



# THE REGULATIONS OF STUDENTS' SCHOLARLY CIRCLES

**BUDAPEST, 2013.**  
*(version 4., effective from 23 July 2018.)*

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## PREAMBLE

The Regulations of Students' Scholarly Circles (hereinafter: TDK Regulations) of Óbuda University (hereinafter: University) shall be determined by the University Senate as follows, pursuant to Act CCIV of 2011 on national higher education (hereinafter Nftv.), and Government Decree 24/2013 (II.5.) on national excellence in higher education.

### Students' Scholarly Circle

1. § (1) Students' Scholarly Circles (in short: TDK) represent a form of self-development circles operated at the faculties, institutes (hereinafter: organizational units), knowledge centers and special colleges of the University. Activities in students' circles are based on cooperation between professors and students, workshop activities, and development of professional relationships, whereby high-quality training for intellectuals is carried out. Students' circle members may include any student and public employee of the University involved in research. The establishment of Students' Scholarly Circles is required to be reported to the person responsible for TDK at the Faculty by specifying the admitting organizational unit and the name of the contact person. Termination of a students' circle or any changes in the details thereof shall also be required to be reported to the person responsible for TDK at the Faculty. More than one students' circles may operate within an organizational unit, and the members of students' circles may belong to the students' circles of several organizational units.

(2) The purpose of a students' scholarly circle is to deepen and extend knowledge related to the compulsory study material, to pursue scholarly self-development, to master knowledge beyond training requirements and curricular obligations, to develop creativeness, to provide the conditions for students' scholarly activities, to involve students in scientific research, and to ensure the professional publicity and assessment of individual results achieved in the course of the work performed in students' circles, to facilitate their utilization.

(3) In students' scholarly circles, students or groups of students perform professional and scientific activities in addition to the study assignments specified in the curriculum.

(4) Students' scholarly circles are deemed as unprompted groups, the professional management and supervision of which is administered by the Rector of the University.

(5) The students' scholarly circles of the University may cooperate with each other, with scholarly scientific circles of other higher education institutions, professional scientific organizations and societies, and may maintain relations with higher education institutions abroad as well as with both domestic and foreign youth organizations. Faculty ETDT members inform the Rector about establishing and maintaining foreign relations (see section 3).

(6) As regards the organization, formation and operation of students' scholarly circles, the University follows the regulation of the National Council for Students' Scholarly Circles (OTDT).

(7) Within students' scholarly circles, students perform research work, the results of which they summarize in a competition essay (entry). The works thus completed are presented at the higher education institutions, at their faculties, and at national and international conferences of students' scholarly circles.

## **Activities in students' scholarly circles**

**2. §** (1) Activities in students' scholarly circles are independent activities performed through the collaboration of students and professors, with external specialists involved as required, and presented in the form of students' scholarly circle studies.

(2) The objectives of activities in students' scholarly circles are as follows:

- a) to accomplish scholarly self-development, extending to increasing students' professional and language knowledge,
- b) to master the practice of scientific understanding and the methodology of research,
- c) to get involved in theoretical and practical research work,
- d) to get acquainted with domestic and international scientific results,
- e) to promote the professional and moral development of students through direct work relationships formed between professors and students,
- f) students to participate in professional public life,
- g) to ensure the presentation of the individual or collective results achieved and to promote their utilization.

## **University Council for Students' Scholarly Circles**

**3. §** (1) The activities of students' scholarly circles are coordinated, on the principle of self-government, by the University Council for Students' Scholarly Circles (hereinafter: ETDT) under the supervision of the Rector, headed by the chairperson of the ETDT.

(2) (3) (4) Duties of the ETDT:

- a) to submit the Regulations of Students' Scholarly Circles to the Senate,
- b) to keep contacts with the National Council for Students' Scholarly Circles and its technical committees, as well as with partner organizations and societies both in Hungary and abroad,
- c) to manage and coordinate students' scholarly circles at the University and to perform their professional control,
- d) to call for the establishment of scientific relations, for the enhancement of the impact of activities in students' scholarly circles on students, and for the acknowledgement of productive work,
- e) to assist in creating professional publicity for the activities of students' scholarly circles, as well as publication and utilization thereof,
- f) to direct arrangements for institutional conferences of students' scholarly circles,
- g) to further the participation of outstanding activities in students' scholarly circles at conferences of students' scholarly circles at national and partner institution level, and at professional scientific events both in Hungary and abroad,
- h) to specify the dates and times of University conferences and to coordinate conducting arrangements thereof,
- i) to ensure the placement, at the library, of an electronic copy of studies completed in students' scholarly circles.

(5) Members of the ETDT:

members with the right to vote

- a) professor members of the ETDT are delegated by the Faculties and centers of the University (1 person by each, 7 persons in total),

- b) 1 person is delegated by the University Students' Self-Government;

members in a consultative capacity

- a) the Rector of the University,  
b) the former chairperson of the ETDT, provided that they are in a public employment relationship with the University,  
c) colleagues representing the University in the special committees of OTDT.

Administrative tasks are performed by an employee allocated by the Rector's Office.

- (6) The ETDT elects the chairperson of the ETDT from among its members within its remit.  
(7) The chairperson of the ETDT reports to the Senate on the activities of the ETDT with the frequency and at the date specified in the Rector's relevant statement.  
(8) ETDT meetings are convened by the chairperson as necessary, but at least once every six months. ETDT meetings are also required to be convened if initiated by at least 1/3 of members in writing.  
(9) The assignment of professor members of the ETDT continues until withdrawal, while that of a student until withdrawal or the completion of studies.  
(10) The ETDT sets down the rules of organizing the activities of institutional students' scholarly circles and conferences for students' circles in rules of procedure.

#### **Organization of activities in students' scholarly circles at Faculties / centers**

**4. § (1)** The head of the activities of students' scholarly circles at Faculty / center level is the person in charge of TDK at the Faculty / center, assigned by the Dean / Director-General.

(2) Duties of the person in charge of TDK at the Faculty / center

- a) to coordinate the operation of students' scholarly circles within the Faculty / center,  
b) to collect, publish and propagate topics for elaboration for students' scholarly circles,  
c) to mobilize students and professors to be involved in the activities of students' scholarly circles,  
d) to organize and supervise groups of students' scholarly circles,  
e) to monitor and assist the activities of students' scholarly circles on an on-going basis,  
f) to provide organizational assistance within the Faculty, as required for completing students' scholarly circle studies,  
g) to coordinate students' scholarly circles' activities between institutes.

(3) The person in charge of TDK at the Faculty / center reports on the activities of students' scholarly circles and the results thereof to the Faculty Council / Center and to ETDT on an annual basis, and to Faculty management at a frequency requested.

#### **Arrangements for students' scientific circles' work at institutes**

**5. § (1)** Students' scientific circles' work at institutes is headed by the person in charge of TDK at the institute, assigned by the Director of the Institute.

(2) Duties of the person in charge of TDK at the institute:

- a) to coordinate the operation of students' scholarly circles within the institute,  
b) to collect, publish and propagate topics for elaboration for students' scholarly circles,

- c) to mobilize students and professors to be involved in the activities of students' scholarly circles,
- d) to organize and supervise groups of students' scholarly circles,
- e) to monitor and assist the activities of students' scholarly circles on an on-going basis,
- f) to provide organizational assistance within the institute, as required for completing students' scholarly circle studies.

(3) The person in charge of TDK at the institute reports on the activities of students' scholarly circles and the results thereof to the Institute Council on an annual basis, and to the Director of the Institute at a frequency requested.

## **Participants in and management of activities in students' scholarly circles**

**6. §** (1) Participants of students' scholarly circles may include any and all university students in a student relationship with the University, pursuing activities either individually or by joint work in addition to their university studies.

(2) After graduating from the University, graduate students may participate at the next national TDK conference by entering works developed while in a student status, provided that they had presented their work at the institutional conference of students' scholarly circles before obtaining their final completion certificate (absolutorium)

## **Publication of the results of activities in students' scholarly circles**

**7. §** (1) Each phase of activities in students' scholarly circles is closed by the production and submission of the students' scholarly circle study which summarizes the results achieved, or in case of practical implementation, the presentation of the machine, device or program and documentation of the scientific activity.

(2) Students involved in students' scholarly circles may render account of the work performed and the results achieved in the following ways:

- a) by delivering lectures at university meetings or students' circle reunions, in scientific societies,
- b) at university conferences of students' scholarly circles,
- c) at national, perhaps international conferences of students' scholarly circles, and at other scientific conferences,
- d) in special periodicals by academic referencing.

(3) The results of outstanding work performed in the framework of students' scholarly circles – prizes obtained at institutional, national and international TDK conferences – are entered into students' report books by the Faculty Registrar's Offices.

(4) In recognition of the placement of competition entries, the University confers a commemorative medal:

- a) Design of medals to be conferred for being placed first: basic material: non-ferrous metal; surface: gold-plated; polished plate on both sides; size: of Hungarian thaler (42.5 mm diameter).
- b) Design of medals to be conferred for being placed second: basic material: non-ferrous metal; surface: silver-plated; polished plate on both sides; size: of Hungarian thaler (42.5 mm diameter).
- c) Design of medals to be conferred for being placed third: basic material: non-ferrous metal; bronze-patinated, with pattern impressed on both sides; size: of Hungarian thaler (42.5 mm diameter).

The obverse side of commemorative medals bears an embossment produced on the basis of a Vitruvius study by Leonardo da Vinci and the text "FOR STUDENTS' SCHOLARLY CIRCLE ACHIEVEMENT"; the reverse side bears the crest of the University and the inscriptions "ÓBUDA UNIVERSITY" and "UNIVERSITAS BUDENSIS" (Annex 1).

## Assistance and financial support for activities in students' scholarly circles

8. § (1) In order to support activities in students' scholarly circles, the University allocates a dedicated fund from its central budget (TDK allocation). Rights of transfer are exercised by the Rector based on proposals by the chairperson of the ETDT.

(2) In addition to such dedicated fund, financial allocations may be provided from the University budget by the University and from the Faculty / central budget by the relevant Faculty / center for the operation of students' scholarly circles. Resources for students' scholarly circle operations as related to contractual works or competition activities can be supplied directly from these sources.

(3) The EHÖK shall provide financial allocations for students involved in students' scholarly circle activities.

(4) Sponsors and supporters are sought by the Faculties / centers and the University to finance the organization and remuneration of conferences of students' scholarly circles.

(5) The ETDT submits a proposal for the utilization of the allocation for financing TDK activities, which is approved by the Rector, agreed by the Chancellor and countersigned by the Finance Director. Such amount may be used to cover the following costs:

- a) expenses related to activities in students' scholarly circles,
- b) costs associated with the completion of competition essays,
- c) expenses and fees related to the university conference of students' scholarly circles,
- d) expenses related to participation at the National Conference of Students' Scholarly Circles (hereinafter: OTDK Conference) (travel, accommodation, entry fee and participation fee),
- e) expenses related to the organizational arrangements for the sections of the OTDK Conference,
- f) costs of participation at international conferences of students' scholarly circles,
- g) costs incurred by international students and professors at university conferences of students' scholarly circles.

(6) It is the students' duty to prepare studies to be produced for university and national conferences of students' scholarly circles, conditions for which are provided by the Faculties / centers / institutes. If students produce a device for themselves, which they will keep even after the conference, the expenses thereon must be covered by themselves.

(7) Supervisors of outstanding students' scholarly circle studies may be rewarded by the Faculties / centers.

(8) The ETDT rewards the activities performed by supervisors of outstanding students' scholarly circle studies by the University Award "For the Support of Work in Students' Scholarly Circles", presented at the Opening University Session ceremony of the Hungarian Science Celebration Day.<sup>1</sup>

(9) The costs of tools required to produce the commemorative medals to be conferred for work performed in students' scholarly circles are financed by the University, and the production costs of medals are borne by the relevant Faculty / center based on the number of sections organized by them.

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<sup>1</sup> See Employment Requirement System, Section 193, Annexes 5/18 and 5/31



## Closing provisions

9. § (1) The Regulations of Students' Scholarly Circles of Óbuda University were discussed and adopted by the Senate session of 23 September 2013. These Regulations of version number 3 shall be effective from 01 October 2013.

(2) Simultaneously therewith, the Regulations of version number 2, adopted by the Temporary Senate on 18 March 2013, shall cease to have effect.

(3) These Regulations are required to be published at the website of the University and to be made available.

Dated: Budapest, 23 September 2013.

Endorsement:

The Regulations of Students' Scholarly Circles of Óbuda University were adopted by the Senate session of 16 July 2018, by its resolution no. SZ-CXLVII/144/2018. Effective from: 23 July 2018.

Dated: Budapest, 16 July 2018.