



Regulations of the Óbuda University Scientific Student Circle

BUDAPEST, 2019.

(version 6 taking effect from the 6th of June 2023.)

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Preamble

The Óbuda University (hereinafter referred to as the University) defines its Regulations on the Scientific Student Circle (hereinafter referred to as the TDK Regulations) in accordance with the Hungarian Act CCIV of 2011 on Higher Education (hereinafter referred to as Nftv.) and the Government Decree 24/2013 (II.5.) on Excellence in Higher Education.

The Scientific Student Circle

1. §(1) The Scientific Student Circle (hereinafter referred to as TDK) is a self-educational form operating within the faculties, institutes (hereinafter referred to as organizational units), knowledge centres, and collegiate communities of the University. The basis of student circle activities is the collaboration between educators and students, workshop work, and the establishment of professional relationships, through which high-quality intellectual education is realized. Any student or research-oriented public employee of the University can be a member of the student circle. The establishment of scientific student circles should be reported by the responsible TDK coordinator of the faculty, indicating the receiving organizational unit and the contact person's name. The termination or change of data regarding a student circle should also be reported to the responsible TDK coordinator of the faculty. Multiple student circles can operate within an organizational unit, and the members of student circles can belong to multiple organizational unit circles.

(2) The aim of the scientific student circle is to deepen and broaden scientific knowledge related to the compulsory curriculum, engage in scientifically-oriented self-education, acquire knowledge beyond the curriculum requirements and study obligations, develop creative skills, ensure the conditions for student scientific activity, involve students in scientific research, and ensure the professional publicity and evaluation of individual achievements obtained through student circle work, as well as promote their utilization.

(3) In the scientific student circles, students or groups of students engage in professional and scientific activities beyond the study tasks defined in the curriculum.

(4) Scientific student circles are considered self-organized groups, and their patron is the Rector of the University.

(5) The scientific student circles of the University can collaborate with each other, with scientific student circles of other higher education institutions, professional scientific organizations and associations, as well as maintain relationships with foreign higher education institutions, domestic and international youth organizations. The coordinators of the faculty ETDT (see 3. §) inform the Rector about the establishment and maintenance of international connections.

(6) The organization, establishment, and operation of the scientific student circles at the University follow the regulations of the National Scientific Student Council (OTDT).

(7) In the scientific student circles, students conduct research work, and the results are summarized in project works. These created works are presented at inter-institutional, national, and international scientific student conferences held at higher education institutions and their faculties.

The activities of scientific student circles

2. §(1) The scientific student circle activities are carried out through the collaboration of students and lecturers, with the participation of external experts if necessary, and are presented in the form of independent work known as a scientific student circle paper.
- (2) The objectives of scientific student circle activities are:
- a) to realize self-education with scientific rigor, which includes deepening the students' professional and language knowledge,
 - b) to acquire practical knowledge of scientific exploration and research methodology,
 - c) to engage in theoretical and practical research work,
 - d) to familiarize oneself with domestic and international scientific achievements,
 - e) to facilitate the professional and ethical development of students through direct working relationships between lecturers and students,
 - f) to involve students in professional public life,
 - g) to ensure the presentation and utilization of individual or collective achievements.

The University Scientific Student Circle Council

3. §(1) The coordination of university-level scientific student circle activities is carried out by the University Scientific Student Circle Council (hereinafter referred to as ETDT) under the supervision of the rector, based on the principles of self-governance. The president of ETDT performs their duties under the guidance of the scientific deputy rector, and the patron of ETDT is the rector of the University.
- (2)
- (3)
- (4) The tasks of the ETDT are as follows:
- a) Presents the University's Scientific Student Circle Regulations to the Senate.
 - b) Maintains contact with the National Scientific Student Circle Council, its professional committees, domestic and international partner organizations and associations.
 - c) Manages, coordinates, and oversees the University's scientific student circles.
 - d) Advocates for the establishment of scientific relationships, enhances the impact of scientific student circle activities on the audience, and recognizes successful work.
 - e) Assists in creating professional visibility, publication, and utilization of scientific student circle activities.
 - f) Directs the organization of institutional scientific student circle conferences.
 - g) Promotes the participation of outstanding scientific student circle activities in national and other institution's scientific student circle conferences, as well as domestic and international professional scientific events.
 - h) Determines the dates of the university conferences and coordinates their implementation.
 - i) Ensures the library placement of electronic copies of scientific student circle papers.
 - j) Maintains contact with talent development organizations in public education institutions.
 - k) Coordinates the preparation of talent-supporting TDK (Scientific Student Circle) applications and the utilization of grant resources.
- (5) Members of the ETDT:

Voting members:

- a) The vice-rector for research of the University.
- b) The President of the ETDT.
- c) Teaching members of the ETDT delegated by the faculties and the EKIK (1 person each, total: 8 persons).
- d) 1 person delegated by the University Student Council.

Advisory members:

- a) The Rector of the University.
- b) The former President of the ETDT, if they are in an employment relationship with the University.
- c) Colleagues representing the University in the professional committees of the OTDT who hold positions.

Administrative tasks are carried out by the Secretary of the ETDT.

(6) Taking into account the opinion of the ETDT, the President of the ETDT is appointed by the Rector.

(7) The President of the ETDT reports to the Senate on the activities of the ETDT with regularity and at the specified times according to the position of the Rector.

(8) The President convenes meetings of the ETDT as needed, but at least once every semester. The meeting of the ETDT must be convened if at least one-third of the members initiate it in writing.

(9) The appointment of teaching members of the ETDT is valid until revocation, while the appointment of student members is valid until revocation or until the completion of their studies.

(10) The ETDT establishes the rules for institutional scientific student activities and the organization of student conferences, as well as the regulations for the evaluation of papers, which are recorded in the internal rules.

Organizing the scientific student activities of the faculty/centre

4. §(1) The leader of the scientific student activities at the faculty/centre is the President of the Faculty/Centre Scientific Student Council (hereinafter referred to as the SSC), appointed by the Dean/Director.

(2) The responsibilities of the faculty/centre SSC President include:

- a) Coordinating the operation of scientific student activities within the faculty/centre,
- b) Collecting and promoting scientific student topics,
- c) Mobilizing students and instructors for scientific student activities,
- d) Organizing and supervising student scientific student groups,
- e) Monitoring and supporting ongoing scientific student activities,
- f) Providing organizational assistance for the preparation of scientific student papers within the faculty/centre,
- g) Coordinating joint scientific student activities among the departments/institutes.

(3) The faculty/centre SSC President reports annually on the scientific student activities and their

results to the Faculty Council/Centre Council and the ETDT, as well as periodically to the faculty/centre leadership, as required.

Organizing the institutional scientific student activities

5. §(1) The leader of the institutional scientific student work is the responsible person of the Institutional TDK appointed by the institute director.

(2) The responsibilities of the institutional TDK responsible person are as follows:

- a) Coordinating the functioning of scientific student activities within the institute.
- b) Collecting and promoting scientific student topics.
- c) Mobilizing students and instructors for scientific student activities.
- d) Organizing and supervising student scientific student groups.
- e) Continuously monitoring and supporting scientific student activities.
- f) Providing organizational assistance within the institute for the preparation of scientific student papers.

(3) The institutional TDK responsible person provides an annual report on the scientific student activities and their results to the Institutional Council and, if requested, to the institute director on a regular basis.

Participants and Leadership of Scientific Student Activities

6. §(1) Any university member who is in an undergraduate student relationship with the University can participate in scientific student activities, whether individually or in collaboration, beyond their regular university studies.

(2) After completing their studies at the university, graduated students can participate in the upcoming National Scientific Student Conference (hereinafter referred to as "OTDK") with the work they have developed while still being students. To be eligible for participation, their work must have been presented at the institutional scientific student conference before obtaining the diploma, and the conference jury must have recommended the submission of the work to the OTDK.

(3) Hungarian and foreign high school students can also participate in the Institutional Scientific Student Conference if the respective faculty accepts the research topic of the high school student.

Recognition and Publication of the Results of Scientific Student Activities

7. §(1) The completion of each phase of scientific student activity involves the preparation and submission of a student research paper summarizing the achieved results, or in the case of practical implementation, the presentation of the machine, tool, or program and the documentation of the scientific activity.

(2) Students engaged in scientific student circles can report on their completed work and results in the following ways:

- a) by giving presentations at university or student circle gatherings, scientific and popular science events,
- b) at university scientific student conferences,

- c) at national or international scientific student conferences and other scientific conferences,
- d) through scientific and professional journal activities.

(3) According to Section 47 (11) of the University's Study and Examination Regulations, based on their scientific student work, an instructor may recommend a grade of "excellent" or "good" to the student, which the student is not obliged to accept.

(4) The student may choose to have their 1st, 2nd, or 3rd place achievement at the National Scientific Student Conference (OTDK) accepted as their thesis or final project. Upon acceptance, the grade for the thesis shall be "excellent" (5). During the final examination, the student is required to present their TDK paper. In the case of a collaborative work with multiple authors, each student undergoes a separate defence. During the defence, the student must primarily present their own achieved results, which must be evident and meet the requirements for a thesis/final project as stated in the paper. A declaration from the supervisor confirming this fact must be attached as an appendix to the thesis/final project submission.

(4a) At the faculty-level Scientific Student Conference (TDK), outstanding papers nominated for the National Scientific Student Conference (OTDK) may be accepted as a thesis or final project based on the decision of the TDK Conference main jury. A resolution is prepared for the TDK papers accepted as a thesis or final project, which includes the acceptance of the thesis or final project, the name of the author, their student identification code, the title of the paper in Hungarian and English, and the evaluation of the paper with an "excellent" (5) grade (Name TDK Paper Resolution.docx). During the final examination, the student is required to present their TDK paper. In the case of a collaborative work with multiple authors, each student undergoes a separate defence. During the defence, the student must primarily present their own achieved results. The TDK paper and the thesis or final project may be the same if the TDK participant has prepared the submission while adhering to the prescribed formatting requirements.

(4b) If the evaluation score of the written part of the TDK paper presented at the TDK Conference exceeds two-thirds of the maximum achievable score, and it is supported by the main jury of the TDK Conference, then the TDK activity can also be recognized as professional practice, regardless of the educational level. A document is prepared to confirm the recognition of the TDK activity as professional practice, which includes the acceptance of the activity, the name of the author, their student identification code, the title of the paper in Hungarian and English. Furthermore, the document is sent to the responsible party in charge of organizing and administering professional practice for recording purposes in Neptun, the university's administrative system. The responsible person for documentation and administration is the President of the Faculty TDK Council.

(4c) If the evaluation score of the written part of the TDK paper presented at the TDK Conference exceeds half of the maximum achievable score, and it is supported by the main jury of the TDK Conference, then during the semester of the TDK Conference, the TDK activity can be accepted as a report for the final project/thesis, regardless of the educational program. A document is prepared to confirm the acceptance of the TDK activity as a report for the final project/thesis, which includes the acceptance of the activity, the name of the author, their student identification code, the title of the paper in Hungarian and English. Furthermore, the document is sent to the coordinators responsible for organizing the Final Project/Thesis Reports for recording purposes. The responsible person for documentation, administration, and communication with the coordinator responsible for recording the completion is the President of the Faculty TDK Council.

(5) The achievements of outstanding work carried out within the framework of the scientific student circle, such as institutional, national, and international placements obtained at TDK conferences, must be recorded in the Neptun study system.

(6) In order to recognize the achievements of the works that received placements at the university scientific student circle conference, the University awards commemorative medals.

- a) The design of the commemorative medal for 1st place: made of colored metal, with a gilded surface, mirror-engraved on both sides, in the size of a Hungarian medal (42.5 mm in diameter).
- b) The design of the commemorative medal for 2nd place: made of colored metal, with a silver-plated surface, mirror-engraved on both sides, in the size of a Hungarian medal (42.5 mm in diameter).
- c) The design of the commemorative medal for 3rd place: made of colored metal, with a bronze-patinated engraving on both sides, in the size of a Hungarian medal (42.5 mm in diameter).

The obverse side of the commemorative medals features a relief based on Leonardo da Vinci's Vitruvian Man study and the inscription "TUDOMÁNYOS DIÁKKÖRI MUNKÁÉRT" (For Scientific Student Circle Work), while the reverse side displays the University's coat of arms and the inscriptions "ÓBUDAI EGYETEM" (Óbuda University) and "UNIVERSITAS BUDENSIS" (University of Buda) (Attachment 1).

Support and Financial Assistance for Scientific Student Circle Activities

8. § (1) To support scientific student circle activities, the University establishes a separate fund from its central budget (TDK fund). The authority for approval rests with the rector based on the proposal of the ETDT president.

(2) In addition to the allocated fund, the University may provide financial resources for the operation of scientific student circles from the university's budgetary framework, and the faculty/central budgetary framework may allocate a budget for the respective faculty/department. The financial coverage for scientific student circle activities related to contractual work or project activities can be directly provided from these sources.

(3) The Student Union (EHÖK) provides an annual budget for students engaged in scientific student circle activities. Winners of the institutional TDK conference and the OTDK conference are awarded a one-time scholarship, provided they have student status.

(4) The faculties/departments and the University seek sponsors and supporters for financing the organization and awarding of scientific student circle conferences.

(5) The utilization of the budget allocated for TDK activities is proposed by the ETDT and approved by the rector, with the consent of the chancellor and the endorsement of the financial director. The following expenses can be covered from this fund:

- a) Expenses related to scientific student circle activities based on the previously approved plan,
- b) Costs associated with the preparation of research papers,
- c) Expenses and awards related to the university-level scientific student circle conference,

- d) Expenses related to participation in the National Scientific Student Circle Conference (travel, accommodation, registration, and participation fees),
- e) Expenses related to organizing specific sections of the OTDK conference,
- f) Costs of participation in international scientific student circle conferences,
- g) Costs of foreign students and instructors participating in the university-level scientific student circle conference.

(6) The preparation of papers for university and national scientific student circle conferences is the responsibility of the students, for which the faculties/departments/institutes provide the necessary conditions. If a student prepares their own equipment for personal use, which they keep after the conference, they are responsible for covering the associated expenses.

(7) The supervisors of outstanding scientific student circle papers may be rewarded by the faculties/departments/centres.

(8) The University announces a scholarship competition at the beginning of each semester for the most outstanding full-time students. When evaluating the applications, the student's previous academic and scientific background, as well as their research plan, must be taken into consideration. The applications are reviewed by the ETDT. The rector makes the decision regarding the scholarship. The winners receive a scholarship for the respective semester (5 months) and are required to present their results at the institutional scientific student circle conference and other forums.

(9) The University provides an opportunity for our exceptional BSc and MSc students who demonstrate outstanding performance in TDK projects to publish their work at IEEE conferences, thereby entering the scientific community and potentially gaining recognition for their achievements.

(10) The ETDT may propose the awarding of the "Support for Scientific Student Circle Work" prize for outstanding supervisory activities in scientific student circle papers and for organizing and assisting in scientific student circle activities. The rector of the University makes the decision regarding the award, and the award ceremony takes place at the Opening Session of the Hungarian Science Festival.

(11) The rector of the University may confer the honorary title of "Honorary President of the University Scientific Student Circle Council" to the former president of the ETDT in recognition of their outstanding level of activity as ETDT president and TDK supervisor for at least a decade. The University Scientific Student Circle Council makes a recommendation to the rector of the University for the award, and the final decision is made by the rector. The award is presented during the University Day ceremony.

(12) The University covers the cost of the necessary tools for producing the commemorative medal awarded for scientific student circle work, while the individual production costs of each medal are financed by the respective faculty/department/centre based on the number of sections organized by them.

Final Provisions

9. §(1) This regulation shall be published on the University's website and made accessible to the public.

Clause:

The modification of the Óbuda University Scientific Student Circle Regulations, consolidated in a unified structure with the original text, was adopted by Resolution No. at the Senate meeting on May 30, 2023. Effective from June 6, 2023.

Budapest, May 30, 2023.