

**ORGANISATIONAL AND OPERATIONAL RULES OF THE  
STUDENTS' SCIENTIFIC ASSOCIATIONS OF  
SEMMELWEIS UNIVERSITY FACULTY OF HEALTH SCIENCES**



**Resolution No. 9/2014. (III.13.)ETK. KT.**

## I.

By virtue of the authorisation granted in section (4) of paragraphs 9, 54 and 63 of act CCIV of 2011 on higher education, the Faculty of Health Sciences of Semmelweis University operates Students' Scientific Associations (hereinafter: TDK).

## II.

The Students' Scientific Associations operating at the Faculty of Health Sciences of Semmelweis University are self-motivated groups of the students the aim of which is to participate in scientific work in cooperation with members of the Faculty.

1. The aim of the students' scientific associations is to involve students into theoretical and practical research, as well as to conduct self-training exceeding the compulsory curriculum and of a scientific level, as well as to provide professional publicity and assessment and promote the utilisation of the individual or collective results achieved in the course of the work within the student association.

2. The students' scientific associations implement their goals in collaboration with students and Faculty members, while external theoretical and practical specialists can be involved in their work, as well. The students' scientific associations cooperate with the students' scientific associations of other institutions of higher education, as well as with professional and scientific organisations and associations.

## III.

Students' Scientific Associations at the Faculty conduct their activities under the supervision of the Scientific Student Council (hereinafter: TDT). Administrative and organisational tasks of the TDT are performed by its presidium (president, vice-president, secretary), led by the president. The operating conditions of the TDT are provided for by the dean of the Faculty, based on the budget drawn up by the TDT and approved by the dean of the Faculty.

1. The work carried out by the Students' Scientific Associations at the Faculty is coordinated by the TDT, under the supervision of the dean of the Faculty.

Responsibilities of the TDT:

- decision about the use of financial means available to the TDK of the Faculty;
- approval based on ethical and professional considerations of the announcement of research topics suggested by the topic leaders;
- decision about student requests/applications;
- decision about the distribution of institutional scientific and public grants;
- organisation of Faculty TDK and nationwide OTDK;
- support and assistance of the work of TDK students performed in student associations at other faculties;

- promotion of the recognition of TDK topic leaders with outstanding performance.

2. Members of the TDT presidium: president, vice president, secretary, TDK advisors.

The president of the TDT:

- shall be a lecturer with comprehensive educational-teaching and scientific experience;
- shall be appointed by the dean of the Faculty of Health Sciences;
- shall be appointed for a period of 2 years;
- shall have the following tasks:
  - coordinates and manages of the TDK work at the Faculty;
  - represents the Faculty within the TDT of the university and provides ongoing contact with the TDT;
  - calls the TDT of the Faculty;
  - coordinates the organisation of the TDK conference at the Faculty, as well as at the national level;
  - makes a proposal to the dean of the Faculty for the person of the acting chairman of the TDK conference at the Faculty;
  - prepares the annual budget as advised by the Dean's Office;
  - makes a proposal for the distribution of the Institutional scientific and public grants;
  - reports annually to the management of the Faculty on the work of the TDT;
  - certifies the TDK activity of students in the electronic transcript of grades.

The vice president of the TDT

- shall be a TDK student of outstanding academic results, performing outstandingly in the student association;
- the vice president of the TDT is elected by the presidential board of the TDT upon proposal of the president of the TDT and is appointed by the Dean;
- an extraordinary member shall be delegated if:
  - a change in the number of members of the presidential board of the TDT occurs
  - during his/her term, the student discontinues his/her work within the TDK, or his/her student status is terminated or his/her one-year doctorandus membership expires
- term of the appointment: one academic year
- tasks of the vice president:

- represents the interests of students;
- shares the administrative duties of the TDT together with the president and the secretary of the TDT;
- informs the Student Self Government about TDT-related issues (TDT decisions, competitions, etc.);
- is involved in the organisation of the Faculty and nationwide TDK conference;
- attends, with a right to vote, the evaluating committee of the TDK conference;
- participates in the briefing process of freshman classes about the TDK

#### The secretary of the TDT

- is a lecturer with comprehensive teaching and educating, as well as scientific experience;
- the secretary of the TDT is elected by the TDT upon proposal of the president of the TDT and is appointed by the Dean;
- term of the appointment: 2 years;
- the secretary performs his duties under the guidance of the president of the TDT;
- tasks of the secretary:
  - prepares the TDT sessions;
  - performs the administrative tasks of the TDT;
  - gathers the topic specifications from the TDK responsables for approval by the TDT;
  - provides for publication of TDK-related information (TDT decisions, competitions, etc.) on the website;
  - is involved in the organisation of the Faculty and nationwide TDK conference;
  - briefs new entrant freshman classes about the TDK

#### The TDK responsible:

- is a lecturer with comprehensive teaching-educating and scientific experience;
- is appointed upon nomination by the heads of departments of the Departments of the Faculty of Health Sciences;
- is appointed for an indefinite period;
- performs the duties outlined in section IV./4.
- several TDK-responsibles can be active in one department, however, only one TDK-responsible per department/institute can be delegated to the TDT (the president/secretary are members as such and therefore the department delegating the president/secretary can also delegate a TDK-representative).

#### IV.

1. TDK's perform their activities within the institutes, departments and premises (university institutes, clinics, teaching hospitals and other academic, healthcare and scientific institutions) of the university, or within external institutions, not adjacent to the university, under their professional guidance and among the conditions and with the headcount provided by them.
2. TDK's can be formed upon consent of the head of the research facility involved and of the TDT, at the venues set forth in section IV. 1. if the conditions (personal and material) for the student-lecturer group formed for scientific purposes are in place.
3. The Departments/Institutes nominate TDK topic leaders/advisors, to be appointed by the heads of the Departments. TDK work can only be pursued under the guidance of a topic leader/advisor.

The TDK topic leader/advisor performs the following tasks:

- defines a research topic and informs the TDK responsible about it;
  - oversees the scientific efforts of TDK student(s);
  - performs the administrative tasks related to TDH students;
  - informs the TDK responsible regarding the student engaged in TDK work;
  - evaluates the work of students performing TDK work, decides about granting/refusing signature, as well as about the course grade for the optional class „Introduction to healthcare research I-IV”;
  - provides information regarding signature and course grade to the TDK responsible within the department, using the administration form attached hereto as annex 1, for the administration within the NEPTUN system of the optional class „Introduction to healthcare research I-IV” before the end of the 13th academic week of the given semester.
  - Can teach the curriculum as set forth on the course sheet for the optional class „Introduction to healthcare research I-IV” either in a group or individually, can account for a maximum of two hours per week within his course load upon consent from the head of the department.
4. Departments/Institutes nominate and the head of the department appoints the TDK responsible upon consent from the institutional council. TDK work can only be performed in institutes/Departments, where a TDK responsible is delegated to the TDT.

The TDK responsible performs the following tasks:

- participates in the work of the TDT as a voting member;
- informs

- topic leaders/advisors about the work of the Faculty and university TDT
- the TDT about TDK work at the department/institute, functions as a liaison between the TDT and the topic leaders
- coordinates the TDK work of the department:
  - coordinates the work of topic leaders/advisors involved;
  - monitors the involvement of topic leaders in the professional guidance of TDK members, as well as the development of the terms of work in the student associations;
- performs the necessary administrative and registration tasks related to TDK students and TDK topics announced, based on the instructions of the TDT
  - gathers topics defined by the TDK topic leaders and provides for TDT approval;
  - gathers TDK applications from the department and provides for the evaluation by the head of department/institute and informs students, topic leaders and the TDT;
- monitors the work of students within the TDK;
- reports to the TDT about changes related to students on an ongoing basis;
- Based on the information furnished by the TDK topic leaders within the departments/institutions, he administers related to the departments, the optional course entitled „Introduction to healthcare research I-IV”, by the date indicated within the academic calendar and keeps the administration sheets on file for 5 years;
- provides information on TDK students within the department to the president of the TDT for entry into the electronic transcript of grades by the last week of each semester;

(The student association may each year elect a student secretary for the institute from among its members. The secretary shall assist the work of the TDK responsible.)

## V.

1. Students requesting admittance to the student association shall apply to the person in charge of TDK matters within the relevant institute/department using the application for signed by the TDK consultant/advisor of the student. TDK students conducting research at external institutions shall apply to the chairman of the TDK.
2. The following students may request admittance to student associations:
  - a) students demonstrating special interest in the given field;
  - b) students not subjected to disciplinary sanctions.

3. The evaluation of the applications to the scientific student association is the competence of the head of the department/institute. The person in charge of the TDK shall inform the TDT about admissions.
4. The membership in the TDK of students, whose membership is proposed to be terminated by the head of the department or the student association for the following reasons, shall be terminated:
  - Upon termination of the student status, membership in the TDK is also terminated;
  - In the event that the student pursues studies within the doctoral programme of Semmelweis University, he/she may remain a member of the TDT for one additional year;
  - The student conducts his/her work in a negligent manner and fails to demonstrate adequate interest;
  - The student demonstrates objectionable behaviour;
  - Termination of membership in the student association can be initiated by the student concerned, as well. The person in charge of the TDK shall mandatorily inform the TDT.
5. Students can be involved in student associations at maximum two research facilities at the same time. Application to the second research facility is subject to the written consent of both topic leaders. These documents shall be forwarded by the student to the TDT through the person in charge of the TDK by 1 October of each academic year. In lack of such documents, the TDT shall not acknowledge the student as a member of the TDK at SE ETK, even if the two research institutes have each reported the student separately.

## VI.

### Students' Scientific Associations Conference

1. Students' Scientific Associations Conferences are organised by the TDT every year during the spring semester, from the academic year 2014/2015, in line with the other faculties of the University.
2. Announcement of the TDK topics:
  - Suggested topics for the TDK are submitted to the persons in charge of TDK within each department by the topic leader, using the form signed by the head of the department (annex No. 2), by 31 March.
  - The TDT shall evaluate the suggested topics by 30 April and shall announce the approved topics on the Faculty website.
3. Application for a TDK topic, registration for the facultative course entitled "Introduction to healthcare research I-IV.":
  - Application for a TDK topic is done by filling in the application form attached hereto as annex 3. and submitting it to the person in charge of TDK within the department. The application form is filled in by the student and is submitted, after signing by the topic leader, to the person in charge of the TDK. The deadline for submission is:

- Fall semester: end of the second week of the academic period;
  - Spring semester: end of the second week of the academic period.
  - Acceptance of the application for the TDK is decided by the head of the department/institute
  - The person in charge of the TDK shall inform the student, the topic leader, as well as the TDT about the decision of the head of the department/institute.
4. Terms and means for application to the TDK conference:
- Prior to the application to the TDK conference:
    - the department/institute shall hear the TDK student and shall decide about delegating the student to the conference of the Faculty;
  - delegated students shall apply to the TDK conference by filling in the application form attached hereto as annex 4. electronically and on paper and submitting it to the president of the TDT, by the deadline set forth in the academic calendar. The application form shall indicate the name, year, major and topic leader(s), as well as the exact title and the abstract of the paper of the author(s). Failure to meet the deadline or the formal requirements results in the forfeit of rights.
  - classification into panels:
    - based on the application forms/abstracts submitted, the president of the TDT shall group the papers into panels
    - such grouping shall be reviewed by the heads of departments and in the event of objections based on professional grounds, the presidential board of the TDT shall decide about the regrouping of the paper
  - programme brochure and invitation:
    - production is coordinated by the Dean's Office
    - the Dean of the Faculty is the publisher in charge
    - it contains the following information:
      - publisher in charge
      - jury committee:
        - acting chairman
        - members of the committee
      - names of speakers, titles, abstracts of papers, topic leaders, name of department/institute
5. Jury committee of TDK conference:
- members of the jury committee:
    - acting chairman
      - as chairman without the right to score papers
    - TDK responsables of the departments (maximum one person per department)
      - as chairman with scoring and voting right



- TDT president
  - as TDK responsible with scoring and voting right
  - as chairman without scoring right
- TDT secretary
  - as TDK responsible with scoring and voting right
  - as chairman without scoring right
- invitation of the members of the jury committee
  - annually, based on nomination by the head of department/institute
  - by the Dean of the Faculty, 30 days preceding the conference at the latest
  - nomination by the head of department/institute of the committee member
    - is submitted to the TDT president within 10 days of application to the conference
  - the jury committee cannot have any members, whose student delegated by the Faculty attends the TDK conference or who worked on the topic together with a student attending the conference.
- tasks of the jury committee:
  - members of the jury committee shall, based on the invitation by the Dean of the Faculty
    - listen to all papers read at the conference (in the event of multi-day events, they act as per the instructions of the dean)
    - evaluate the papers
      1. anonymously during the presentations, on the scoring cards attached hereto as annex 5.
      2. orally at the closing session conducted by the acting chairman
    - in the event of a tie score, the papers to be forwarded to the nationwide OTDK shall be established through an open, simple majority vote;
    - should there be special prizes to be awarded by the committee, those will be awarded through an open, simple majority vote;
  - the work of the jury committee shall be led by the acting chairman invited to perform his task by the dean of the Faculty, based on the recommendation of the TDT.
    - his tasks include:
      - at the opening session
        - announces the composition of the committee
        - outlines the scoring criteria
        - announces the sponsors and the number of prizes offered
      - conducting the conference

- keeps track of the timing of the papers
- provides for the adequate conditions for papers and scientific discussions
- moderates the discussion to follow papers
- highlights the merits of papers/research projects
- at the closing session
  - reports the scores by paper of the evaluations of the committee
  - based on the scores establishes the papers receiving a prize and informs the committee about the decision
  - based on the scores establishes the papers to be forwarded to the national OTDK conference and informs the committee about the decision
  - in the event of a tie score, the committee decides through a simple majority vote about forwarding to the national OTDK conference
- at the session where the results are announced
  - evaluates the conference
  - announces the results
  - hands over certificates
  - hands over prizes

## 6. Prizes of the TDK conference

- Every participant attending the conference receives a certificate and one voucher for the purchase of books in the value of HUF 3000.
- **Forwarding to the national OTDK conference:** the jury committee shall delegate based on individual scores, up to the annual limit in effect. The prize is a certificate, in the event of a tie score, the jury committee shall decide at the closing session with a simple majority vote.
- **Quality prize:** is awarded to the first five papers, based on their scores. The prize is a certificate and one voucher per paper for the purchase of books in the value of HUF 5000, in the event of a tie score, the jury committee shall decide at the closing session with a simple majority vote.
- **Professional quality prize:** is awarded to the representative of the jury committee, from the department that delegated 3 or more papers to the conference. The prize is a certificate and one voucher per paper for the purchase of books in the value of HUF 5000 each.
- **Certificate of recognition:** can be awarded by the committee to 4<sup>th</sup> year students for outstanding work performed for several years. The certificate is handed over by the Dean of the Faculty when their degrees are conferred.

- **Special prize:** based on a sponsor's decision offering the prize, or on the decision of the committee.

7. Administration related to the TDK conference:

- conference administration is handled and duly recorded in the OTDT system by the department secretary commissioned by the president of the TDT, against an administration fee stipulated in the budget;
- such work is performed under the guidance of the TDT secretary and president.

8. Resolution no. ET 66/2002 (VI. 19.) of Semmelweis University about the recording of the TDK activity in the student course records:

- a) prizes and ranks at the TDK conferences
- b) other prizes and certificates awarded based on scientific student association activities

are recorded in the course records of the student. Entries are made by the Dean of the Faculty or his deputy, based on the written communication received from the TDT.

VII.

Institutional professional scientific, public grants

1. application:

- using the application form in annex 6.
- every semester, by the deadline established in the academic calendar
- the application form is submitted by the student to the president of the TDT
- failure to meet the deadline means a forfeit of rights

2. are awarded by the presidential board of the TDT based on the proposal of the president of the TDT.

3. monthly performance certificates are issued by the president of the TDT.

VIII.

Reasons for the proposed current amendments to the Organisational and Operational Rules

- The Faculty Council adopted the Organisational and Operational Rules of the TDK at its session held 13. March, 2014. Simultaneously, it instructed the TDT to revise the Rules after three years of operation and propose changes, if necessary, to the amendment of the Rules.
- The purpose of the current, 2014 changes is to ensure compliance with the university and nationwide rules of the students' scientific associations and to better serve the functioning of the integrated student circle organisation.

Annex 1

INTRODUCTION TO RESEARCH INTO HEALTH SCIENCES I-IV.

Name of student: .....

NEPTUN Code of student: .....

Major of student: .....

Title of TDK topic: .....

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Name of topic leader, name of academic organisational unit, where TDK work is done:

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The

- signature IS GRANTED / IS DECLINED (circle appropriate)
- course grade IS DECLINED / IS PROPOSED AT..... (circle appropriate)

for the student for the elective course entitled INTRODUCTION TO RESEARCH INTO HEALTH SCIENCES I II III IV (circle appropriate number).

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signature of topic leader

Annex 2

Data sheet Students' Scientific Association Topic Proposal

Name: .....

Position: .....

Organisational unit (institute, department):

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Title of TDK topic:

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Brief description of TDK topic:

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Brief description of methodology:

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signature of topic host

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signature of head of department

Evaluation of TDT:

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APPLICATION FORM

Name of student: .....

NEPTUN Code of student: .....

Email address of student: .....

Type of training: BA, BsC, MA, MsC, doctorandus, undivided training (circle appropriate)

Major of student: .....

Year: .....

Number of active semesters: .....

Title of TDK topic:

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Name of academic organisational unit, where TDK work is intended to be done:

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Name and position of topic leader:

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Signature of topic leader

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Signature of head of department

Brief topic description

**TITLE OF PAPER**

(Times New Roman, font size: 14, bold, UPPERCASE, centered, max. 88 characters incl. spaces)

**Name of presenter**

(Times New Roman, font size: 12, bold, centered)

*..... major, .....speciality, ... year*

(Times New Roman, font size: 12, italics, centered)

Text of the paper: (Times New Roman, font size: 12, justified) max. 26-28 lines (number of characters including spaces): ca. 2400-2500. Format:

Introduction:XX  
XXX  
XXX  
XXX

Objective:XX  
XXX  
XXX  
XXX

Method:XX  
XXX  
XXX  
XXX

Results:XX  
XXX  
XXX  
XXX  
XXX  
XXX

Conclusion:XX  
XXX  
XXX  
XXX

*Topic leader: name, position* (Times New Roman, font size: 12, italics)

*Institute, Department, Group (exact, full name of employer for external topic leaders)*

Page setup (margins): Left: 2.5 cm Right: 2.5 cm Top: 2.5 cm Bottom: 2.5 cm

Annex 5

Name: .....

Title of paper: .....

<b>Formal requirements</b>				
Adequate sectioning (objective, results and their evaluation, etc.) -----inadequate				
5	4	3	2	1
Graphic and adequate graphs, charts, signs -----confusing				
5	4	3	2	1
Carefully, attractively composed -----sloppy work				
5	4	3	2	1
<b>Specialised literature</b>				
Relevant to the topic, up-to-date -----outdated				
5	4	3	2	1
<b>Methodology: data gathering – processing</b>				
Comprehensive, independent data gathering -----Incomplete or just secondary data				
5	4	3	2	1
Chosen method is suitable -----Chosen method is unsuitable				
5	4	3	2	1
High quality, flawless application -----Low quality, wrong application				
5	4	3	2	1
<b>Results, conclusions, proposals</b>				
Results are professionally well-founded and correct -----wrong or incorrect				
5	4	3	2	1
Novel results and findings -----General findings				
5	4	3	2	1
Clear presentation of results -----Confusing				
5	4	3	2	1
Correct conclusions ----- Wrong or incomplete conclusions				
5	4	3	2	1
Realistic proposals -----Unrealistic or missing				
5	4	3	2	1
<b>General evaluation, overall impression</b>				
Timely -----not timely				
5	4	3	2	1
Professionally, technically correct -----Professionally questionable				
5	4	3	2	1
Generally understandable, clear language -----Language difficult to understand				
5	4	3	2	1

**Total score:**

**Reasons:** .....

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Annex 6.

**APPLICATION FORM FOR INSTITUTIONAL SCIENTIFIC AND PUBLIC GRANTS**

Name of student: .....

NEPTUN Code of student: .....

Email address of student: .....

Major of student: .....

Type of training: BA, BsC, MA, MsC, doctorandus, undivided training (circle appropriate)

Year: .....

Number of active semesters: .....

<b>Activity</b>	<b>Parameters</b>	<b>Data (to be filled in)</b>
Member of scientific student circle	number of academic semesters and school years	
Attended Faculty TDK conference	year	
	rank	
Attended national TDK conference	year	
	rank	
Attended rector's competition	year	
	rank	
Publishing activity undertaken	number of publications in domestic/international periodicals	-----/-----
	number of publications in domestic/international publications IF	-----/-----
	domestic/international conference papers, posters	-----/-----
Involvement in teaching activity (demonstrator)	Department Number of semesters taught subject(s)	
Other	competition public activities ...	

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signature