 2 members of the teaching staff and 1 member of the student body.
- (4) A person who is a relative of the student subject to the proceedings or who cannot be expected to give an impartial judgment of the case for any other reason shall not act as a member of the University Disciplinary Committee or the Faculty Disciplinary Committee.
- (5) The detailed rules of operation of the University Disciplinary Board shall be laid down in its rules of procedure adopted by the Senate. The detailed rules for the operation of the Faculty Disciplinary Committee shall be laid down in the rules of procedure of the Faculties, which shall be adopted by the Faculty Councils.

### **Joint Labour Inspection Board**

#### **48. §**

- (1) The Joint Labour Inspection Board shall perform the tasks of preparing decisions between the employer and the workers in relation to the creation of safe and healthy working conditions.
- (2) The Joint Labour Inspection Board shall be composed of an equal number of safety representatives and managers of the employer with decision-making powers.

- (3) The office of chairperson of the Joint Labour Inspection Board shall be held alternately by the representatives of the labour inspectors and the representatives of the employers every calendar year.
- (4) The duties and powers of the Joint Labour Inspection Board shall include in particular:
- a) take a position on the University's OSH strategy and OSH policy and on draft internal rules concerning OSH,
  - b) regularly, but at least once a year, assess the development of the situation and activities in the workplace with regard to occupational safety and health and the measures taken in this connection,
  - c) discusses occupational safety and health programmes and monitors their implementation.
- (5) Detailed rules for the operation of the Joint Labour Protection Board are laid down in the rules of procedure of the Joint Labour Protection Board.

## **The University Council**

### **49. §**

- (1) The University Council shall be an advisory, opinion-forming, decision-preparing and decision-making body of the Rector, which shall assist the Rector and the Senate in the preparation of their decisions and monitor their implementation within the scope of its duties as defined in these Regulations.
- (2) The voting members of the University Council shall be:
- a) the Rector,
  - b) the vice-rectors,
  - c) the deans,
  - (d) the Director-General of the CFCl,
  - e) the president of the trade union,
  - f) the President of the University Student Self-Government,
  - g) the President of the Doctoral Students' Council.<sup>39</sup>
- (3) Invited members of the University Council - with right of deliberation:
- a) the members of the Board of Trustees,
  - b) the Head of the Rector's Office, who is also the Secretary of the University Council,
  - c) the Rector's Registrar,
  - d) the Director-General for Economic Affairs.
- (4) All those whose presence is necessary for the performance of its functions shall be invited to attend the meetings of the University Council on an ad hoc basis. The Rector shall decide on the persons invited on an ad hoc basis.
- (5) The detailed rules governing the functioning of the University Council shall be laid down in the rules of procedure of the Council, which shall be adopted by the University Council.
- (6) The functions of the University Council shall be:
- a) to assist the Rector in his work as an advisory and advisory body,
  - b) supervising and monitoring the implementation of legislation, Senate resolutions and internal regulations,
  - c) the preliminary opinion on the proposals and resolutions of the Senate,
  - d) to propose members of the Senate Nominating Committee.
- (7) The University Council shall decide: <sup>40</sup>
- a) the adoption of cooperation agreements with institutions, organisations and persons of collective interest,
  - b) the submission of applications not requiring a co-financing,

---

<sup>39</sup> Amended by Resolution 32/2022 (IV.29.) of the Rudolf Kalman Foundation for Óbuda University. Effective from 01.V.2022.

<sup>40</sup> Amended by Resolution 59/2023 (27.VI.VI.) of the Rudolf Kalman Foundation for Óbuda University. Effective: from 01.VII.2023

- c) the allocation of the annual budget between internal departments.
- (8) The University Council shall deliver an opinion:
- a) the quality management system of the University and of university education,
  - b) the principles for the allocation of development funds,
  - c) the allocation of the salary development and remuneration framework at university level,
  - d) on an ad hoc basis, on urgent operational matters requiring a decision,
  - (e) the submission of proposals requiring a co-financing,
  - f) the University's OSH strategy, OSH policy, OSH objectives and programmes,
  - (g) in the case of applications for senior posts, associate professors and professors, rank and evaluate the applications submitted,<sup>41</sup>
  - h) in any other matter in which the Senate or the Rector requests an opinion.

### **The Rectors' Council**

#### **50. §**

- (1) The Rector's Council shall be an advisory, opinion-forming and decision-preparing body of the Rector, which shall assist the Rector in the performance of his/her duties and in making his/her decisions.
- (2) Members of the Rectors' Council:
- a) the Rector,
  - b) the vice-rectors,
  - c) the Head of the Rector's Office,
  - d) the Rector's Registrar,
  - e) the Director-General for Economic Affairs.
- (3) The Rector shall decide on the persons to be invited to the meetings of the Rectors' Council.
- (4) An executive summary of the Rectors' Council meeting shall be prepared.

### **The Professorial Council**

#### **51. §**

- (1) At the request of the Rector, the Professorial Council shall be the University's body for proposing, commenting and advising on scientific and strategic issues, its chairperson shall be the Vice-Rector for Academic Affairs, and its secretary shall be appointed by the Chairperson of the Professorial Council.
- (2) The members of the Professorial Council with voting rights, confirmed by the Senate:
- a) ex officio members,
    - aa) the Vice-Rector for Academic Affairs,
    - ab) the President of the University Doctoral and Habilitation Council (EDHT);
  - b) the delegated members, who shall be professors, or in the absence of a professor emeritus, appointed by the Rector, representing the faculties and the ERC, each with a member in employment with the University.
- (3) The Rector shall initiate changes in the composition of the Council of Professors.
- (4) The Professorial Council shall in particular have the following duties and powers:<sup>42</sup>
- a) helping to develop strategic objectives and scientific strategy,
  - b) helping to develop principles for the design and use of the Strategic Fund,
  - c) evaluating the University's scientific activity and its visibility at national and international level,

---

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

<sup>42</sup> Amended by Resolution 59/2023 (27.VI.VI.) of the Rudolf Kalman Foundation for Óbuda University. Effective: from 01.VII.2023

- d) giving preliminary opinions on the call for applications for senior university professors and evaluating the applications received,
- e) announcing the "Researcher of the Year", "Most Cited Researcher of the Year" and "Young Researcher of the Year" awards and pre-selecting the applications,
- f) the opinion on nominations for the title of Doctor Honoris Causa,
- g) giving an opinion on the establishment of doctoral schools.

(5) Detailed rules for the operation of the Professorial Council shall be laid down in the rules of procedure of the Board, subject to the following restriction:

- a) a quorum shall exist if more than half of the members with voting rights are present,
- b) decisions require the support of a majority of the members present and entitled to vote,
- c) each voting member of the Professorial Council shall have one vote,
- d) the evaluation of applications for senior posts and university teaching posts may be voted on only in person, otherwise the electronic decision-making procedure shall be carried out in accordance with the Senate's rules of procedure.<sup>43</sup>

### **The University Council of Scientific Students**

#### **52. §**

(1) The University Council for Scientific Student Activities (hereinafter referred to as the "UCSD"), operating on the basis of the principle of self-government, shall coordinate the activities of the university's scientific student circles under the supervision of the Rector.

(2) The ETDT:

- a) to manage, coordinate and supervise the scientific student circles of the University,
- b) encourage the development of academic contacts, the enhancement of the impact of student activities on students, and the recognition of successful work.

(3) The President of the ETDT shall be appointed by the Rector.

(4) The composition of the EGTC, its election procedure and the detailed rules of its operation shall be laid down in separate rules.

### **The Talent Council**

#### **53. §**

(1) The Talent Council shall be an advisory body supervised by the Rector and involved in the development, implementation and coordination of talent management activities for the University as a whole.

(2) The permanent members of the Talent Board shall be:<sup>44</sup>

- a) the Vice-Rector for Academic Affairs,
- b) the Vice-Rector for Education,
- c) the President of the University Council of Scientific Students,
- d) the Vice-President of the University Student Self-Government,
- e) the International Director-General.

(3) The Talent Board may be enlarged by ad hoc members as necessary.

(4) The tasks and powers of the Talent Board shall include in particular:

- a) the development and continuous revision of talent management policies,
- b) the development of faculty-specific expectations,

---

<sup>43</sup> Amended by Resolution 32/2022 (IV.29.) of the Rudolf Kalman Foundation for Óbuda University. Effective from 01.V.2022.

<sup>44</sup> Amended by Resolution 84/2023 (IX.25.) of the Rudolf Kalman Foundation for Óbuda University. Effective: from 01.X.2023.

- c) adopting the annual talent management plans and evaluating the reports,
  - d) to formulate proposals for the development of the University's skills development and communication activities in support of access to higher education,
  - e) announce the student publication award proposals and evaluate the proposals based on the faculty/central proposal,
  - f) propose the allocation of university-level resources to support talent management,
  - g) supervise the professional work carried out in the framework of the University's talent management tenders,
  - h) supervise the professional colleges and their work,
  - i) preparing decisions for the University Council and the Senate.
- (5) The President of the Talent Council shall be the Rector, and its Secretary shall be elected from among its members. The Talents Council shall establish its own rules of procedure and its own rules of procedure.

## **The Education Committee**

### **54. §**

- (1) The Education Committee is the body responsible for the coordination of the University's training activities and the organisation of education, the preparation of decisions, their continuous implementation and monitoring.
- (2) The Education Committee shall
- a) ex officio - with voting rights - member
    - aa) the Vice-Rector for Education,
    - ab) the Director-General for Education,
    - ac) deputy deans of faculties of education (7 persons),
    - ad) the President of the University Students' Self-Government (hereinafter referred to as the "UASG"),
    - ae) the Presidents of the Faculty Student Self-Governments (hereinafter referred to as the "Student Self-Governments") (7 persons).
  - b) a permanent guest - with the right of deliberation
    - ba) the representative of the Salgótarján Training Centre and Research Centre,
    - bb) the head of the office of the Dual Training Office,
    - bc) the Head of the Neptun Office,
    - bd) Head of the Office of Electronic and Digital Learning Materials,
    - be) the head of the Central Study Office,<sup>45</sup>
    - bf) the Head of the International Education Office.
- (3) The Education Committee shall be chaired by the Vice-Rector for Education and its secretariat shall be provided by the Directorate-General for Education.
- (4) The duties and powers of the Education Committee shall include in particular:
- a) give its opinion on the unified university strategy for teaching, educational planning, educational organisation, mobility of teachers and students, the strategy for teaching and student services, the strategy for the establishment and launching of professions, the University's training programme,
  - b) gives a professional opinion on the professional qualifications and degree start-ups, and gives an opinion on all independent programmes at the University leading to the award of a degree, certificate or credit certificate,
  - c) give its opinion on the regulations concerning teaching and the organisation of teaching and the mobility of teachers and students, initiate the drafting of such regulations, propose their amendment and give its opinion on the proposals of the faculties,
  - d) give its opinion on the concept of the elements of the credit system, the IT system of education,
  - e) develop the consolidation of subjects and programmes on the basis of proposals from the faculties.

---

<sup>45</sup> Amended by Resolution 110/2022 (XII.6.) of the Rudolf Kalman Foundation for Óbuda University. Effective: from 01.01.2023.



## **The Equal Opportunities Committee**

### **55. §**

(1) The Equal Opportunities Committee shall function at the University as a preparatory, consultative, proposing and advisory body for the purpose of ensuring learning and working conditions and creating the conditions necessary for the respect, preservation and strengthening of the human values, dignity and uniqueness of students and employees in the course of their training and employment, for the development of proposals for the implementation of the provisions of the Act on Equal Treatment and the Promotion of Equal Opportunities, for monitoring the effectiveness of the measures and for the promotion of equal opportunities.

(2) The Equal Opportunities Committee shall have four members: <sup>46</sup>

- a) persons appointed by the Rector (2 persons), one of whom is also the President appointed by the Rector,
- b)
- c) a representative of the institutional organisation of the Higher Education Employees' Trade Union (hereinafter referred to as the "ETUC"),
- d) a representative of the UEPC.

(3) The chairperson of the Equal Opportunities Committee shall be appointed by the Rector on the basis of the appointment of the Vice-Rector for Education and approved by the Committee.

(4) The duties and powers of the Equal Opportunities Committee shall include in particular:

- a) make proposals to achieve gender balance in the University's operations, and monitor the effectiveness of the measures taken to achieve gender balance,
- (b) identify instances of discrimination and take the initiative to eliminate them,
- c) monitor the implementation of measures to improve equal opportunities for disabled university citizens and, if necessary, propose such measures,
- d) monitor the implementation of equal opportunities for employees with large families, single parents or employees belonging to a minority group, and make proposals to the Senate for the elimination of any possible discrimination,
- e) make proposals to optimise work-life balance and organisational culture,
- f) regularly review and renew the University's Equal Opportunities Policy, incorporating the equal opportunities requirements and obligations arising in connection with applications.

## **The Committee for the Evaluation of Proposals**

### **56. §**

(1) The Review Committee for Applications (hereinafter referred to as the "Review Committee") is a body of the University which evaluates and ranks applications for employment pursuant to paragraph (4).

(2) Five members of the PVB shall be appointed by the Rector.

(3) The Chairperson of the PVB shall be elected by the Commission from among its members.

(4) The PVB, assisting the Rector in his/her decision, shall rank and evaluate the applications for the posts of Assistant Professor, Assistant Professor, Director of the Institute, Deputy Dean, Deputy Director General of the ERA and Director General of Education. <sup>47</sup>

## **The Ethics Committee**

### **57. §**

---

<sup>46</sup> Amended by Resolution 59/2023 (27.VI.VI.) of the Rudolf Kalman Foundation for Óbuda University. Effective: from 01.VII.2023

<sup>47</sup> Amended by Resolution 32/2022 (IV.29.) of the Rudolf Kalman Foundation for Óbuda University. Effective from 01.V.2022.

(1) The Ethics Committee is the central body of the University, which upholds the professional and institutional integrity of the institution by enforcing ethical standards and takes a stand in ethically questionable disputes.

(2) The Ethics Committee shall be composed of 3 members from the teaching staff, 2 members from the student body and 1 member from the non-teaching staff. The Rector shall delegate the teaching and non-teaching members of the Committee, and the student members shall be delegated by the University Student Government for a term of three years.

(3) The Chairperson and the Secretary of the Ethics Committee shall be elected by the Board itself from among its members, the decision being approved by the Rector.

(4) The functions and powers of the Ethics Committee shall include in particular:

- a) regular review of the University's Code of Ethics, preparation of proposals for amendments,
- b) take a position on specific ethical cases,
- c) establish the fact of the ethical misconduct, its seriousness and inform the person exercising the rights of the employer.

(5) Detailed rules for the operation of the Ethics Committee are set out in Annex 1 to the University Code of Ethics.

### **The Quality Management Committee**

#### **58. §**

(1) The Quality Management Committee is the body responsible for the management and development of the university quality management system.

(2) Members of the Quality Management Committee: <sup>48</sup>

a) with voting rights - ex officio:

- aa) the Vice-Rector General, Chairperson of the Commission,
- ab) the President of the EDHT,
- ac) the rector responsible for quality management,

b) other permanent - with the right to deliberate - invited members:

- ba) the representative of the UEPC,
- bb) the representative of the DÖK,
- bc) the Head of the Rector's Office,
- bd) the Rector's Registrar,
- (be) the quality managers of the departments.

The secretary of the Quality Committee shall be a person appointed by the chairman.

(3) Other experts may be invited to attend the meetings of the Committee, with the right to be heard, on a proposal from the Chairperson of the Committee. <sup>49</sup>

(4) The Quality Management Committee has in particular the following tasks and powers: <sup>50</sup>

- a) is responsible for the development of the Quality Improvement Programme,
- b) give opinions on strategies for educational development, human policy, scientific research and development, communication and marketing,
- c) ensure annual quality performance evaluation by preparing a self-evaluation,

---

<sup>48</sup> Amended by Resolution 110/2022 (XII.6.) of the Rudolf Kalman Foundation for Óbuda University. Effective: from 01.01.2023.

<sup>49</sup> Amended by Resolution 59/2023 (27.VI.VI.) of the Rudolf Kalman Foundation for Óbuda University. Effective: from 01.VII.2023

<sup>50</sup> Amended by Resolution 59/2023 (27.VI.VI.) of the Rudolf Kalman Foundation for Óbuda University. Effective: from 01.VII.2023

- d) prepares the University's Quality Policy and Mission Statement, monitors their implementation and monitors their progress,
  - e) monitor the operational processes and changes in their implementation and procedures, and propose changes to the documentation of the quality regulation,
  - f) contribute to the preparation, implementation and monitoring of the accreditation of institutions and doctoral schools,
  - g) is responsible for the operational implementation of the University's quality management processes,
  - h) monitor and coordinate the implementation of internal quality measurements (quality management audits) at the University,
  - i) submit a quality assurance report to the Senate based on the information obtained from the surveys,
  - j) monitor the functioning of the quality management system against its requirements and objectives.
- (5) The term of office of the members of the Quality Management Committee shall be five years.<sup>51</sup>
- (6) The rector shall be assisted in the operational organisation and professional supervision of the operation of the institutional quality management system by a quality officer under his/her direct supervision.<sup>52</sup>

### **The Innovation and Industrial Property Committee**

#### **59. §**

- (1) The Innovation and Industrial Property Rights Committee is the body that decides on the evaluation, admissibility and exploitability of intellectual property.
- (2) Composition of the Innovation and Industrial Property Rights Committee:
- a) voting members:
    - aa) a person delegated by the ERC for a period of 3 years,
    - ab) a person delegated by the Innovation Bureau of the KIC for a period of 3 years,
    - ac) a person delegated by the Rector for 3 years to represent the doctoral schools,
  - b) members with consultative rights:
    - ba) an external expert delegated by the Rector,
    - bb) an external expert in the evaluation of the intellectual work applied for, delegated by the Rector on a case-by-case basis.
- (3) The Innovation and Industrial Property Committee shall in particular have the following tasks and powers:
- a) decide on the exploitation of the intellectual work,
  - (b) decide whether to grant, maintain or revoke protection for an intellectual work,
  - c) make a proposal to the Rector on the need to maintain protection for certain intellectual works in the service,
  - d) give its opinion on the report on the development and/or efforts to exploit protected service intellectual property.

### **OTHER ADVISORY BODIES**

#### **The Faculty Councils**

#### **60. §**

- (1) The Faculty Councils are the leading bodies of the faculties, acting with the authority delegated by the Senate, with the right to make decisions, make proposals, express opinions and control, and chaired by the Deans.

---

<sup>51</sup> Amended by Resolution 59/2023 (27.VI.VI.) of the Rudolf Kalman Foundation for Óbuda University. Effective: from 01.VII.2023

<sup>52</sup> Amended by Resolution 59/2023 (27.VI.VI.) of the Rudolf Kalman Foundation for Óbuda University. Effective: from 01.VII.2023

(2) The rules for the election and operation of the Faculty Councils, their duties and competences shall be laid down in the rules of procedure of the faculties.

(3) The Faculty Councils, assisting the Rector in his/her decision, shall rank and evaluate the job applications submitted for the positions of their departments, and shall comment on internal promotion proposals.<sup>53</sup>

### **The faculty bodies**

#### **61. §**

(1) The Faculty Council and the Dean of the Faculty shall support the performance of their duties in the areas of organisation, education, research, to analyse, make proposals and prepare decisions on research, economic and other matters, permanent and temporary bodies of the Faculty may be established to monitor their implementation. A The tasks, duration, composition and chairperson of these bodies are determined by the Faculty Council.

(2) The faculties shall normally have the following standing bodies:

- a) Institutional Board
- b) Faculty Studies Committee,
- c) Faculty Credit Transfer Committee,
- d) Faculty Scientific Student Council,
- e) Faculty Disciplinary Committee,
- f) Faculty Education Committee,
- g) Faculty Quality Management Committee.

### **The Council of the EIK**

#### **62. §**

(1) The Council of the ERC is the executive body of the ERC, acting under the authority delegated to it by the Senate, with decision-making, proposal, opinion and control powers, and is chaired by the Director General of the ERC.

(2) The rules for the election and operation of the CEC Council, its functions and powers shall be laid down in the rules of procedure of the CEC.

54

---

<sup>53</sup> Amended by Resolution 32/2022 (IV.29.) of the Rudolf Kalman Foundation for Óbuda University. Effective from 01.V.2022.

<sup>54</sup> Deleted by the Rudolf Kalman Foundation for the University of Óbuda Resolution 32/2022 (IV.29.). Effective from 01.V.2022.

## **PART THREE**

### **MONITORING THE OPERATION OF THE UNIVERSITY**

#### **Chapter V**

##### **The Internal Audit**

###### **63. §**

(1) The Internal Audit Department, directly subordinate to the Rector, functionally independent and under the direction of the Head of Internal Audit, shall examine and evaluate the operation of the University's internal control system and the management of available resources. The investigations cover all departments and activities of the University.

(2) The tasks of Internal Audit shall include in particular: <sup>55</sup>

- a) the preparation of a strategic and annual audit plan, supported by a risk analysis and approved by the Rector,
- b) conducting internal audits in accordance with the relevant legislation, international standards and methodological guidelines, as well as the Internal Audit Manual approved by the Rector,
- c) formulating findings and recommendations in the form of an audit report in relation to the processes and areas audited in order to reduce risk factors, prevent and detect irregularities,
- d) monitoring the implementation of action plans resulting from internal audits,
- (e) keeping records of external audits, monitoring the results of audits, action plans and their implementation, and cooperating with audit bodies during the audit,
- f) further development of the internal control system, formulating recommendations and proposals for more rational and efficient management of capacities.

##### **Quality management**

###### **64. §**

(1) The University shall operate a quality management system for the purpose of defining, systematising, communicating and continuously monitoring the quality requirements and conditions of teaching, research and other service activities at the University. <sup>56</sup>

(2) The Quality Management and Quality Development System of the University is summarised in the Quality Policy. <sup>57</sup>

(3) The University's quality management system, organised on the basis of the Plan-Do-Check-Act (PDCA) principle, shall be operated in accordance with the ESG, the University's traditions, the autonomy of the University, the specificities of higher education, international experience and the specificities of the faculties, taking into account the elements of the Total Quality Management (TQM) method. <sup>58</sup>

---

<sup>55</sup> Amended by Resolution 59/2023 (27.VI.VI.) of the Rudolf Kalman Foundation for Óbuda University. Effective: from 01.VII.2023

<sup>56</sup> Amended by Resolution 59/2023 (27.VI.VI.) of the Rudolf Kalman Foundation for Óbuda University. Effective: from 01.VII.2023

<sup>57</sup> Amended by Resolution 59/2023 (27.VI.VI.) of the Rudolf Kalman Foundation for Óbuda University. Effective: from 01.VII.2023

<sup>58</sup> Amended by Resolution 59/2023 (27.VI.VI.) of the Rudolf Kalman Foundation for Óbuda University. Effective: from 01.VII.2023

**PART FOUR**  
**FORUMS, RECONCILIATION, REPRESENTATION OF INTERESTS**

**Chapter VI**

**Forums for internal communication, university information**

**Contact us forums**

**65. §**

**Nftv. annex 2, 1. shall be laid down in the framework of the organisational and operational rules:  
[...] c) [...] internal communication within the institution.**

University forums for networking:

- a) the General Staff Meeting, which is a forum for all employees of the University to express their opinions and proposals concerning the organisation and activities of the University, convened by the Rector on the proposal of the Senate or on his/her own initiative on a case-by-case basis,
- b) the General Teachers' Meeting, which is a forum for the University's lecturers, researchers and teachers to express their opinions and suggestions concerning the University's educational and research organisation and activities, convened by the Rector on the proposal of the Senate or on his/her own initiative,
- c) a meeting of employees of the University's non-core departments,
- d) meetings of the bodies or committees appointed to deal with the task in hand.

**Forms of information**

**66. §**

- (1) The following shall be open to the citizens of the University.
  - a) the regulations adopted by the Senate,
  - b) decisions of the Senate,
  - c) the Rector's instructions and circulars.
- (2) The following shall be public to the employees of the faculty concerned
  - a) the minutes of the meetings of the Faculty Councils, the Council of the EQF,
  - b) the Dean's instructions, circulars.
- (3) The means of transmitting information may be internal or external:
  - a) the internal newsletter,
  - b) the intranet,
  - c) the electronic mail system,
  - d) the University website,
  - e) the light bulletin,
  - f) the university, faculty, central newspapers, publications, leaflets,
  - g) other advertisements and notices.
- (4) The rules for external contacts outside the University are laid down in a separate regulation.

**Reconciliation of interests, representation of interests**

**67. §**

- (1) The purpose of the university conciliation shall be to provide, within the framework provided by the relevant legislation and university regulations, an opportunity for the representative bodies of employees and students to consult with university management and to exercise their rights of expression, consent and other rights in relation to matters and measures which substantially affect
  - a) the working conditions, teaching and research conditions of the employees of the University,

- b) the conditions of students' training, study, dormitory and halls of residence.
- (2) In these matters, the University's managers and bodies at various organisational levels shall, in accordance with their duties and competences, enable the Works Council, the Students' Union, the Student Unions, the Student Unions and all those who are entitled to do so by law or regulations to exercise their rights of reconciliation.
- (3) The reconciliation of interests may not cover matters which are the subject of individual or individual legal disputes.
- (4) The reconciliation of interests shall take place between university and interest representation leaders and bodies at the same organisational level before the decisions of the bodies are taken.

## **Workers' representation**

### **The Works Council**

#### **68. §**

The rights of participation are exercised on behalf of the community of employees in an employment relationship with the employer by the Works Council, composed of members directly elected by the employees.

### **The Trade Union**

#### **69. §**

The trade union rights granted by law at the University are exercised by the trade union authorised to conclude the collective agreement in force at the time. The details of these rights, their exercise and the relationship of the University management with the trade union are set out in the Collective Agreement.

## **Student representation**

#### **70. §**

Student representative bodies and forums:

- a) the University Student Self-Government,
- b) the Doctoral Students' Self-Government,
- c) voluntary student groups, and
- d) the vocational colleges.

### **The University Students' Union and the Doctoral Students' Union**

#### **71. §**

- (1) The University shall have a University Student Self-Government and a Doctoral Student Self-Government to represent the interests of students and doctoral students as part of the University.
- (2) The student self-governments shall perform their tasks in cooperation with the organisational units of the University, under the supervision of the Rector, and shall exercise their right to consent, to express opinions and to make proposals.
- (3) The University Student Self-Government shall have the following duties and powers:
- a) participates in the allocation of the University's budget to support cultural, sporting and other recreational activities through the Sports and Cultural Grants Committees,
  - b) contribute to the management of the College,
  - c) manage the administration of student normative frameworks and the receipt and registration of student scholarships,
  - (d) provide learning support services and activities,

- e) provide information and counselling services to help students, with particular attention to students with disabilities, to integrate and progress, and to assist with career planning, career guidance, career correction and mental health,
- f) coordinate the alumni activities of the faculties,
- g) coordinate various events related to student services.

### **The voluntary student groups**

#### **72. §**

- (1) The University may form student groups (circles, clubs, etc.) for academic, scientific, cultural, sporting and other legitimate purposes. For the purposes of these Regulations, a voluntary student group is one which has a permanent organisation and expresses in its name or activities its connection with the University. Students and teachers may also form joint groups. Self-acting groups operate on a self-governing basis, under the supervision of the Rector and in accordance with their own rules.
- (2) The rector may delegate the supervision of student groups operating within the framework of faculties and colleges to the deans and heads of the colleges concerned.
- (3) The rector may prohibit the operation of a self-activating group if it operates in a manner that is illegal, in violation of the internal regulations or the University's order.
- (4) The detailed regulation of the operation of the voluntary groups is contained in the Statutes of the University Student Self-Government.

### **The vocational colleges**

#### **73. §**

- (1) The University shall have the following specialised colleges for the purpose of identifying, recognising and promoting the professional, scientific, artistic and sporting activities of students with outstanding abilities and attitudes, as well as students with disadvantaged or severely disadvantaged backgrounds, who are capable of performing above the curricular requirements:
  - a) Bánki Donát College,
  - b) Jánosy Ferenc Szakkollegium,
  - c) Kandó Kálmán College of Electrical Engineering,
  - d) College of Robotics,
  - e) Mikoviny Samuel College,
  - f) Neumann János Szakkollegium,
  - g) College of Security Studies,
  - h) College of Integrated Sciences,
  - i) Jenő Kapy College.
- (2) The detailed rules governing the operation of the colleges shall be laid down in separate regulations.
- (3) The colleges shall maintain close contact and cooperate with the University Talent Council.



**PART FIFTH**  
**OTHER RULES RELATING TO THE OPERATION OF THE UNIVERSITY**

**Chapter VII**

**Public benefit**

**74. §**

The public benefit report of the University, together with the annual accounts, shall be adopted by the Reserving Authority by 31 May of the year following the year in question at the latest. The accounts, certified by the auditor and approved by the Sustaining Body, shall be sent to the Education Office by the last day of the fifth month following the balance sheet date at the latest and shall be published on the University's website in a manner accessible to all.

**Public**

**75. §**

- (1) The meetings of the Senate shall be open to the employees and students of the institution.
- (2) The resolutions of the Senate, the annual public report and the accounts of the University shall be public, and any person may inspect or have copies made at his own expense. Inspection shall be granted on written request, within 30 days of receipt of the request, at the seat of the University. A record shall be kept of the documents consulted by applicants and of the date on which they were consulted or copied.
- (3) The University shall publish the resolutions of the Senate, its annual public benefit report and its accounts on its website in a manner accessible to all.
- (4) The university shall publish information on its operations and services and on how to use them on its website, which shall be accessible to anyone.

**Data security**

**76. §**

- (1) The University may keep personal and special data which are indispensable for the proper functioning of the University, for the exercise of the rights and obligations of applicants and students, for the exercise of the rights and obligations of employers and employees, for the keeping of records required by law, and for the assessment and verification of entitlement to benefits provided by law and the University's Rules of Organisation and Operation. For this purpose, data may be processed which allow the identification of the beneficiary and the establishment of his/her entitlement to the benefit.
- (2) The University shall lay down in regulations the procedures for handling requests for access to data of public interest and for the disclosure of data subject to mandatory disclosure. The University's provisions on data protection and data security shall be laid down in separate regulations.

**Student events**

**77. §**

- (1) The University Student Self-Government is responsible for the organisation of student events.
- (2) The university student self-government shall, in the scope of its duties specified in paragraph (1), in cooperation with the faculty student self-governments
  - a) manage the organisation and implementation of student events,
  - b) coordinate the planning, organisation and implementation of programmes and events,
  - c) prepare a budget for each event, which he/she is responsible for adhering to,

d) be accountable for the expenditure and income of events and programmes.

(3) Further rules for the organisation of student events are set out in the Statutes of the University Student Self-Government and the Rules for the Organisation of Events.

**Closing clause:**

The Senate of the University of Óbuda, in its meeting held on 24 October 2023, with its resolution SZ-2023/2024.(X.24.) 27., has commented on the amendment of the Organisational and Operational Rules of the University of Óbuda, Volume I, the Organisational and Operational Rules, in its meeting held on 25 October 2023, with its resolution 92/2023.(X.25.). It shall enter into force on 1 November 2023.

Budapest, 2023. ....

Prof. Dr. Levente Kovács  
Rector

Dr. András Cser-Palkovics  
Rudolf Kalman Foundation for Óbuda University  
Chairman of the Board of Trustees