



SEMMELWEIS UNIVERSITY

ORGANIZATIONAL AND OPERATIONAL REGULATIONS

BOOK 1

ORGANIZATIONAL AND OPERATIONAL RULES

I.4 SPECIAL SECTION

**RULES FOR THE ORGANIZATION OF STUDENT EVENTS AND SERVICES FOR
STUDENT**

BUDAPEST

2022

Content

PART I.4 3

RULES FOR THE ORGANIZATION OF STUDENT EVENTS AND SERVICES FOR STUDENT 3

Article 1 [On the main rules relating to certain student events organized at the University].. 3

Article 2 [Provisions concerning specific organizations within the University which are made up of students of the University or in the interests of students of the University] 7

PART I.4

RULES FOR THE ORGANIZATION OF STUDENT EVENTS AND SERVICES FOR STUDENT

Article 1 [On the main rules relating to certain student events organized at the University]

- (1) Certain rules relating to specific events organized at Semmelweis University by students, i.e., those associated with the operation of the University, using the designation "Semmelweis University," or specifically for students and other citizens of Semmelweis University, are set out in this Section.
- (2) The purpose of the regulations is to provide a consistent basis for the safe organization of events to a high-quality standard, to establish the responsibilities, to promote the preservation of the university traditions, and to promote the successful operation of the University.
- (3) For all organized events, the event and its organizer must be clearly defined, both at the organizational level and the level of the person responsible.
- (4) In addition to full compliance with the provisions of the law and University regulations, in particular the Regulations on the Organization and Safeguarding of Events, the organization of all events must take into account the traditions, values, ethical standards, written and unwritten moral rules of the University.
- (5) The University student organization or the University citizen organizing a University event must undertake in all cases:
 - a) to prepare the event properly and safely;
 - b) recruiting and training the organizers of the event;
 - c) the provision of the necessary equipment for the organization of the event;
 - d) ensuring that the event organized complies with the legal requirements;
 - e) the provision of staff responsible for and carrying out the safe organization of the event;
 - f) the notification of the event to the specified University departments, continuous communication with the specified University departments during the organization and management of the event, responsible provision of information, and cooperation with the authorities in the event notification process;
 - g) preparing and submitting the budget for the event and ensuring that the financial resources are available before the event begins.
- (6) In the case of an organization, the person or persons responsible for the organization of each event must be designated. Failing this, the event's responsibility rests with the organization's head.
- (7) Each organization must appoint a responsible organizer at least 75 days before an event with more than 150 persons (in which case the accountable organizer must send the

notification form, complete with essential details following the Regulations on Event Organization and Security, to the Security Directorate immediately after appointment) and at least 5 working days before an event with less than 150 persons. In the case of more than one responsible organizer, the organizers are jointly and severally responsible for the event's organization.

(8) For this Section, a student organization shall be a university student organization:

- a) Student Self-Government;
- b) Doctoral student self-government.

(9) Self-organized groups registered with the Student Self-Government may also organize an event under the rules laid down in the Rules of Organization and Operation, if

- a) the event has been approved in advance under this Section,
- b) the Student Council has approved it for undergraduate students and the Doctoral Council for doctoral students.

(10) In addition to the provisions of paragraphs (8) to (9), the provisions of this Section shall apply to certain events of the Alumni Board, listed separately.

(11) Certain organizations specified in these regulations shall have organizational functions with the organization and staging of events of the types defined in paragraphs (a) to (f):

- a) The Student Council shall have the particular task of organizing student cultural, music, dance, and other events, as well as organizing and participating in events organized by the University to promote the University to prospective students applying for admission (e.g., Open Day, participation in the Educatio exhibition); and organizing events necessary for its operation, development, and maintenance.
- b) The Doctoral Students' Self-Government is responsible for organizing events to promote the University to prospective doctoral students, events necessary for the development and maintenance of its operations, and events traditionally organized by a majority of members of the Board of Governors.
- c) The Alumni Board shall be responsible for organizing events to promote students' professional development and career planning, facilitating contacts during and after their studies, and organizing events necessary for developing and maintaining its own activities.

(12) The organizations referred to in paragraphs (8) to (10) or citizens of the University may organize other events and other activities that build the community of students of the University, provided that they do not conflict with University regulations or legislation; and do not conflict with the provisions of paragraphs (11)(a) to (11)(c) or, in case of conflict, the organization of such events has been agreed with the organizations specified in paragraph (11); and for events with more than 150 participants, if the organization of such events has been approved by the Rector or the person acting under the authority of the Rector, with the financial control of the Chancellor for the budget.

(13) Within the types of events listed in paragraph (11), the organizations designated in this Section shall be responsible for organizing and staging the following specific events in particular.

a) Student Self-Government:

- 1) Cup of Medical Students;
- 2) University Student Day, as well as Faculty Days and Faculty Sports Days;
- 3) Ice Carnival;
- 4) NET Run;
- 5) Educatio Exhibition for the representation of the student side of the University,
- 6) Freshers' Camp,
- 7) Freshers' Ball,
- 8) Freshers' Boat,
- 9) Semmelweis Carnival.

b) Doctoral Student Council for events within the scope of its activities,

c) Alumni Board:

- 1) Career Day;
- 2) Alumni Ball;
- 3) alumni meetings;
- 4) other alumni events.

(14) The Student Government may invite a self-organizing group registered with it to participate in the organization of its events or may delegate the organization of the event to a third party. If the registered voluntary group accepts the invitation, the President of the Student Government shall delegate the rights and responsibilities for the event's organization by written declaration, of which the leader of the voluntary group shall be informed before the event is organized.

(15) Events with more than 150 participants, as defined in this Section, must be approved in advance by the University management. The Rector shall be authorized to grant such authorization, subject to the financial counter-signature of the Chancellor in respect of decisions affecting the University budget. The request for prior approval must be submitted 75 days before the event and must include the following:

- a) the planned date and location of the event;
- b) the name of the organization responsible for the organization and the name of the person responsible for the organization;
- c) the purpose, justification, and planned program of the event;
- d) the organizations involved in organizing the event and the agreements or draft agreements to be concluded (or already concluded) with them;
- e) a detailed budget for the event, with proof of the availability of funding, a detailed description of the obligations of the University concerning the event and the revenue accruing to the University, and an indication of the person responsible for meeting the accountability obligations;

- f) an indication of the amount of the fee to be paid by students and other citizens of Semmelweis University for the event;
 - g) if necessary, the documentation relating to the implementation of the procurement related to the event;
 - h) a plan for ensuring the security of the event, including the person/organization involved, the persons authorized to take security measures, the procedure for dealing with any problem situations that may arise, the process for investigating any complaints, and the person responsible for carrying out this procedure.
- (16) In the organization of the events named and listed in paragraphs (13) - (14), the organization responsible for the organization may use the name, coat of arms, logo, etc. of the University; in the organization and conduct of the event, it may organize the event as an official University event.
- (17) In the case of events organized in addition to those listed in paragraphs (13) - (14), the use of the name, coat of arms, logo, etc. of the University, as well as the advertising of the event as an official University event, shall be subject to the prior approval of the Rector or the person acting under the authority of the Rector and the financial counter-signature of the Chancellor. In addition to the above, ad hoc and regular approval may also be granted for events organized by the University.
- (18) The organizations listed in paragraphs (8) and (10) may provide for the delegation of the organization of events falling within their remit or the postponement of the organization of such events.
- (19) The organizer under paragraph (6) shall be responsible for performing the tasks specified in other university regulations or legislation, obtaining permits, making notifications, ensuring the proper conduct of the event, etc. In the case of events organized on university premises, the initiation and coordination of notifications and permits (towards the authority), following the National Fire Safety Regulations (Decree 54/2014 (XII. 5.) BM) and the Government Decree 23/2011 (III. 8.) on the making of music and dance events safer, shall be the responsibility of the Directorate of Safety and Security while maintaining the duties set out in the regulations. The organizer is responsible for obtaining other official authorizations (e.g., land occupation, noise pollution, etc.) in agreement with the Safety Directorate.
- (20) The organization of events with fewer than 150 participants by individual organizations, which are essentially organized for their members, does not require prior authorization from the Rector or a person authorized by the Rector, but the provisions of this Section shall apply *mutatis mutandis* to such events.
- (21) The Chancellor's financial counter-signature shall be required for decisions affecting the university budget in respect of the events provided for in this Section under the general rules on procurement. If the event organizer is a university organization with a

budget allocation for expenditure, the general rules applicable to such an organization shall also apply to its purchases.

- (22) The organizer (s) responsible for the organization of the event shall be liable for full compliance with the provisions of the law and university regulations, for organizing the event following the traditions and values of the University, and for complying with the ethical standards and the written and unwritten moral rules of the University. The person(s) in charge of the event is (are) responsible for the selection of the organizer (s) under the above.

Article 2 [Provisions concerning specific organizations within the University which are made up of students of the University or in the interests of students of the University]

- (1) The University, recognizing the right of students to organize themselves, shall support, as far as it can, all organizations which carry out tasks related to students' leisure, sport, recreational, cultural, and public activities at the University. This Section shall not apply to student and doctoral student self-government.
- (2) The University recognizes the right of students to organize their community by providing support to a voluntary group whose activities, principles, and mission comply with the law and the University's regulations, fulfill the moral content of the oath taken in the context of the student status at the University and, taking into account all these, promote the development of the University's students.
- (3) Recognition of a voluntary group under paragraph (2) shall be effected by registration in the register provided for in Article 130 of Part I.1 of the Statutes. If a voluntary group so recognized is engaged in activities prejudicial to the interests of the University, the Rector may suspend its activities in connection with the University.