



# **THE ÓBUDA UNIVERSITY'S REGULATION FOR SUPPORTING LEARNING AND TEACHING CURRICULUM MATERIALS**

**BUDAPEST, 2018.**

*(Version 2 taking effect on the 6<sup>th</sup> of June 2023)*

## **Preamble**

The Senate of Óbuda University (hereinafter referred to as "the University"), in accordance with the relevant applicable regulations, establishes the rules for writing, publishing, and distributing educational materials that support university education, as follows.

## **Scope of the regulation**

1. § (1) The scope of this regulation includes all lecturers and students of the University, as well as all printed or electronically accessible educational materials (electronic or digital) produced and used for all its educational programs (hereinafter referred to as "course materials" or "notes").

## **Main Principles**

2. § (1) The University considers it an important task to provide students with adequate, up-to-date course materials.
  - (2) The responsibility for ensuring students' access to course materials lies with the dean of the respective faculty or the director of the central unit (hereinafter referred to as "faculty").
  - (3) For foundational, core, and specialized subjects, it is mandatory to provide students with appropriate course materials. These materials may include accessible resources written by authors outside the University.
  - (4) The official list of course materials assigned to courses offered by the faculty must be published on the course syllabus and in the semester curriculum.
  - (5) In the case of subjects considered identical across multiple faculties/majors (such as mathematics, physics, economics, and humanities), efforts should be made to use the same course materials. Deviating from this principle is only allowed in exceptional cases.
  - (6) Only one type of course material can be financed and distributed for a given subject.
    - (6a) Upon a written request from the faculty, the responsibility for writing the course materials, maintaining them, and editing or proofreading them primarily lies with the university instructors teaching the subject, particularly the course coordinator.
  - (7) University instructors teaching a specific subject should be primarily invited to write the related educational materials.
  - (8) University instructors assigned to write educational materials are authorized to use necessary university resources and tools during their work.

### **The Format of Course Materials**

3. § (1) The publication of paper-based (traditional) course materials may be justified in cases where the utilization fee, as specified in Section 8 of this regulation, is available, or as determined by the University Council based on Section 10 of this regulation.

(2) The primary objective of the University is to publish electronically accessible course materials (hereinafter referred to as electronic course materials), especially when dealing with rapidly changing subject matter and/or interactive teaching methods, taking advantage of the opportunities provided by the Internet and multimedia. There are no limitations on the size of these materials. Such format allows for easier development, customizable playback, incorporation of colorful visuals, and the inclusion of audio materials. The absence or low cost of distribution and printing enables cost-effective creation of course materials for small audiences.

### **The Length of Course Materials**

4. § (1) The length of course materials should align with the weekly class hours specified in the curriculum of the subject.

(2) In the case of electronic course materials, there is no limitation on the length, but the calculation of the author's fee is based on the weekly class hours. The number of pages financed by the University is a maximum of 5 pages for each weekly class hour (1 page corresponds to 15 A4-sized pages).

(3) The University does not finance the exceeding of the contracted number of pages, but in justified cases, the faculty may finance it from its own budget.

### **Authorship and Publishing Rights**

5. § (1) The University is entitled to the exclusive right to use, publish, and distribute the notes without any temporal or territorial restrictions, in Hungarian or any foreign language. The exclusive right of use granted to the University includes all forms of use defined in Act LXXXVI of 1999 on Copyright, particularly including the right of adaptation, as well as the right to record the notes in visual or audio format, copy them using a computer or electronic data carrier, transmit them to the public, upload them to the University's network (including online educational platforms), publish them within the framework of a digital library service, distribute them in unlimited copies, publish them multiple times, and transmit them to the public.

(2) The author is obliged, without additional remuneration, to update, modernize (update), and make necessary revisions or corrections to the notes for a period of four (4) academic semesters from the date of publication. The University may also assign another person to update, modernize (update), or make necessary revisions or corrections to the notes if the author fails to fulfill this obligation.

(3) Only the person appointed by the dean of the faculty is authorized to revise the notes.

(4)

(5) Only the notes for which a valid and effective contract has been concluded between the University and the Author may be accepted and published for educational and other purposes. The acceptance of the author's work is a prerequisite - in addition to other consequences - for a valid and effective agreement concluded for this purpose.

(6) If the extent of simultaneous adaptation exceeds 50%, the University may enter into a new contract with the author.

### **Editing and Proofreading of Notes**

6. § (1) Notes financed by the University must be proofread. The proofreader can be an external or internal recognized expert in the respective field.

(2) In the case of multi-author works, it is advisable to appoint an editor to ensure a consistent concept.

### **Intellectual Property Rights Related to Note Writing**

7. § (1) Notes are classified as follows:

- a) Electronic notes
- b) Electronic sample repository
- c) Traditional notes
- d) Traditional sample repository

(2) The amount of fees is proposed by the Deputy Rector for Education and determined by the University Council.

(3) The author's fee for the notes is the usage fee, and the editing and proofreading fees are 20% of the usage fee.

(4) The notes must be completed by the deadline specified in the contract.

## **Source of Financing for the Notes**

8. § (1) Financing of notes can be done through:

- a) Normative financing from the University's designated fund for electronic notes.
- b) Paper-based notes from the budget allocated by the University and faculties for this purpose, including the reinvestment of revenue from sales.

(2) It is advisable to increase the budget for note writing in the case of electronic notes through grant funding sources.

## **Allocation of the Note Writing Budget**

9. § (1) Determining the annual note writing budget is the responsibility of the University Council.

(2) Each faculty prepares its annual note writing plan by January 31st, taking into account the needs, and based on the proposal of the Education Committee, the University Council decides on the allocation of the annual university budget among the faculties and the distribution of funds for specific notes.

(3) The Education Committee is responsible for preparing decisions related to notes, preparing note writing agreements, and monitoring compliance with budgets and deadlines. The University Note Coordinator appointed by the Rector's Council carries out these tasks.

(4) Based on the allocation determined by the University Council, the University enters into contracts with authors, proof-readers, and editors, and ensures the payment of fees upon fulfilment.

## **Note Distribution, Access to Electronic Notes**

10. § (1) The distribution of paper-based notes, textbooks, and specialized books is carried out through the Óbuda University Service Nonprofit Limited Liability Company. The profits generated from sales are reinvested into note writing.

(2) Regarding electronic notes:

- a) The unified database of electronic notes at the university level is available on the EDT interface of [elearning.uni-obuda.hu](http://elearning.uni-obuda.hu), which can be freely accessed by all students. Here, students can access all uploaded electronic notes of the university.

In addition, instructors can easily upload their materials to the main Moodle e-learning system, where they can further develop the content and methods. It provides students with easy access, overview, and beyond downloading study materials, allows for self-assessment, and facilitates communication with instructors and fellow students. The Moodle e-learning framework meets these expectations and should be fully implemented at the university.

b) Moodle is synchronized with the Neptun database, and instructors and students can log into Moodle using their Neptun identification and password. They can view the courses assigned and enrolled in Neptun.

c) Course offerings are centrally displayed in the Moodle system for courses that have been announced in Neptun and have enrolled students, no later than the beginning of the registration week. Instructors must upload the current electronic teaching materials to Moodle by the first day of the teaching week and continuously update them.

d) Teaching materials created under the note writing agreement are uploaded to the Moodle system through EDTI.

e) The Electronic and Digital Learning Materials Office ensures the university-level management of the Moodle system, its efficient operation, and supports the work of instructors and students.

### **Enactment and Final Provision**

**11. §** (1) The provisions of this regulation were discussed and approved by the Senate of the University on May 30, 2023. This regulation shall enter into force on June 6, 2023.

(2) Upon the entry into force of this regulation, the Regulation on Learning and Teaching Support Materials of Óbuda University, Version 1, adopted by the Senate on June 18, 2018, shall cease to be in effect.

(3) Modifications to the wording of the regulation and its annexes resulting from legal changes shall not be considered as amendments to the regulation, and therefore, any changes made therein do not require Senate approval. Such modifications shall come into effect with the joint approval of the Deputy Rector for Education and the Head of the Legal Department, taking into account the opinion of the Education Committee, and all organizational units must be notified.

(4) The documents forming the annexes to this regulation are as follows:

1. Proposal for Writing New Notes
2. Copyright Agreement for Activities Protected by Copyright (Author and Editor)
3. Commissioned Agreement (for non-teachers, non-researchers)
4. Commissioned Agreement (for teachers, researchers)
5. Usage Fees
6. 6/1. Formatting Requirements
7. 6/2. Cover Page

Budapest, May 30, 2023.

Prof. Dr. Levente Kovács

Rector

Closure:

The Regulation on Learning and Teaching Support Materials of Óbuda University was adopted by the Senate on May 30, 2023, under Resolution No. \_\_\_\_\_. It is effective from June 6, 2023.

Budapest, May 30, 2023.