

Semmelweis University Students' Union's regulations regarding supervision and registration of self-active groups at Semmelweis University

Preamble

Based on the Semmelweis University Organizational and Operational Regulations Section I.1. 125 § Semmelweis University Students' Union (hereinafter: SU) has the right and obligation to register and supervise self-active groups, and that obligation is exercised in the manner detailed in these regulations.

1.§

General rules regarding the registration procedure

- (1) During the registration procedure, all self-acting groups shall be assessed based on pre-established requirements. Following that, the SU shall register it in the self-acting groups registry.
- (2) The registration procedure shall be carried out by the president of the SU or a person authorized by him.
- (3) The registration procedure shall be initiated by the head of the self-employed group following the assessment - or following the release of these regulations - within 30 working days by handing in a request to the President of the SU.
- (4) A self-acting group is any group organised outside of the University Organization, which is public, engages in sports, cultural, educational or other activities regardless of its form of operation.
- (5) Notwithstanding Section 1 (4), the official Semmelweis sports associations do not qualify as self-active groups
- (6) The SU shall keep track of and store the data specified in Section 2. § (3) provided by the self-acting group.
- (7) The head of the self-acting group shall request any changes in the data registered within 30 working days to be changed by handing in a request to the President of the SU. This time limit may be waived by the President of the SU for reason of fairness.

2. §

The process of the registration procedure

- (1) The registration procedure can be started by filling the application available on the website of the SU which shall be sent electronically to the President of the SU by an authorized personnel of the self-acting group.
- (2) The student group becomes a full fledged part of the Semmelweis University self-acting groups following the registration.
- (3.) The application for registration shall contain the following information:
- a. The name, address, e-mail address, phone number of the head of the self-acting group, the start and end date of their mandate - if their mandate is indefinite this should be noted next to the starting date of their mandate
 - b. The full name of the self-acting group, the abbreviated name of the group, the websites and social sites managed by group, the central e-mail address of the organization;
 - c. The scope of activities and purpose of the self-acting group summed up in 5,000 characters max;
 - d. In the case of an event organization with the assistance of a related company, the self-acting group is to register it at the time of purchase or, if necessary, at a later date submitted to the Students' Union. These are external assignments, not required for special services.
 - e. The rules of the self-acting group shall be attached to the application.
- (4.) The application shall be examined by the President of the SU and, if necessary, the president can call for rectification or correction. The correction must be handed in within 30 working days of issue. The self-acting group can not be registered with overdue or incomplete application.
- (5) In the case of a complete application that does not violate the regulations of the University, the President of the SU is obligated to fulfill the registration request within 5 working days. The term "university regulations" includes the „Organizational and operational regulations" (SzMSz), all of its annexes, the regulations referred to the SzMSz, and the instructions of the Rector and the Chancellor.

3. §

Supervision of the self-active groups

- (1) All registered self-active groups shall give the SU the opportunity to directly communicate with the active members of the given group. The channel of communication can be decided by the group.
- (2) In accordance with the mutual cooperation, the registered self-active group enables its active members to unalterably share announcements, notices and other media content published by the Student's Union.
- (3) The leader of a registered self-active group invites the president of the SU to the assemblies of the given group (if they hold such) at least 7 days prior to the planned assembly.
- (4) The president of the SU or his/her representative convenes the leaders of self-active groups after registering them, or when needed. The goal of the assembly is the facilitation of communication between the SU and the self-active groups, while giving an opportunity to voice opinions in the most relevant questions regarding self-active groups.
- (5) The leaders of the self-active group, or their trusted representative have to participate in the assembly.
- (6) If a self-active group does not represent itself on more than 2 assemblies during the semester in the manners listed in (5), they get excluded from the office and infrastructural development application.
- (7) The SU shall write a registry of the self-sufficient groups accessible to all employees and students of the university, posted on the webpage of the SU.
- (8) The SU has to report about the operation and work of self-active groups to the rector on a yearly basis. Prior to that, the president of the SU sends the prepared yearly report proposal about the work of the self-active group to the leader of the given self-active group to voice his/her opinion and for his/her information.
- (9) In case of behaviour violation of the law, contradicting the Organizational and Operational Regulations or the Ethical Codex of the University, the rector suspends the self-active groups operations in or affiliated with the University. The SU removes the group from the registry.
- (10) During elections of the SU, the self-active group can encourage voting, but cannot pursue an open campaign in favour of specific applicants on its media platforms.

4. §

Office application

- (1) The president of the SU can allow the usage of the office spaces managed by the SU to self-active groups in the registry. The tradition and past of the office usage is taken into consideration during evaluation.
- (2) The goal of the office application is the support of those self-active groups with university office infrastructure, who need a place to efficiently handle their operational work, because of their size and the quality of their operations.
- (3) The application is published on the official webpage of the SU by the president of the SU.
- (4) The application includes the evaluation criteria, the description of the given rooms, the duration of the application for the given rooms, the time frame and

every other detail.

5. §

Exclusion from the room usage

- (1) The right to use the rooms through the office application can be withdrawn by the president of the SU, in case of inappropriate usage. In this case the self-active group has to leave the room. If the group does not comply, the given group has to be excluded from the usage of the room, while safely securing the objects in the room.
- (2) The president of the SU informs the affected self-active group immediately about the decision and adds his/her explanation.

6. §

Infrastructural development application

- (1) The right of use of the assets belonging to SE Students' Union can be given by the SE Students' Union's president in form of an infrastructural development application to registered self-active groups.
- (2) The aim of the infrastructural development application is to support those registered self-active groups that are in need of these - efficiently helping the organizational work - assets due to the size and the quality of work of the group to ensure the practice of their activities.
- (3) The president of the SU will publish the application on the official website of SE SU.
- (4) The application shall contain the details of evaluation, the threshold of the purchase price, the period of time an asset can be applied for, the closing date of the application period, and any further details.

7. §

Exclusion from using of assets

- (1) The right of use of the assets received on the infrastructural development application when it is not used for intended purposes can be taken away anytime by the president of SU. In this case the organization must give the assets back without delay.
- (2) About the decision the president of SE Students' Union obliged to inform – with an explanation – the president of the self-indulgent organization.

8. §

Other causes of registration

- (1) Public activities of the self-active groups are supported by the SU according to the current possibilities.
- (2) The self-active group is free to organise events exclusively for its members in accordance with the University's current regulations.
- (3) The self-active group has the right to operate by their own regulations in order not to interfere with the regulations of the University during their work and activities.
- (4) The self-active group in regards to the traditions of several years is allowed to organise University events. A university event is any event on or off the university campus that bears the university's name and/or is organized for students. The group must provide a detailed description about these, in particular of those events where the right to organise concerns fully the group and those events which are co-organised with the SU.
- (5) If at the registration the activities given by the self-active group affects the events for the students fixed in the Semmelweis University SZMSZ 1.1.6 part (The order of organising events and providing services for students) 1. § (13) then the president of the SU and the organization shall define the rights and responsibilities regarding the event organising together at the time of registration. The fixed rights and responsibilities are automatically carried over to the registered organization.