



OBUDA UNIVERSITY
ORGANISATIONAL AND OPERATIONAL RULES

ANNEXES

BUDAPEST, 2022.

(Version 2, in force from 15 July 2024)

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Workwear voucher amount and delivery period for workwear

- (1) The amount of the voucher is as follows:
- working coat: 5 000- Ft,
 - two-piece workwear: 10 000- Ft,
 - shoes, boots: 8 000- Ft.
- (2) For physical education teachers, the amount of the voucher is as follows:
- tracksuit, trainers: 8 000- Ft.
- (3) In the case of couriers and material suppliers, the amount of the voucher is as follows:
- jacket: 15 000- Ft,
 - bag (delivery person): 6 000- Ft,
 - shoes: 8 000- Ft.
- (4) The following table shows the length of time for which the different types of workwear are valid:

Job title	Clothes shop	Delivery time
Physical education teacher	tracksuit, training shoes	36 months
Engineer, technician, technical administrator	work coat	36 months
Laboratory technician, chemical laboratory instructor, machine operator	work overalls or two-piece work clothes	18 months
Doorman, cleaner	work coat	24 months
Mechanical or institutional technician	work overalls or two-piece work clothes	18 months
Truck driver	two-piece work clothes or work overalls	18 months
Material procurement, delivery	jacket	18 months
	bag, shoes	24 months
Heater (full-time)	two-piece workwear	18 months
	leather boots or rubber boots	24 months
TMK skilled worker, machining instructor	two-piece workwear	12 months
	boots with leather soles	24 months
Electrician	two-piece workwear	12 months
	rubber-soled boots	24 months
Labourer, skilled worker	two-piece workwear	12 months
	boots with leather soles	24 months

Mandatory conditions and annexes to the calls for proposals

Mandatory conditions and annexes to the calls for proposals				
Eligibility criteria:				
	Teaching Assistant	Adjunct professor	Associate Professor	Managers
education	university degree	university degree	university degree	university degree
academic degree	-	possession of an academic degree	possession of an academic degree	-
Student status certificate	Doctoral School student status certificate	-	-	-
management plans	-	-	-	Ideas and plans for the tasks to be performed in the management position (min. 1 page)
conflict of interest and declaration of assets				A declaration by the applicant that he/she has no conflict of interest according to the Labour Code or the University's Terms and Conditions of Employment, and that he/she will terminate any conflict of interest in the event of an employment relationship.
Additional conditions				
Applicants must meet the requirements set out in Act CCIV of 2011 on National Higher Education and the University's Employment Requirements System.				
no criminal record or disqualification from engaging in the activity				
a Hungarian citizen or a person with the right of free movement and residence under a special law, or an immigrant or a settled person, or a foreign citizen, but who has a work permit, a Hungarian tax identification number and a social security number				

Documents to be attached to prove compliance with the application criteria (where relevant as indicated above)
a detailed curriculum vitae,
diplomas, certificates attesting to your education, professional qualifications, language skills and academic degree
a declaration that the material of the application may be inspected by the committees and bodies with the right to give an opinion on the establishment of the employment relationship in accordance with the University's Rules of Organisation and Operation, and that the result of the decision may be made public in accordance with Act CCIV of 2011 on National Higher Education as defined in the University's Rules of Organisation and Operation,
an original official certificate of no more than 90 days old proving a clean criminal record and that you are not banned from any occupation or activity, or, in the absence of an official certificate, a copy of the certificate supporting your application,
a list and table of publications and scientific works according to the PICES,
Doctoral School student status certificate

Framework for the evaluation of the professional work of teachers/researchers

The professional performance of the teachers/researchers (hereinafter referred to as "teachers") of Obuda University shall be evaluated according to the following criteria. The evaluation shall cover the following areas: academic and professional creative activity, teaching activity, professional public activity. The criteria are based on the MAB Decision No. 2012/7/III/10 of 1 September 2012 on the evaluation of university professors' applications and on the scoring system of the Department of Technical Sciences of the Hungarian Academy of Sciences, in full compliance with the latter, using the scientific disciplinary categories (A, B, ÉP). In the case of artistic and visual arts (MŰV), the requirements of the closest ÉP category are decisive.

1. Scientific and professional creative activity

1.1 Evaluation of the publication and creative activity based on the scoring system of the "Minimum Requirements for the Doctoral Procedure of the Department of Engineering Sciences of the Hungarian Academy of Sciences"

Only data published in the Hungarian Archives of Scientific Works (MTMT) can be taken into account when assessing the publication activity of lecturers. The publication activity is measured in two areas: scientific articles and books, and works.

Calculation of the Q-score for publication and creative activity based on the "Minimum requirements for the doctoral procedure of the Department of Technical Sciences of the Hungarian Academy of Sciences"

Scientific articles and books - Calculating Q in Natural Sciences; Engineering and Arts			
Scientific article - the Q_{min} min. 45 %-a The value is multiplied by the author's participation rate, except for subject-led	CONSTRUCTION, WORK	A	B
Proofread journal article ¹ - with IF ²	$\max(IF, 0.6)$	$\max(IF, 0.6)$	$\max(IF, 0.6)$
Proofread journal article - without IF, published abroad	0,4	0,4	0,4
Peer-reviewed journal article - published without IF at home	0,3	0,3	0,3
Proofread conference article ³ - in foreign languages	0,2	0,2	0,2
Proofread conference article ⁴ - in Hungarian	0,1	0,1	0,1
Scientific book - <i>max.55% of Q_{min}</i>	CONSTRUCTION, WORK	A	B

¹ Conference proceedings published in a regular issue of a journal can be counted as a journal article. (But you cannot count the same conference proceedings - or a shorter version of them - as a conference article.)

² If the IF for the year in question is not yet known, the latest IF of the journal.

³ Min. 4 pages; ISBN/ISSN number

The value is multiplied by the author's participation rate, except for subject-led ⁴			
Book or part of a book, over 100 pages - in a foreign language	2	2	2
Book or book excerpt, over 100 pages - in English	1	1	1
Book or part of a book, less than 100 pages - in a foreign language, 10 pages per page	0,2	0,2	0,2
Book or book excerpt, under 100 pages - in English, 10 pages per excerpt	0,1	0,1	0,1

Creations - Calculating Q-score Natural Sciences; Engineering and Arts in scientific fields			
Realised technical and artistic creations,	CONSTRUCTION, WORK	A	B
A significant technical and artistic work of art, if the designer/author has reported on the scientific result of the work in at least one peer-reviewed journal article with at least two major references	-	1	1
A significant technical or artistic work of art, which has been published in at least 3 national or 1 foreign journal review, or which has received a prestigious (national or international) award	1	-	-
Significant technical and artistic creation, if it is protected by a patent, utility model or design right	-	1	1
Realised technical work, building	0,2	-	-
Realised artwork, object, furniture, collection, formal wear, textile	0,2	-	-
Companion artwork, visual artwork, installation	0,2	-	-
Technical and artistic creations	CONSTRUCTION, WORK	A	B
A significant engineering or building design, which has been reviewed in at least 3 national or 1 foreign journal	0,5	0,5	-
Preparation of design documentation covered by legislation - construction design	0,3	0,3	-
Preparation of design documentation covered by legislation - authorisation plan	0,2	0,2	-
Preparation of design documentation covered by legislation - concept plan or outline plan	0,1	0,1	-
Preparation of design documentation regulated by legislation - expert activities, plan checking, forensic expert activities	0,1	0,1	-

Applied art, object, furniture, collection, design, textile design	0,2	-	-
Design of a social art, fine art work, installation	0,2	-	-
Technical and artistic creation plan - results of the call for proposals	CONSTRUCTION, WORK	A	B
Successful foreign design competition (awarded, bought, honourable mention, mention category)	0,6	0,6	-
Successful participation in a national, secret and public design competition, 1st, 2nd or 3rd prize or purchase	0,5	0,5	-
Design of a technical and artistic creation as the winner of a competition or by invitation	0,5	0,5	-
Professional awards	CONSTRUCTION, WORK	A	B
International or nationally significant national lifetime achievement award (e.g. Ybl Prize, Noémi Ferenczy Prize, Steindl-Imre Prize)	4	4	-
National award for a significant technical work, building or innovative research (e.g. Pro Architektura Prize, Kós Károly Prize; Prima Primiissima Prize; Gábor Dénes Prize)	2	2	-
Awards on an individual basis (e.g. Budapest Architectural Award, House of the Year Grand Prize)	1	1	-
Exhibitions	CONSTRUCTION, WORK	A	B
Solo exhibition abroad	0,6	0,6	-
Stand-alone domestic exhibition	0,5	0,5	-
Group exhibition abroad	0,4	0,4	-
Group domestic exhibition	0,3	0,3	-
Exhibition curatorial activities	0,4	0,4	-

Components of the Q-value that can be taken into account		CONSTRUCTION, WORK	A	B
Scientific article	min. 45%	min. 1,4	min. 1,8	min. 2,4
Scientific book	max.55 %	max. 1,6	max. 2,2	max. 3
Crafting	max.55 %	max 1,6	max. 2,2	-

1.2 Evaluation of citations

Only the data published in the Hungarian Scientific Works Repository (MTMT) can be taken into account for the evaluation of citations. The citation score is equal to the number of independent citations received for the applicant's publications.

Each reference must be verifiable: either electronically (url, doi, Scopus, Web of Science) or the referenced work must be physically/electronically available.

In the case of a DLA degree and artistic activity, references of the "Other" type are also acceptable. According to the "Minimum requirements for the doctoral procedure of the Department of Engineering Sciences" of the Hungarian Academy of Sciences, the following are considered references in the category of "Works of Architecture": national and international awards for works, presentations of works in national and international journals, designs or buildings presented at national and international exhibitions, and books, brochures and exhibition catalogues on the candidate's work, to the following value.

Creations and designs - Calculation of I in Natural Sciences; Engineering and Arts			
Professional awards	CONSTRUCTION, WORK	A	B
International or nationally significant national lifetime achievement award (e.g. Ybl Prize, Noémi Ferenczy Prize, Steindl-Imre Prize)	8	8	-
National award for a significant technical work, building or innovative research (e.g. Pro Architectura Prize, Kós Károly Prize; Prima Primiissima Prize; Gábor Dénes Prize)	4	4	-
Awards on an individual basis (e.g. Budapest Architectural Award, House of the Year Grand Prize)	2	2	-
Exhibitions, publications about the work	CONSTRUCTION, WORK	A	B
Number of exhibited works, designs (n*)	n*	n*	
Number of works, designs presented in a book, brochure or exhibition catalogue about the artist's work (n*)	n*	n*	

If a work is referenced by more than one (n) of the instructor's articles, it is counted as n references. References do not need to be divided by the number of authors.

*This applies to exhibited works of art, designs, and publications presenting the work of the artist.

Minimum professional requirements for each category of teacher

Teaching Assistant

Has started doctoral studies [Nftv. 28 § (1) a)]

Adjunct professor

The doctoral degree has been awarded [Nftv. § 28 (1) b)]

Associate Professor

Holds a doctoral degree [Nftv. 28 § (3)] and a habilitation [FKR 51 § (1),(4)], and fulfils the following minimum requirements.

Thresholds for publication and creative activity Q and citation I and their definition based on the "Minimum requirements for the doctoral procedure of the Department of Technical Sciences of the Hungarian Academy of Sciences"

	Q _{min} - value index of publishing and creative activity			I _{min} - the number of its citations, measured by its links		
	CONSTRUCTION, WORK	A	B	CONSTRUCTION, WORK	A	B
1. ÓE doctorate (10 %)	0,9	1,2	1,6	(3)	(9)	(20)
2. OE habilitation application (30 %)	3,5	4	5	10	20	40
3. OE Associate Professor procedure (50 %)	4	5	6	15	30	75
4. MAB University Teaching Fellowship (70%) - MAB	6,3	8,4	11,2	21	63	140
5. MTA doctoral procedure habitus test (100%) - MTA	9	12	16	30	90	200

Publication expectations in the associate professor category

Publication requirements - Natural Sciences; Engineering and Arts			
	CONSTRUCTION, WORK	A	B

Hungarian citizens should also have scientific publications in Hungarian	1	1	1
Number of articles in the IF moniker (This requirement can be replaced by PhD/DLA students who have successfully defended their thesis.)	-	1	1
The number of articles in the IF (not divided by the number of authors) should be at least	-	1	2
The number of foreign journal articles (not divided by the number of authors) should be at least	2	-	-
Number of articles published in a journal or conference publication in MTMT/WoS/Scopus or in a relevant international database accepted by the Scientific Council	2	6	6
The sum of the relative IF numbers (relative IF) should be at least	-	1	2
The number of references to foreign authors ⁴ should be at least	1	-	-
The number of your references published in WoS should be at least	-	1	1
Hirsch index calculated from independent references in MTMT	-	2	3

¹ References include national and international prizes for the works, the presentation of the works in national and international journals, designs or buildings presented in national and international exhibitions, and reference books on the work of the nominee.

On the transfer of tasks of employees of Obuda University who hold managerial and non-managerial positions but have work management powers of the handover of the transfer of functions

The following must be recorded in the handover report for the final handover of the job

- a) the names and functions of the persons involved in the transfer, the date of the procedure, the place of the transfer,
- b) a statement confirming that general information has been provided on the duties, rights and obligations of the manager, as laid down in the current rules of organisation and operation,
- c) a list of the policies and regulations in force in the department and a statement confirming that they have been transferred,
- d) the specific cases and commitments handed over (outstanding files, valid research and other contracts, letters, etc.) and the action to be taken on them, together with the relevant comments,
- e) the name of the legal representative in a case pending before the court, the subject of the case and the status of the case,
- f) all official records, data and documents in electronic form (computer or any other medium), the transferor's archives containing information relevant to the performance, operation and management of the unit's activities, and a statement confirming the receipt of the transfer of the job-related archives and filing books,
- g) a statement confirming receipt of a statement from the Payroll and Labour Office on the staff on the last working day of the month preceding the transfer,
- h) a list by name of the employees under the transferor's labour management authority,
- i) the names of the officials appointed to the various institutional bodies and committees and the offices they hold,
- j) a statement confirming the information provided on the department's commitment, authorisation, counter-signature and validation procedures and its liquidity,
- k) a statement confirming the receipt of the itemised transfer of tangible fixed assets (e.g. mobile telephones) and supplies held in the transferor's office or given to the exclusive use of the transferor with an obligation to return them,
- l) a statement confirming receipt of the documents relating to the most recent supervisory and institutional internal audit and to the checks carried out by the various authorities which still require action,
- m) other relevant data or circumstances,
- n) any comments from the transferor or transferee,
- o) a description of the stamp(s) used by the transferor and the fact that the transfer has been accepted,
- p) the handover of the key to the safe or metal locker used by the transferor,
- q) confirmation of receipt of a valid job description,
- r) the signatures of the participants in the handover procedure.

In the case of the Director-General for Economic Affairs, in addition to the above, the handover report must include

- a) the extract from the general ledger for the date of the transfer,
- b) findings on compliance with the reporting and reporting requirements,
- c) information on the inventory of assets,
- d) information on the situation regarding the declaration and transfer of public charges (taxes, social security contributions), tax relations,

- e) the amount of HUF cash or currency in the house and foreign exchange cash box on the day of the transfer,
- f) information on the state of implementation of investment and renovation tasks and the development of the margins,
- g) the commitment register and its supporting documents valid at the time of the take-over.



ÓBUDAI EGYETEM
ÓBUDA UNIVERSITY

OKLEVÉL

NÉV

részére

Kiemelkedő tanulmányi, szakmai és diáktudományos munkája
elismeréseként a 20../..-es/as tanév őszi félévére

**PRO SCIENETIA ET FUTURO
ÖSZTÖNDÍJ**

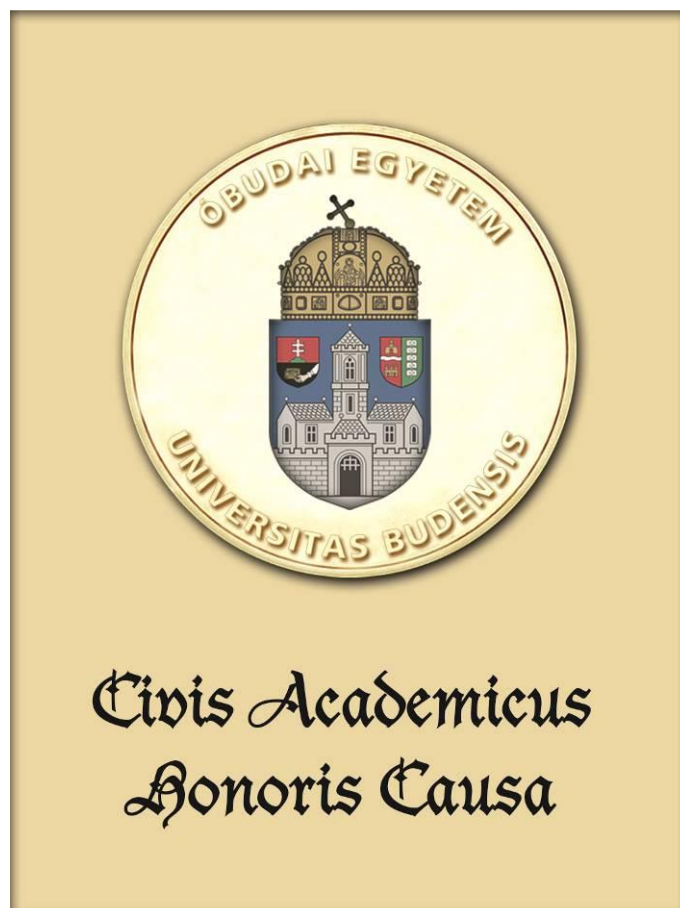
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Budapest, dátum

Név
rektor

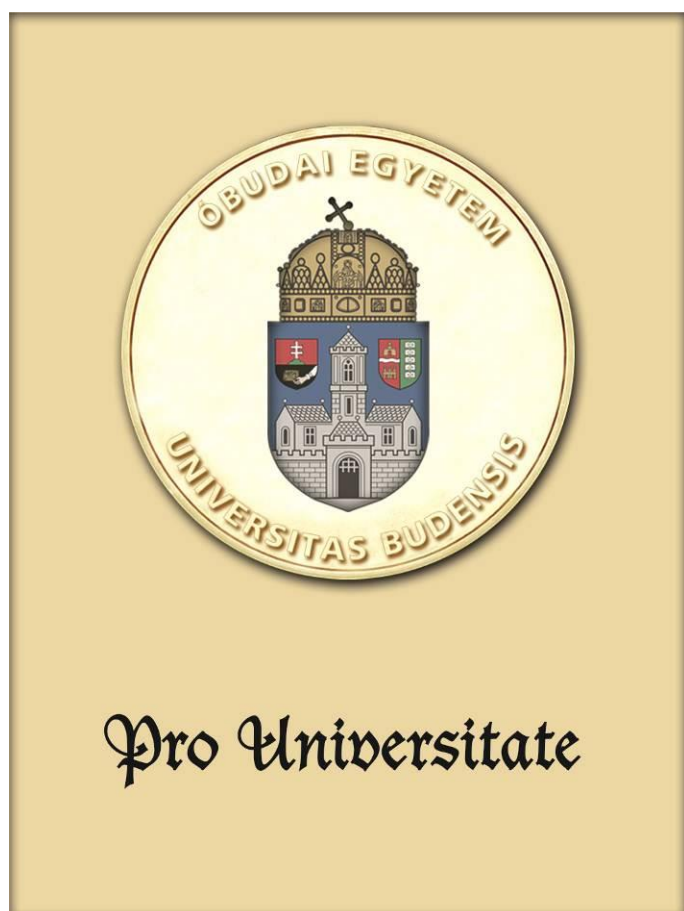














OKLEVÉL

Az Óbudai Egyetem Szenátusa

Név

úrnak / úrhölgynek

az

ÓBUDAI EGYETEM NAGYKÖVETE

címet adományozza.

Ennek hiteléül ezt az oklevelet részére kiszolgáltatta, és azt az Egyetem pecsétjével, valamint a Szenátus elnökének saját kezű aláírásával megerősítette.

*Kelt Budapesten, esztendőben,
hó napján.*

*Rektor
Szenátus elnöke*







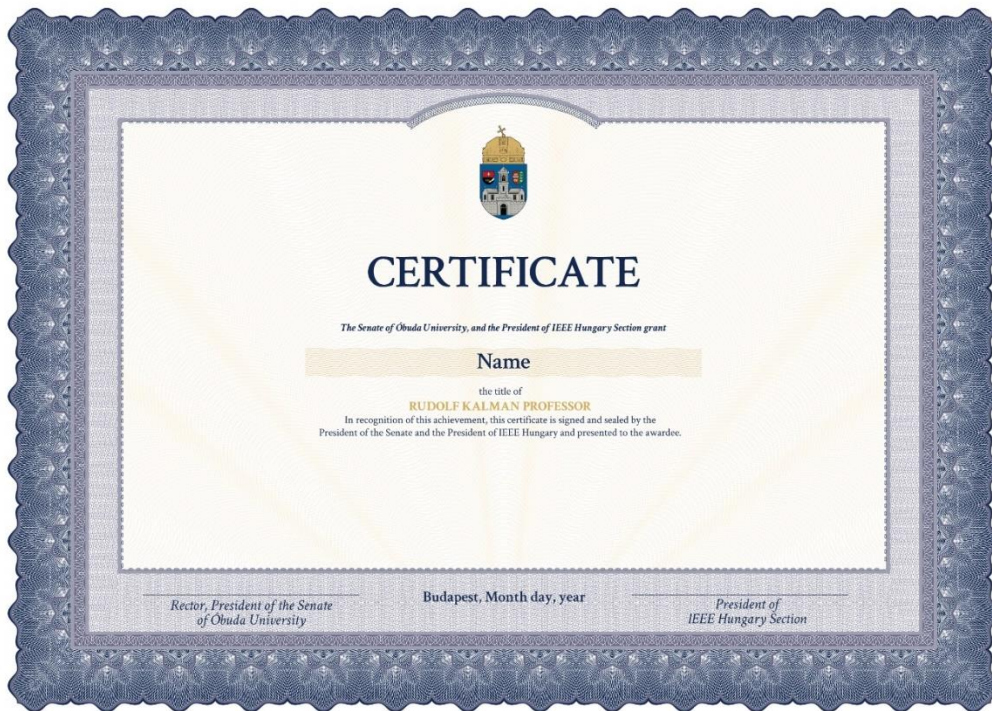








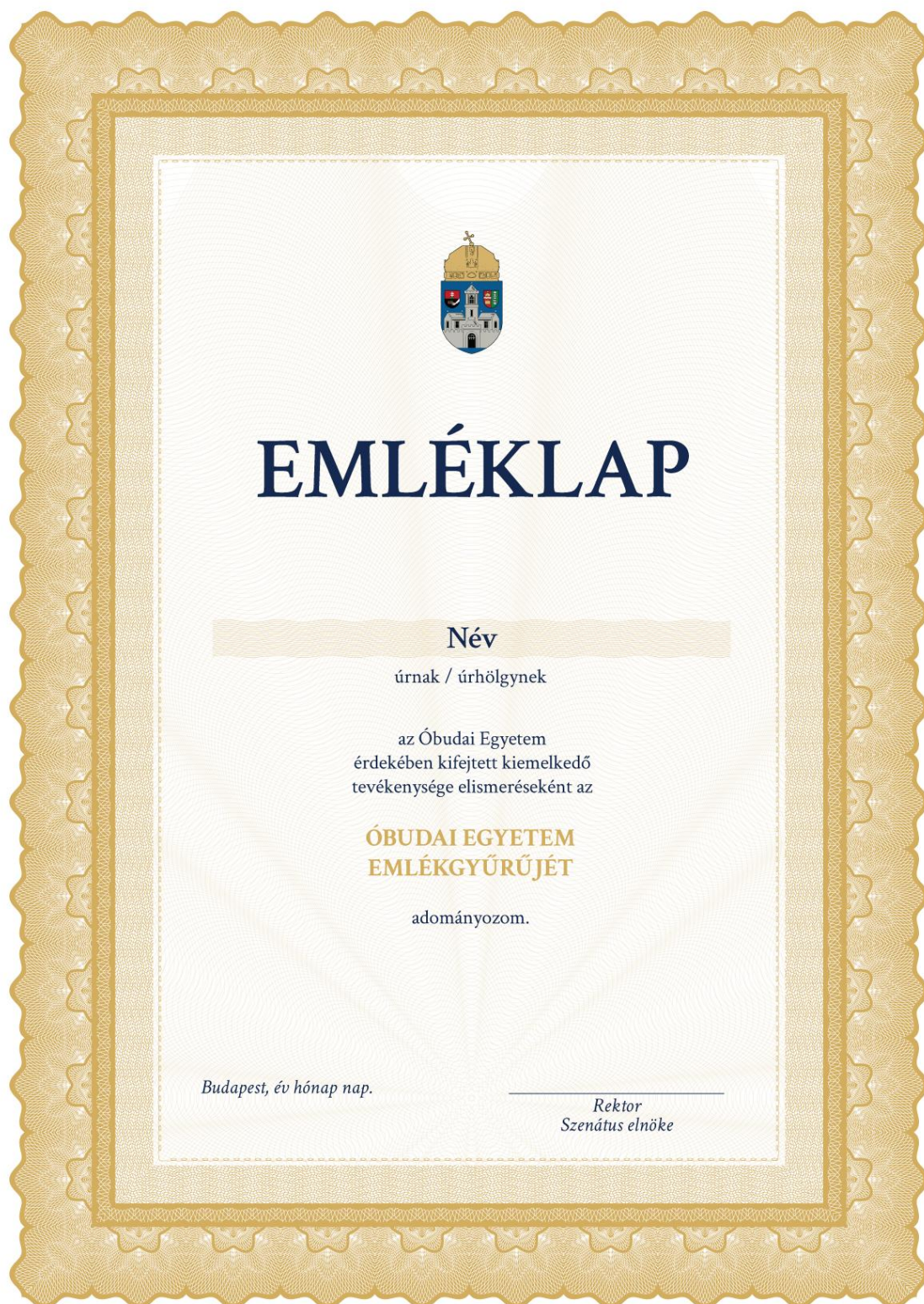














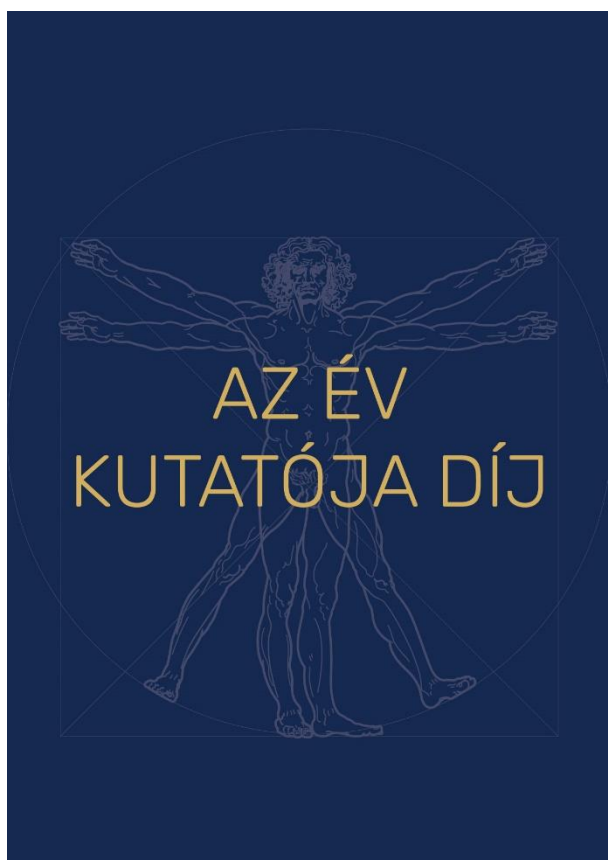












ÓBUDAI EGYETEM
ÓBUDA UNIVERSITY

Az Óbudai Egyetem Tudományos Tanácsa
Az Év Kutatója Díjat adományozza

Név

úrnak / úrhölgynek

kutatási eredményei, valamint
publikáció tevékenysége elismeréséül.

Budapest, év. hónap nap.

Tudományos rektorhelyettes
Tudományos Tanács elnöke



ÓBUDAI EGYETEM
ÓBUDA UNIVERSITY

Az Óbudai Egyetem Tudományos Tanácsa
Az Év Legtöbbet Idézett Kutatója Díjat adományozza

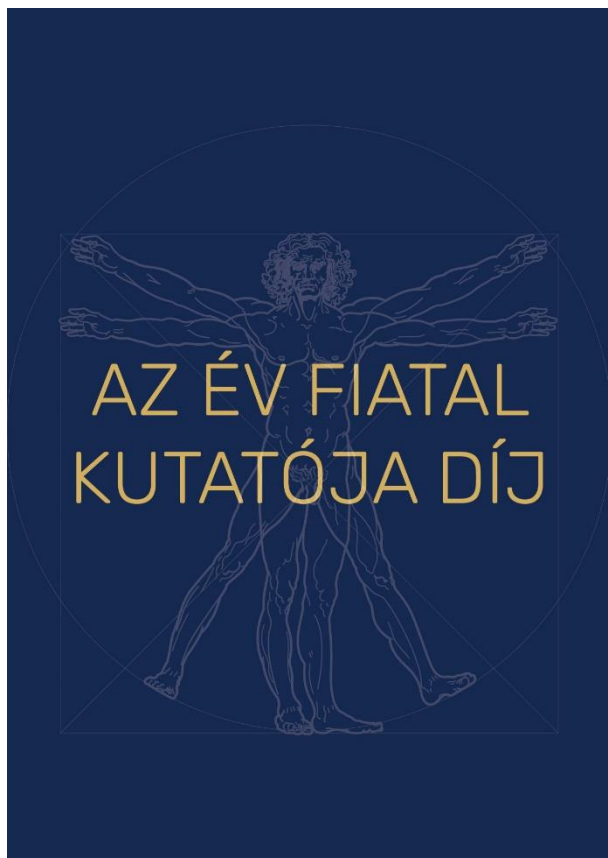
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Budapest, dátum

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Tudományos Tanács elnöke



ÓBUDAI EGYETEM
ÓBUDA UNIVERSITY

Az Óbudai Egyetem Tudományos Tanácsa
Az Év Fialat Kutatója Díjat adományozza

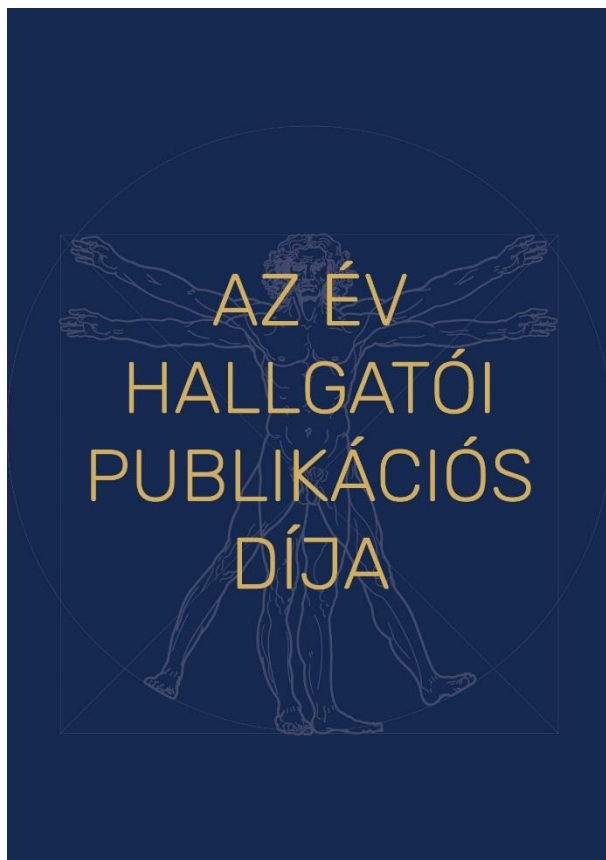
Név

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kutatási eredményei, valamint
publikáció tevékenysége elismerésül.

Budapest, év. hónap nap.

Tudományos rektorhelyettes
Tudományos Tanács elnöke



ÓBUDAI EGYETEM
ÓBUDA UNIVERSITY

Az Óbudai Egyetem Tudományos Tanácsa
Az Év Hallgatói Publikációs Díjat adományozza
BSc/MSc / PhD kategóriában

Név

úrnak / úrhölgynek

szakirodalmi tevékenysége elismerésérül.

Budapest, év. hónap nap.

Rektor
Tehetségtanács elnöke









Procedure and occasion for the awarding of medals by the University

Title of recognition	Proposer	Reviewer	Donor	Decide on the amount of the bonus	Number of awards that can be granted each year	Donation event
Civis Academicus Honoris Causa	rector, vice-rector, dean, director general	Rectors' Council University Council	Senate	-	based on the recommendation of the Rector	University Day/Senate Opening Ceremony of the Academic Year
Pro Universitate	rector, vice-rector, dean, director general	Rectors' Council University Council	Senate	-	up to 5	University Day/Senate Opening Ceremony of the Academic Year
Ambassador of Obuda University	rector, vice-rector, dean, director general	Rectors' Council University Council	Senate	-	not specified	University Day/Senate Opening Ceremony of the Academic Year
Patron of Obuda University	rector, vice-rector, dean, director general	Rectors' Council University Council	Senate	-	not specified	University Day/Senate Opening Ceremony/EU -PED
Rector Emeritus honorary title	Rector	Scientific Council	Senate	-	not specified	University Day/Senate Opening Ceremony/EU -PED
The University of Obuda Medal of Honour	rector, vice-rector, dean, director general	Rectors' Council University Council	Senate	-	up to 7	EU-PED
Honorary Professor honorary title	rector, vice-rector, dean, director general	Rectors' Council University Council	Senate	-	based on the recommendation of the Rector	University Day/Senate Opening Ceremony of the Academic Year
Doctor Honoris Causa/ Doctor et Professor	Rector	EDHT	Senate	-	based on the recommendation of the Rector	University Day

Honoris Causa title						
Rudolf Kálmán Professorial Address	rector, vice-rector, dean, director general	Rectors' Council University Council	Senate and the Institute of Electrical and Electronics Engineers Hungary Section	-	one national, one foreign person	University Day/Senate Opening Ceremony of the Academic Year
Honorary title of Associate Professor	rector, vice-rector, dean, director general	Rectors' Council University Council	Senate	-	based on the recommendation of the Rector	EU-PED
Professor Emeritus honorary title	Dean	Faculty Council	Senate	-	not specified	University Day/Senate Opening Ceremony/EU-PED
Distinction of university lecturer	rector, vice-rector, dean, director general	Rectors' Council University Council	Senate	-	not specified	University Day/Senate Opening Ceremony/EU-PED
Honorary title of Associate Professor/Teacher	rector, vice-rector, dean, director general	Rectors' Council University Council	Senate	-	not specified	EU-PED
Title of Master Teacher	rector, vice-rector, dean, director general	Rectors' Council University Council	Senate	-	not specified	Senate Opening Ceremony/EU-PED
Obuda University Memorial Ring	rector, vice-rector, dean, director general	Rectors' Council	Rector	-	up to 3	EU-PED
Award for Supporting Academic Student Work	University Council for Scientific Students	Rectors' Council	Rector	-	not specified	Celebration of Hungarian Science /Opening Session of the University
Rector's Commendation - Employees	rector, vice-rector, dean, director general	Rectors' Council	Rector	University Council	University up to 16 + Maintained public education institution up to 2	EU-PED
Rector's Commendation - student	rector, vice-rector, dean, director general, president of the EERC	Rectors' Council	Rector	FEPC	up to 3	EU-PED

Guard member	Head of autonomous department, Rector's Council	Rectors' Council	Rector	-	not specified	EU-PED
Title of adviser, senior adviser	Head of autonomous department, Rector's Council	-	Rectors' Council	-	20% of the University's staff eligible to donate	EU-PED
Researcher of the year award	Dean, Director-General of EKIK	University Council	Professorial Council	University Council	up to 1	Celebration of Hungarian Science/ University Opening Session
Most cited researcher of the year award	Dean, Director-General of the CFCA	University Council	Professorial Council	University Council	up to 1	Celebration of Hungarian Science/ University Opening Session
Young Researcher of the Year Award	Dean, Director-General of EKIK	University Council	Professorial Council	University Council	up to 1	Celebration of Hungarian Science/ University Opening Session
Student Publication Award	Dean, Director General	University Council	Scientific Council	University Council	up to 1	Celebration of Hungarian Science/ University Opening Session
"Pro Scientia et Futuro" scholarship	rector, vice-rector, dean, director general	University Council	Talent Council	University Council	not specified	Celebration of Hungarian Science/ University Opening Session
Béla Angyal Student Grand Prize	rector, vice-rector, dean, director general	University Council	Talent Council	University Council	up to 3	University Day
Antal Bejczy Student Publication Award	Evaluation committee set up by the ERC governing board	Evaluation committee set up by the ERC governing board	Talent Council	Rectors' Council	not specified	In January each year
Memory page	Rector,	the rector or the head of the	Rector,	-	not specified	solemn occasion

	Head of autonomous department	autonomous department	Head of autonomous department			
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