



**SEMMELWEIS UNIVERSITY**

**ORGANIZATIONAL AND OPERATING RULES**

**BOOK I**

**ORGANIZATIONAL AND OPERATING ORDER**

**I. 1 GENERAL PART**

**GENERAL ORGANIZATIONAL AND OPERATING RULES**

**BUDAPEST**

**2022**

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**SEMMELWEIS UNIVERSITY ADMINISTRATIVE AND OPERATING RULES  
(SZMSZ)**

**Preamble**

The Community of Semmelweis University, taking into account the traditions of the University, the continuation of the centuries-old tradition of medical and health sciences education and the requirement to ensure the combined provision of teaching, research and preventive medicine, shall have the following provisions:

- to continue to build on the achievements of training in the field of medicine and health sciences and to pursue the path initiated by its predecessors in order to maintain the highest quality of higher education, which is internationally competitive,
- to give priority to the scientific and research activities within Semmelweis University, with which it wishes to strengthen the reputation and prestige of Semmelweis University, and which is the basis for the University to become a competitive and effective player in the international professional community in the future, and to remain a leading force in the research and innovation community of the medical and health sciences in Hungary,
- striving to provide the highest level of technological and knowledge-based preventive medicine, which will provide a solid basis for education and scientific research, while ensuring the highest level of progressive care for patients in need of healthcare in the country,
- to help shape the professional and human qualities of the next generation of students by shaping the Semmelweis University community, enabling the exercise of community and individual rights, and providing the conditions through which the exercise of rights, patterns of community belonging and professional socialization can help shape future career paths,
- values belonging to the Semmelweis University community, supports and maintains the professional ties between former students and Semmelweis University, thereby setting an example of building a link between respect for tradition and the opportunities of the future,
- emphasizes the importance of incorporating innovation and the theoretical and practical application of the latest technologies in education, research and preventive care, thereby continuously improving the highest standards of basic activities within Semmelweis University.
- In the light of these principles, the Senate, within the legal framework in force, defines its organizational and operational rules as follows:

# **BOOK I ORGANIZATIONAL AND OPERATING ORDER**

## **PART I. 1 GENERAL ORGANIZATIONAL AND OPERATING RULES**

### **Chapter 1 General Provisions**

#### **1 Scope of the Rules**

##### *Article 1 [Scope of the Rules]*

- (1) The purpose of these Rules is to cover the following:
- a) the Semmelweis University's (hereinafter: University) lecturers and researchers as well as persons in a legal relationship with the University who contribute to the performance of the University's tasks,
  - b) students of the University, former students in the cases specified in these Regulations, and other students using the educational services of the University following the legislation in force,
  - c) persons employed by the University or having a health service or other employment relationship with the University (hereinafter collectively referred to as "employees"), whose duties are connected with the performance, operation, and maintenance of the University's activities as defined in its Statutes,
  - d) natural persons and legal entities having contractual relations with the University in the cases specified in these Regulations,
  - e) all organizations and departments established, founded, or recognized by the University as departments or departments and representing the interests of the University's managers, all its employees, and students, collectively referred to as University citizens (hereinafter referred to as "University citizens") or acting on behalf of the interests of the University's citizens
  - f) throughout the University's entire territory as defined in its Statutes,
  - g) in all matters which are part of the University's statutory public tasks, its statutory tasks, and other tasks, or which are necessary for the performance of the University's tasks, as decided by the University's governing body or by the University's managers entitled to represent the University.

#### **2 Name, seat and primary data of the University**

##### *Article 2 [Name, seat and primary data of the University]*

- (1) Name of the University: Semmelweis University



|                                 |                                    |
|---------------------------------|------------------------------------|
| Short name of the University:   | SE                                 |
| English name of the University: | Semmelweis University              |
| German name:                    | Semmelweis Universität             |
| French name:                    | Université Semmelweis              |
| Latin name:                     | Universitas de Semmelweis Nominata |

- (2) Semmelweis University was established in Budapest on 1 January 2000, based on Act LII of 1999 by the integration of the following institutions: the Faculty of Medicine of Nagyszombat, founded in 1769, and the Faculty of Medicine of Budapest, which was spun off from Eötvös Loránd University in 1951, the former Semmelweis University of Medical Sciences, founded in 1969, the Faculty of Postgraduate Medical Education, founded in 1956, from 1986 named the Faculty of Health Sciences of Imre Haynal University of Health Sciences (EFK), founded in 1993. The University has been operating under its original name since 1 September 2014, following the spin-off of the Faculty of Physical Education and Sport Sciences. The Pető András College was merged into Semmelweis University on 1 August 2017, and the University continues its activities unchanged under the same name.
- (3) The University shall be an autonomous, not publicly maintained, public benefit higher education institution founded by the Parliament, a legal entity with self-government, operating within the provisions of its current Statutes of Foundation. The Integrated University was established on 1 January 2000.
- (4) The University is a non-state university within the meaning of Part I/B of Annex 1 to Act CCIV of 2011 on National Higher Education (hereinafter referred to as the Nftv.) 57 "Private Higher Education Institutions" of the NftvB, maintained by the National Foundation for Health Care and Medical Education.
- (5) Within the framework of its public higher education task and other related public functions of education, the University shall perform public education and vocational training tasks. The University shall also perform the maintenance of the clinical center and provide health care services through it as an additional public task.
- (6) The University shall carry out its public tasks specified in paragraph (5) following the provisions of the following Acts of Parliament: Act IX of 2021 on public trust foundations performing public tasks, (hereinafter referred to as: KEKVA tv); Nftv; Act LXXX of 2019 on Vocational Training; Act LXXVII of 2013 on adult education (with regard to vocational training institutions covered by this Act) furthermore Act CLIV of 1997 on Health Care, and Act CXC of 2011 on National Public Education.
- (7) The University shall be a non-state-owned higher education institution with its economic organization, which shall be financed utilizing maintenance subsidies, state

subsidies from public task financing agreements, European Union, and other tenders and resources from educational, research, development, innovation and other activities aimed at generating income.

(8) Seat of the University: 1085 Budapest, VIII. Üllői út 26.

(9) The faculties of the University and their sites (in their Hungarian alphabetical order)

Faculty of General Medicine (abbreviation: ÁOK)

Address: 1085 Budapest Üllői út 26.

Faculty of Health Sciences (abbreviation: ETK)

Address: 1088 Budapest, Vas u. 17.

Faculty of Public Health Services (abbreviation: EKK)

Address: 1125 Budapest, Kútvölgyi út 2.

Faculty of Dentistry (abbreviation: FOK)

Address: 1085 Budapest, Üllői út 26.

Faculty of Pharmaceutic Sciences (abbreviation: GYTK)

Address: 1085 Budapest Üllői út 26.

<sup>1</sup>András Pető Faculty (abbreviation: PAK)

Address: 1125 Kútvölgyi út 8.

(10) Of the faculties of the University the legal successorship shall be as follows:

a) the Faculty of General Medicine (ÁOK) is the Faculty of Medicine of the Grand Sombat, founded in 1769, the Institute of Postgraduate Medical Education, founded in 1956, and the Faculty of Postgraduate Medical Education, which was separated in 1975,

b) the Faculty of Health Sciences (ETK) (as the successor of the Faculty of Health Sciences (EFK)), the College of Health Sciences established in 1975 in the Institute of Postgraduate Medical Education,

c) the Faculty of Public Health Services, the Institute of Mental Health, established in 1987, the Center for Health Management Training, established in 1995, and the Institute for Health Informatics Development and Training, established in 2004,

d) the Faculty of Dentistry (FOK) is the legal successor of the Faculty of Dentistry of the Budapest University of Medical Sciences, established in 1955,

e) the Faculty of Pharmacy (GYTK) is the successor of the Faculty of Pharmacy established in 1955 at the Budapest University of Medical Sciences.  
founded in 1955,

(11) The University's six faculties shall be organizational units performing the tasks of training, teaching, and scientific research activities in one or more fields of study,

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<sup>1</sup> Modified by Senate Decision No. 139/2021. (20 December) Annex 1 Effective from: 30 December 2021

disciplines, levels of training, and at several professionally related fields of study, as defined in the training program.

(12) To strengthen international relations, maintain the University's tradition and improve its professional standards, the University shall provide training outside its headquarters in the following locations:

- a) Lohmühlenstrasse 5, Haus P, 20099 Hamburg,
- b) Via dei Faggi 4 Quartiere La Sguancia, 6912 Lugano – Pazzallo.
- c) Ilyefalva-Ilieni, 527105 Ilieni Str. Bisericii nr. 403. jud. Covasna, Romania
- d) Hviezdoslavo námestie 14. Bratislava 81102,
- e) Szabadka, 24000 Makszim Gorkij utca 6/A. – Szerbia,
- f) Beregszász, 90202 Kossuth tér 6.

*Article 3 [External and internal standards for the operation of the University]*

(1) A standard shall set forth the requirements for the operation of the University, which may relate to activities and processes, and the totality of which shall define the University's system of norms.

(2) External standards for the operation of the University:

- a) legislation and other instruments of public law regulating the organization;
- b) decisions and measures of the governing body in the exercise of its management and ownership rights;
- c) licenses and standards.

(3) Internal standards for the operation of the University

- a) the founding charter,
- b) organizational policy documents:
  - ba) university strategy,
  - bb) institutional development plan,
  - bc) Code of Ethics,
  - bd) institutional identity manual,
  - be) integrated management manual,
- c) internal regulatory standards according in their order of hierarchy:
  - ca) Senate Decision
  - cb) Administrative and Operating Order and its Annexes
  - cc) Regulations
  - cd) Instructions
  - ce) Quality procedure
  - cf) internal rules of an organizational unit

(4) Regulatory scope of internal regulatory standards:

- a) Senate Decision: a decision on matters referred to the competence of the Senate as defined in Article 12 of the Nftv. and in these regulations,
  - b) Administrative and Operating Order (SZMSZ) and its Annexes the rules containing the subjects defined in Chapter II of Annex 2 to the Nftv,
  - c) Regulation: the normative description of the detailed internal functioning and the manner of performing tasks at the university level, adopted by the Senate based on the charges laid down in the Nftv. and other sectoral legislation, which adoption also includes the power to amend and repeal,
  - d) Instruction: a normative prescription issued to implement the provisions of the regulations or to carry out specific tasks not covered by an internal regulatory document, which
    - da) in the case of instructions issued at the university level, by the Rector, the Chancellor or, in the case of the departments under their authority, by the President of the Clinical Center, or by both of them collaborating,
    - db) in the case of instructions at a departmental level, by the Dean of the University, in their capacity.Given the measure's complexity, a joint instruction may be issued.
  - e) Board Rules of Procedure and Board Decisions: the Board Rules of Procedure contain the rules governing the functioning, duties and powers of the University-level and faculty-level committees, based on which Board decisions are taken,
  - f) internal regulations of organizational units: rules of procedure, or organizational rules of procedure, or organizational and operational regulations, or decisions of the Faculty Council, which contain binding provisions on the organization, duties and competencies, and procedures of the organizational unit concerned. The organizational rules of procedure contain the internal structure of the organizational unit, the rules on deputizing, the specific rules on the exercise of the employer's powers, and the provisions relating to the management of cases and the performance of tasks. The Directorate-General for Legal Affairs and Administration shall issue methodological guidelines to rules of procedure for departments on the organization chart in this Regulation to define each department's uniform content and mandatory elements.
- (5) The detailed provisions for the consultation, adoption, amendment, publication, and revision of internal rules are laid down in the Regulations on drafting regulatory documents.
- (6) <sup>2</sup>A certified electronic copy of the internal rules referred to in lit. (b) to (d) of paragraph 4 shall be publicly available on the website of the Directorate-General for Legal Affairs and Administration, unless the person authorized to issue them provides otherwise. A reference to the authentic text may be published on the website of another department of the University.

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<sup>2</sup> Established by Senate Decision No. 70/2022. (26 September) Annex 1 Article 1 Effective from: 05 October 2022

*Article 4 [Objectives of the University]*

- (1) The University shall operate to ensure the unity of education, scientific research and, in connection with these activities, health care, based on the right to learning and in compliance with the provisions of the legislation in force, subject to the requirements laid down by the legislation and the organizational structure established by these Regulations.
- (2) The fundamental aim of the University shall be to train and educate, through its educational system, highly qualified theoretical and practical specialists with a higher education degree for the benefit of society in various fields of science and culture.

*Article 5 [Principles of the University]*

- (1) The University shall act under the following principles in the development of its operation and organizational structure, in decision-making on University matters, the management of student affairs and the settlement of disputes:
  - a) autonomy,
  - b) self-government,
  - c) professionalism,
  - d) the provision of quality and integrated education, scientific research, innovation and patient care,
  - e) solidarity
  - f) valuing the acquisition of knowledge, research and scientific results,
  - g) equal opportunities and equal treatment.
- (2) The University shall pursue its objectives, as defined by the legal provisions in force, based on the right to education, to ensure the right of all citizens of Hungary to benefit from the services provided by the University, provided that their abilities are suitable for higher education. This obligation does not preclude the University, within the framework of the legislation in force, from assessing aptitude subject to specific rules and from laying down special conditions for establishing student status.
- (3) The principle of autonomy shall be implemented by ensuring freedom of teaching and research and creating the conditions necessary for exercise. This obligation shall not preclude the University from evaluating teaching and research activities subject to the opinion of bodies defined by law and by these Regulations to ensure the quality of professional work under national and international standards.
- (4) The University's teaching, research, organizational, operational and financial autonomy
  - a) means the possibility and responsibility for the management of the intellectual and material assets entrusted to the University and individuals,

- b) implies the right of the University to determine its system of education, to organize itself and establish its regulations, and to decide on student affairs, employment matters and economic matters relating to the performance of its functions,
  - c) in teaching and research and development, to choose, under the conditions available, the subject matter and methods used, both for teachers, researchers and the University,
  - d) it shall include the free choice of university staff and the definition of their duties based on the institutional requirements, performance and quality principles,
  - e) include the establishment of the internal organization and functioning of the University, including the right to create, restructure and abolish different units (teaching, research, service, management and others) and to establish organizational and operational rules,
  - f) the right to select and democratically elect the University's management,
  - g) to ensure the autonomous management of the resources, assets and property made available by the Board of Trustees or finance the public service and acquired by the university through its activities,
  - h) guarantee the individual and collective rights of students.
- (5) Researchers shall participate in the implementation of the University's research autonomy with the obligation to seek new results, publish them following the rules of their profession, apply them in their teaching activities and pass them on while regularly acquiring the scientific results and methods necessary for their work, under the rules of scientific ethics.
- (6) The University shall exercise its organizational and operational autonomy following the democratic procedure and decision-making system in the Higher Education Act and its own regulations.
- (7) The University shall exercise its autonomy by ensuring legality, efficiency, transparency, accountability and personal responsibility, including compliance with the law, the performance of control functions and the enforcement of legal consequences of failure to act.
- (8) The students' autonomy and the student community shall serve professionals and intellectuals' effective and successful training.
- (9) In the exercise of autonomy, the University shall create a balance between the freedom of education, academic and artistic life and the exercise of the right of students to learn.
- (10) The University shall, as a fundamental principle of its operation within the framework of self-governance, ensure the integration of different views and perspectives along with the principle of collegial decision-making:
- a) fundamental decisions relating to the operation and organization of the University, the definition of strategic objectives and the implementation process control,

- b) the conditions necessary to ensure the rights and representation of the interests of the University community, in particular the support of interest groups, academic organizations, the representation of students' rights and interests, and other organizations that emerge from the University community and promote its aims and objectives.
- (11) Members of the university community shall carry out their activities with due regard for the requirements of professionalism in realizing the university's aims and tasks.
- (12) In the context of teaching, research and curative and preventive care, the University's employees shall be obliged to carry out their duties in a modern, objective and high-quality manner, in the context of the transfer of knowledge, research and the provision of health services, while ensuring quality.
- (13) Based on the principle of solidarity, the University shall support, by the means at its disposal, those who, because of their financial situation, other disadvantages, or circumstances, have difficulties in completing their studies and shall endeavor to provide them with the conditions and treatment necessary to enable them to acquire a proper qualification and to develop their skills.
- (14) Based on the principle of equal opportunities and equal treatment, the University shall assess the achievements of University citizens, their progress or academic performance, irrespective of any circumstances which might give rise to unjustified discrimination, primarily by taking into account the training activities of teachers, the research performance of researchers and the academic performance of students.

### **3. Tasks of the University**

#### *Article 6 [Tasks of the University]*

In order to achieve the fundamental purpose of the University

- a) to prepare its students for intellectual life through the transmission of national and universal culture,
- b) to prepare its students for the expansion and application of scientific knowledge, the production of scientific results, and the cultivation and development of science and culture,
- c) develops students' knowledge of their mother tongue and foreign languages and lays the foundations for and develops their linguistic competence, taking into account the Council of Europe's Charter for Regional or Minority Languages,
- d) conducts adult education activities following Act LXXVII of 2013,
- e) contribute to developing a knowledge society's computer and information technology culture.

*Article 7 [The University's core activities and structure]*

- (1) The university's core activities include education, scientific research, and patient care. The University shall also provide health services as a clinical center.
- (2) The public benefit activity of the University as its core activity shall be the pursuit of educational and scientific research activities according to Article 2 paragraphs (1) and (3) of the Nftv. In addition, the University's core activity shall be the maintenance of a clinical center and the provision of health care services through the clinical center maintained by the University following the Nftv. and Act CLIV of 1997 on Health Care - the maintenance of vocational training institutions as defined in Act LXXX of 2019 on Vocational Training and Act LXXVII of 2013 on Adult Education, and the maintenance of public education institutions as defined in Act CXC of 2011 on National Public Education.
- (3) The University's basic higher education activities shall include bachelor's, master's, doctoral, higher vocational, specialist doctor, specialist dentist, specialist pharmacist, clinical psychologist, and continuing education. It provides special training for teachers to ensure the conductive education of children with locomotor impairments resulting from damage to the central nervous system and, through the public education establishments it maintains, provides complex conductive education, nursery education, and school education for children with locomotor impairments, children with intellectual disabilities, and children and pupils with other learning disabilities (mobility and learning disabilities) who have a learning disability for the above reasons.
- (4) The University's core research activities shall include basic and applied research and development, technological innovation, and other research supporting education. The University shall provide for the development of talent, the training of young researchers, the development of students' skills in research and development, the practical application of the knowledge acquired, entrepreneurship, and the protection and exploitation of intellectual property. It carries out fundamental, applied, and experimental research and development, science organization, technological innovation, and other research in the fields of education and training related to teacher education, in the independent and interdisciplinary fields of conductive pedagogy, psychology, and related medicine, and social sciences.
- (5) The University shall draw up a research, development, and innovation strategy, in which it shall plan particular research programs, the procedures for calls for proposals, scientific events, activities relating to the development of national and international scientific cooperation, the conditions for the publication of scientific works, the conditions for the support of research activities, and how scientific results may be exploited. A Scientific Council shall guide the development and implementation of the R&D&I strategy.



- (6) The University shall cooperate with the Hungarian Academy of Sciences and its institutions to perform its research and development tasks.
- (7) The University shall be neutral in matters of ideology, shall ensure the objective and multi-sided transmission of knowledge and information, and be independent of political parties in its organization and operation.
- (8) The University shall make public and present its teaching, research, development, and innovation activities on its website, their main areas, and current results, no later than ninety days after the end of an academic year.
- (9) University education shall be provided in Hungarian, but the University may also provide education in a non-Hungarian language under specified conditions and organizational frameworks.
- (10) The University shall perform its functions with the support of the public funds provided by the Board of Trustees with the use of public funds for the financing of public functions, as well as with the use of the revenues from its own educational, research, development, innovation and other activities or tender sources. It shall provide for financing the costs of the performance, operation, and development of its tasks in the university budget drawn up each year.
- (11) The University shall perform its functions in the structure laid down in these Regulations and organograms. The organogram structure shall include, among all the University's departments, the heads and governing bodies of the University, the Faculties, the Clinical Center, the companies in which the University participates, the Directorates-General, and specific other departments.
- (12) The Senate shall decide on changes in the organizational units that reach the level of the Board of Directors, and the body authorized to approve the rules of procedure of the organizational unit shall decide on changes that do not reach the level of the Board of Directors in the framework of the establishment of the rules of procedure.
- (13) The Rector shall inform the Senate twice a year, at the June and December Senate meetings, of changes to the organizational rules of procedure that do not reach the level of the Board, based on a proposal from the Directorate-General for Legal Affairs and Administration.

*Article 8 [Tasks of the Faculties of the University]*

- (1) The faculties of the University shall conduct higher professional education, bachelor's degree and two-cycle bachelor's degree, postgraduate and master's degree programs, and research at a high level in the fields of medicine, dentistry, pharmaceutical sciences, public health and social sciences, and health sciences, and shall contribute to the provision of a service corresponding to the highest level of progressive care in the national health care system. The University also provides specialized teacher training, including bachelor's and master's degrees in the humanities and teacher training, and, where the conditions are met, master's degrees.
- (2) The University shall have the right to issue certificates and diplomas attesting to the courses of study at the University, subject to the requirements laid down by law and these Regulations.
- (3) The University shall cultivate, develop, apply and transmit the various sciences necessary for the performance of its functions.
- (4) The University shall perform teaching, research, development, consultancy, conductive pedagogical, service, and other tasks for external clients and customers as a service or undertaking for remuneration, without prejudice to its fundamental purpose and the performance of its tasks.

#### **4 Symbols and insignia of the University**

##### *Article 9 [Symbols of the University]*

- (1) <sup>3</sup>Coat of Arms of the University: A standing shield, tapering base, with a divided field at the top, and a natural arm in white, holding a gold-bound stapled book in a blue shield at the bottom, extending from the right forearm; in the upper left red field, on a green triple stack, a silver double cross; in the right gold field, three white swags with 3, 2 and 1 dark blue star respectively. On the shield rests the Holy Crown. The coat of arms is surrounded on the left by a branch of shrubs and on the right by an olive branch, which contains the year 1769. The university's coat of arms is surrounded by a Latin inscription: UNIVERSITAS BUDAPESTINENSIS DE SEMMELWEIS NOMINATA.
- (2) Flag of the University: The shape of the flag is a rectangle with a ratio of 1: 2, the University's coat of arms in the center of the front, bordered by two black circles, with the circular black lettering UNIVERSITAS DE SEMMELWEIS NOMINATA \*1769\*. In the center of the reverse of the flag is the Patrona Hungariae, enthroned on the clouds, surrounded by the sun's rays, wearing a red lower garment, a blue robe, and the Holy

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<sup>3</sup> Modified by Senate Decision No. 139/2021. (20 December) Annex 1 Effective from: 30 December 2021

Crown, and on her right knee, the child Jesus, covered at the waist with a white robe, holding in his right hand the orbis cruciger. Mary holds in her left hand a Bible with the IHS inscription and a cross, and at her right foot a blue tablet with three ostrich feathers and a purple hat, indicating the coat of arms of Péter Pázmány. The oval, circular inscription PATRONA HUNGARIAE MATER UNIVERSITATIS TYRNAVIENSIS divided by ornaments on the flag's reverse.

*Article 10 [The University's insignia and their presentation]*

- (1) The university's insignia shall be the university sceptre (pedum), the chains of office, the Rector's robes, the Chancellor's robes, the robes of the Vice-Rector and Dean (including the President of the Doctoral Council), the Vice-Dean's robes and the Senator's robes.
- (2) At the traditional ceremonies of the University, the Opening Ceremony of the Academic Year, the Doctor Honoris Causa, the Dies Academicus, Semmelweis Day, and on occasions as decided by the Rector, the original university sceptre (pedum) shall be presented.
- (3) The chain of office and the robes shall be worn by those entitled to wear them, as specified in special regulations or as the Rector may direct. The Semmelweis Chalice shall be displayed at the main events of the University as the Rector may direct.

*Article 11 [Ensuring the uniform image of the University]*

- (1) The Rector shall be responsible for determining the uniform image. A priority element of the University's policy shall be the use of a uniform image, in keeping with the University's traditions, at all University events, the enforcement of which shall be the duty of all departments and all citizens of the University, as set out in the Image Manual.
- (2) At university events, the uniform appearance provided by the Image Manual shall be enforced, regardless of the organizational unit.
- (3) The use of the University's name and image elements by third parties shall be subject to the Rector's approval.

## **Chapter 2**

### **The community of Semmelweis University, the citizens of the University**

#### **5 Community of the University**

##### *Article 12 [Rights and Duties of the Heads of the University]*

- (1) The University Heads shall represent and, by their office, embody the traditions of the University, assert the interests of the University towards third parties, maintain relations with the Board of Trustees and with partner institutions, and endeavor to maintain broad and effective relations with academic institutions and research centers, both in the national and international professional community and with the public.
- (2) Managers shall be appointed under the provisions of the legislation in force, the statutes, and the rules of organization and operation, the detailed rules of which shall be laid down in the employment requirements which form part of the rules of organization and operation.
- (3) Managers shall carry out their activities in the interests of the University community, with due regard for the requirements of professional quality and standards, in compliance with democratic principles, following the legal provisions in force and the rules of ethics, fairly, transparently and in a spirit of solidarity.
- (4) Managers shall be responsible for providing the citizens of the University community with adequate and comprehensible information, particularly on the reasons for, circumstances of, and effects of decisions affecting the operation of the University.
- (5) The Dean and the President of the Clinical Center shall cooperate to perform the tasks of the departments within the Clinical Center.

##### *Article 13 [Rights and Duties of Teachers, Researchers, and Employees of the University]*

The employment requirements system shall lay down the detailed rules of employment, the rules of selection and promotion, responsibility, and the rights and duties of academic staff and researchers, which shall form part of the administrative and operational regulations.

##### *Article 14 [Rights and obligations of employed staff]*

- (1) All University employees shall have the right to the following:
  - a) make suggestions on any matter relating to the life of the University and to receive a substantive reply within 30 days,

- b) participate, directly or through a representative, in decisions affecting their interests and in the governing bodies of the institution
- c) be elected and eligible for election to the University's bodies,
- d) use the facilities and equipment of the University under the relevant regulations,
- e) submit comments and complaints to the University's management,
- f) to apply to the Ministerial Commissioner for Educational Rights,
- g) to seek redress against any employer's action affecting them.

(2) Every employee of the University shall have the duty to the following:

- a) to comply with the provisions of the Regulations and University standards,
- b) to carry out the duties set out in the job description.

#### *Article 15 [General rights]*

(1) Lecturers, academic researchers, and teachers shall be entitled to:

- a) to determine the curriculum and to choose the teaching and training methods used under the qualification requirements, the curriculum standards, and the division of labor in the department,
- b) to develop the curricula and subject teaching programs,
- c) in addition to their academic research duties arising from their duties, to carry out research on a scientific topic of their choice, where the conditions are right,
- d) patenting inventions and publishing the results of their scientific research per university regulations,
- e) to initiate external contract work per university regulations,
- f) to apply for study visits abroad, scholarships, congress grants, and to participate in scientific competitions,
- g) to carry out their teaching activities following their worldview and values, without coercing or inducing their students to accept them,
- h) to respect their human dignity and personal rights and to value and recognize their teaching activities,
- i) to initiate proceedings before the Commissioner for Education Rights,

(2) An instructor, teacher, or academic researcher shall be a person with a public function for criminal law protection concerning their activities in connection with students in the performance of their educational duties.

(3) The procedure for evaluating research proposals for lecturers and researchers shall be laid down in special regulations.

#### *Article 16 [General duties]*

Instructors, scientific researchers, and teachers shall:

- a) impart knowledge objectively and multilaterally,
- b) in their education activities take into account the students' abilities and talents, disability, and human dignity, and to respect their rights,
- c) contribute to the development of the content and methodology of teaching,
- d) to keep abreast of developments in their field of specialization and to make use of the results of these developments in their work,
- e) participate in the public life of the University,
- f) hold the office they have been elected to,
- g) conduct themselves in a manner consistent with ethical, professional, and scientific standards,
- h) participate in in-patient and specialized care in the field of medicine following the internal work-sharing arrangements of the department,
- i) take part in the supervision and assessment of TDK work and student theses and dissertations,
- j) carry out scientific work and publish the results thereof,
- k) provide students with the printed and electronic teaching materials (textbooks, notes) necessary for the study of the subject they are teaching,
- l) assist students in their preparation in addition to contact hours, in a way organized by the faculty,
- m) tutoring,
- n) carry out teaching organization tasks by appointment,
- o) acknowledge that students are entitled to express their work opinions.

*Article 17 [Rights and duties of students]*

- (1) The student status shall be established by enrolment at the University, and admission to or transfer to the University shall be a condition for establishing the student status.
- (2) The detailed rules concerning the student status, the fulfillment of academic obligations and requirements, the ethical, disciplinary, compensation, and legal remedies of students, as well as the content and procedural rules of the benefits and services that may be granted to students shall be laid down in the Nftv., the student requirements of the administrative and operational regulations, and the University Code of Ethics in ethical matters, excluding the composition of the committee.
- (3) Students have the right to the following:
  - a) to have their human rights respected, to be free to express their opinion without prejudice to the rights of others, and to make proposals within the framework of the organizational and operational regulations regarding the content and use of the University and its educational/residential/leisure and community services provided to students,

- b) to receive an education appropriate to their abilities, skills and, within the University's educational structure, to their interests, which will facilitate their development and the future pursuit of their chosen profession,
  - c) to receive appropriate information about their studies, information related to the fulfillment of study obligations and requirements, and assistance in fulfilling these obligations,
  - d) to apply to the competent University body/person, within the framework of the legislation in force and the organizational and operational regulations, for the proper management of any matter relating to the student's status as a student, to receive a reasoned reply to such application in the form provided for by law or regulations, and to exercise their right to legal remedy,
  - e) to participate in the public life of the University, be elected and be eligible for election to University bodies representing the student community and to bodies in which representation of students is permitted by law or University regulations,
  - f) to fulfill their academic obligations within the framework of the legal provisions in force or university regulations, taking into account any disadvantage they may suffer, and to receive the necessary benefits, services, and assistance.
- (4) Students are obliged to
- a) fulfill the academic obligations and requirements laid down by the University,
  - b) comply with the rules of the University and, in the case of halls of residence, with the rules governing the operation of the halls of residence,
  - c) respect the traditions of the University, fulfill their obligations, and help their peers to the best of their ability and in good faith,
  - d) in the event of a breach of the rules relating to the operation of the University, endeavor to remedy the breach and, in the event of damage, ensure that the obligation to make good the damage is commensurate with the nature of the damage and the means available to them.
- (5) The rights and interests of students shall be represented by student self-government, and doctoral student self-government shall represent the rights and interests of doctoral students.
- (6) The conditions for the election and eligibility of students/doctoral students to participate in the self-government and the representation of interests shall be provided on equal terms. They shall be defined so that all students are eligible to vote and be elected and ensure the conditions for equal opportunities for participation.
- (7) Following the University's tradition, it is a priority to ensure equal opportunities for students of foreign nationality, to provide information concerning their studies in the languages of instruction provided by the University, and thus facilitate the exercise of their rights.

## **Chapter 3**

### **The Organization and Management of the University**

#### **6 The Senate**

##### *Article 18 [General provisions concerning the Senate]*

- (1) The Senate shall be the supreme self-governing governing body of Semmelweis University, vested with the right to make decisions, make proposals, express opinions, and exercise control, and shall have the powers of a higher education institution as laid down in the Fundamental Law. It shall set the University's educational and research tasks and monitor their implementation, taking into account the provisions of the founding charter.
- (2) The President of the Senate shall be the Rector. In the event of the Rector's recall from office, the oldest member of the Senate present shall act as President of the Senate. In the absence of the Rector and the absence of the Vice-Rector(s) preceding them in the order of precedence, the duties of the President shall be performed by the Vice-Rectors (hereinafter together referred to as the President of the Senate) in the following order:
  - a) the Vice-Rector General,
  - b) the Vice-Rector for Education,
  - c) the Vice-Rector for Clinical Affairs,
  - d) the Vice-Rector for Strategy and Development,
  - e) the Vice-Rector for Science and Innovation,
  - f) the Vice-Rector for International Education.

##### *Article 19 [Duties, powers, and decisions of the Senate]*

- (1) The Senate shall determine the University's educational and research tasks and supervise their implementation.
- (2) The Senate shall adopt the University's institutional development plan. The Institutional Development Plan shall set out the plans for development, the use, preservation, and disposal of the assets placed at the higher education institution's disposal by the Board of Trustees and the expected income and expenditure. The institutional development plan shall be drawn up for a medium-term period of at least four years, specifying the tasks to be performed each year. The institution development plan shall include an employment plan. The employment plan shall specify the number of staff within which the University can carry out its tasks.
- (3) The Senate shall adopt the research, development, and innovation strategy under the institutional development plan.



- (4) The Senate shall propose to the Board of Trustees the content of the Rector's call for applications to the Rector, evaluate the applications, elect the candidate Rector, and evaluate the Rector's management activities.
- (5) The Senate shall approve the University's
- a) academic/educational/training program,
  - b) Organizational and Operational Regulations, Doctoral Regulations, and Quality Development Program,
  - c) the principles of differentiated remuneration based on quality and performance,
  - d) its annual institutional budget, within limits set by the Board of Trustees and its asset management plan.
- (6) The Senate shall give its opinion on the annual accounts of the University prepared under the accounting provisions.
- (7) The Senate shall determine the University's
- a) system of student counseling,
  - b) system of student evaluation of the education work.
- (8) The Senate shall decide in respect of items (a) to (i) and may decide in respect of items (j) to (m) about the following:
- a) the establishment of a business entity, the acquisition of shares in a business entity, cooperation with a business entity, the dissolution of business entities,
  - b) to decide on a plan for the management of the assets placed at the disposal of the University and on the use of the immovable property owned/managed by it,
  - c) the reorganization, dissolution, and establishment of the University's organization and departments,
  - d) the adoption of the research program,
  - e) the establishment of the Scientific Council, the election of its members and its President,
  - f) the establishment of standing committees and other councils of the University,
  - g) the ranking of applications for teaching, research, management, and senior management posts, in the cases and with the exceptions laid down in the employment criteria,
  - h) the selection of the person to represent the Senate,
  - i) initiating the awarding of national higher education scholarships,
  - j) other matters within its competence under the Rules of Procedure and Organization,
  - k) the establishment of a doctoral school and the commencement of doctoral studies,
  - l) the regulation of the habilitation procedure,
  - m) the conferring of titles and honors, including the honorary doctorate (doctor honoris causa) and the honorary senatorial title.
- (9) The adoption of the decision provided for in paragraphs (8) (a) to (b) shall require the consent of the Board of Trustees.

- (10) The Senate shall also be competent to
- a) the initiation or discontinuation of training,
  - b) the evaluation of the University's professional activities and the implementation of its quality development program,
  - c) the exercise of other powers provided for by law,
  - d) the adoption of University regulations.
- (11) If the committee or council established by the Senate also acts in matters concerning students, it shall be ensured that student representatives participate in the committee's work.
- (12) The Senate shall establish a standing committee to deal with students' academic, examination, social and equal opportunities matters. The participation of students shall be ensured in the committee dealing with matters concerning students, with the proviso that the number of members delegated by students to the standing committee for the administration of academic, examination, social and equal opportunities matters shall not be less than twenty-five percent of the members of the committee.
- (13) The Senate shall establish an Equal Opportunities Committee, which shall monitor the proportional representation of women and men in the operation of the institution of higher education, make proposals for achieving proportional representation, monitor the effectiveness of the measures, identify manifestations of discrimination and measures that violate the proportional representation of women, and initiate their elimination.
- (14) The Senate may discuss any question, formulate its position on any question, and make proposals. It may send its resolutions and proposals to the person entitled to take decisions and measures, who shall be obliged to give a substantive reply within thirty days, or in the case of a body, not later than the first meeting following the thirtieth day.
- (15) The Senate shall have the original power of internal regulation within the scope defined by law. The Senate may not delegate the powers specified in lit. a)-e), hb) and hd), hf) of Article 12 (3) of the Nftv. Furthermore, the Senate shall be entitled to delegate its regulatory powers to another person or body in cases within its competence, except for its non-delegable powers defined in the Nftv. The power of the Senate to adopt regulations within its competence shall include the power to amend and repeal them.
- (16) In its decisions, the Senate shall consider the requirement of efficient and responsible use of public funds and property, their proper use, and the requirement of proportionality in the disposal of property. To this end, it shall monitor the implementation of the requirements of professional efficiency and economy in the management of the University. It regularly - but at least twice a year - reviews the operation and

management of the higher education institution and the implementation of the tasks set out in its Statutes.

*Article 20 [Powers delegated by the Senate]*

- (1) The Senate may delegate the powers specified in Article 19 paragraph (8) (g), (i) to (j), and paragraph (10) lit. (c) of the same Article 19. The participation of the student council in the decision-making process shall be ensured even if the Senate has delegated the decision-making power.
- (2) The senate shall delegate the right to prioritize senior management or management positions to the person or body specified in the employment requirements system in the cases specified therein.
- (3) The delegation of powers shall be made by a decision of the Senate unless provided for in the rules of organization and operation. In its decision delegating powers, the Senate shall provide for the obligation to report on the exercise of the delegated powers.

*Article 21 [General rules on the election of members of the Senate and the termination of their term of office]*

- (1) Members of the Senate, except for the Rector and the Chancellor, shall be elected.
- (2) General elections to the Senate shall be held every four years. In the course of this, the entire Senate as a body shall be elected for four years, but the term of office of the representative of the student and doctoral student government shall not exceed three years.
- (3) The Senate shall remain in office until the formation of the newly elected Senate. The term of office of the previous Senate and all its elected members shall cease at the beginning of the inaugural meeting of the new Senate following the general election of the Senate.
- (4) Detailed rules for the election of members of the Senate
  - a) the rules for the election of members elected by lecturers, researchers and teachers, and members elected by other employees, which shall be drawn up under the democratic principles set out in this Section and adopted by the Senate and shall form Chapter I of Part I.4 of the Rules of Procedure (hereinafter referred to as the "Election Rules"),
  - b) concerning student members, the Statutes of the Student Self-Government (HÖK),
  - c) the statutes of the DÖK for doctoral student members,
  - d) concerning members representing trade unions, the internal rules of the trade union(s) shall govern.

- (5) General election of the Senate shall be called by the Rector, and the election notice shall contain the provisions on the conduct of the election as provided for in the election regulations. The Rector shall present the credentials of the elected members at the inaugural meeting or at another appropriate time.
- (6) The election of the members of the Senate shall be carried out following the following democratic principles:
- a) the principle of the direct election - the members of the Senate shall be elected directly by the eligible voters, and all persons meeting the conditions set out in Article 22 (1), including those who are permanently absent, shall be eligible to vote and to be elected,
  - b) principle of secrecy - elections shall be conducted by secret ballot,
  - c) the principle of proportionality - the composition of the Senate and the election shall be designed and conducted to achieve proportional representation,
  - d) the principle of single representation - the election of members of the Senate shall be based on the principle of single-mandate, both for election and eligibility.
- (7) The term of office of a Senate member shall end
- a) upon the termination of the Senate's term of office,
  - b) if the condition specified in paragraph (1) of Article 22 is not fulfilled,
  - c) in the case of a member delegated by the Student Self-Government, upon termination or suspension of the student status,
  - d) in the case of a member delegated by the Doctoral Students' Self-Governing Body, the termination or suspension of the doctoral student's or doctoral candidate's status as a student or doctoral candidate,
  - e) by resignation submitted to the President of the Senate on the date specified in the resignation, failing which on the date of receipt of the resignation by the President of the Senate,
  - f) in the case of ex-officio membership, upon the termination of the mandate,
  - g) the termination of the term of office of the Dean of the Faculty and the President of the Clinical Center,
  - h) if, for any reason, he/she does not attend at least half of the meetings of the Senate according to the annual work plan after the date of their membership, on the day following the meeting at which the absence occurred,
  - i) if the membership of the Employees' Council (for the Semmelweis University Organizational and Operational Rules and all university regulations, the Employees' Council shall be understood as the works council within the meaning of Act I of 2012 on the Labor Code) of the representative elected in the election of the employees in other positions ceases before the end of the term of office of the Senate,
  - j) upon the death of a Senate member.

- (8) If a member of the Senate ceases to hold office before the next general election of the Senate, a by-election to the Senate shall be held to fill the vacancy. The rules applicable to the general election shall apply mutatis mutandis to the by-election.

*Article 22 [Composition of the Senate]*

- (1) Members of the Senate, except for representatives of the student government and representative trade unions, shall be persons who hold a full-time teaching, research, teaching, or other position at the University.
- (2) The Senate shall consist of 45 members. The number of members shall be understood to mean the number of seats that may be filled following Article 22 paragraphs (4) to (5), i.e. the number of seats that may be obtained by virtue of office and by election and delegation due to this election.
- (3) If a member of the Senate cannot exercise his or her rights by election or delegation due to the absence of a duly elected or delegated member, including a member of the student government or doctoral student government who is not entitled to delegate a member to the Senate due to the absence of the fulfillment of the statutory requirements, the quorum of the Senate and the proportion of votes required for a decision shall be determined without the member being a person.
- (4) A member of the Senate shall be ex officio
- a) the Rector and
  - b) the Chancellor.
- (5) Elected members of the Senate shall be:
- a) 27 members, elected by the lecturers, researchers and teachers,
  - b) 2 members elected by the other employees,
  - c) if at least one-quarter of the full-time students have participated in the election of the Student Council, 11 members delegated by the Student Council,
  - d) if at least one-quarter of the full-time doctoral students have participated in the election of the Doctoral Students' Council, 1 member delegated by the Doctoral Students' Council,
  - e) 2 members delegated by the trade unions that fulfill the conditions in these regulations.
- (6) From among the Senate members elected by the lecturers, researchers and teachers
- a) 4 members shall be lecturers, researchers and teachers of the Faculty of General Medicine,
  - b) 4 members from the Faculty of Health Sciences,
  - c) 3 members from the Faculty of Public Health Services,
  - d) 3 lecturers, researchers and teachers of the Faculty of Dentistry,

- e) 3 lecturers, researchers and teachers from the Faculty of Pharmacy,
- f) 6 lecturers, researchers, teachers of the Clinical Center and lecturers, researchers, teachers of the Presidency of the Clinical Center,
- g) 3 lecturers, researchers and teachers of the András Pető Faculty,
- h) 1 member of the Doctoral Council, as well as from other members of the teaching staff, researchers and teachers shall be elected.

(7) From the groups referred to in paragraphs (6) a), b) and f), 1 person shall be elected from among each of the lecturers, researchers and teachers who are not members of the management.

(8) In the group under paragraph (6) lit. (f), at least 1 person shall be elected from among each of the lecturers, researchers, and teachers of the departments belonging to each the Clinical Center and the Faculty of Dentistry, and the Faculty of Pharmacy.

(9) The composition of the Senate shall be reviewed by the Senate - to ensure the democratic principles set out in Article 21 paragraph (6) - as necessary in the event of significant changes affecting the organization of the University and at least every 10 years. The new composition determined based on the review shall, unless the Senate decides otherwise in the framework of the amendment of the organizational and operational rules, be applied for the first time at the next general elections; until then, the Senate shall continue to function with the same composition.

*Article 23 [Replacement of the Rector and the Chancellor, invitees]*

(1) The Vice-Rector General and the Director-General of Finance may replace the Rector and the Chancellor in the Senate in incapacity, involvement, or temporary vacancy of the respective senior management position, with the right to vote. Suppose the representation of the Rector or the chancellor cannot be ensured within the substitution framework. In that case, the substitution shall be governed by Section 18 (2) and the rules of the general substitution order. In the case of a substitution, the substitute shall have only one vote even if he/she is himself/herself a member of the Senate.

(2) <sup>4</sup>The President of the Senate shall invite to the Senate meeting, with the right to deliberate

- a) the Vice-Rector if they are not a member of the Senate,

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<sup>4</sup> Modified by Senate Decision No. 100/2021 (30 September) Annex, Article 1 paragraph 1. Effective from: 02 October 2021

- b) the Dean, if not a member of the Senate, and, if the Dean is prevented from attending, the Deputy Dean appointed by the Dean, if none of the Deputy Deans of the faculty concerned is in their own right a member of the Senate,
- c) the President of the Doctoral Council if they are not a member of the Senate,
- d) the President of the Board of Trustees or their delegate,
- e) the Secretary-General of the Senate,  
and, by videoconference
- f) the Director-General for Economic Affairs,
- g) the Director-General of Technical Services,
- h) the Director-General for Legal Affairs and Administration,
- i) the Director-General for Human Resources,
- j) the Director-General for Information Technology,
- k) the Director-General for Marketing and Communication,
- l) the former Rector, who shall retire from office for one term,
- m) the President and members of the Public Utilities Supervisory Committee,
- n) such other persons as the President of the Senate may deem appropriate,
- o) such other persons as the Chancellor may designate.

*Article 24 [Rights and duties of the members of the Senate]*

- (1) The elected members of the Senate shall represent the entire community of Semmelweis University in their work as a body. Therefore, they shall act in the interests of the University as a whole and of all its citizens. To this end
  - a) contribute to the work of the Senate to the best of their knowledge and conscience,
  - b) attend Senate meetings full time.
- (2) Members of the Senate shall have the right to participate in Senate meetings, propose items for discussion, speak during the discussion of agenda items, express their opinion, ask questions, propose amendments, receive answers to their questions from the proposer, and cast their votes during the decision-making process.
- (3) The elected members of the Senate shall exercise their mandate in person, and the rights and obligations of membership of the Senate shall not be transferable. There shall be no representation in the exercise of such rights and obligations.

*Article 25 [Electronic Voting]*

- (1) Between two Senate meetings, the Senate may decide on matters requiring a Senate decision by electronic means outside of a meeting, except for personal matters, on the initiative and with the permission of the Rector, in derogation of the provisions of Section I.2.1 of the Rules of Procedure.
- (2) The schedule of electronic voting shall be divided into the following stages:

- a) a decision stage for the convening of a Senate meeting for an opinion and a decision (hereinafter referred to as the "opinion stage"), for which at least 3 full working days (72 hours in total) shall be allowed, during which any member of the Senate may initiate a decision of the issue in a meeting,
  - b) the substantive decision stage, for which at least one full working day (24 hours) shall be allowed. The proposer shall answer the opinion received at the opinion stage, or, if necessary, the proposal shall be amended. The opinion stage replaces the consultation procedure in SZMSZ Article 3 of Part I. 2 of the Rules of Procedure in the electronic procedure.
- (3) The Rector may initiate the electronic decision-making procedure, as well as the Chancellor and the person(s) specified in SZMSZ Article 2 Paragraph (3), Part I.2, of the Rules of Procedure may initiate such a procedure by sending the question to be decided or the proposal to the Rector. Based on the initiative, the Rector shall decide whether a decision on the matter can be taken electronically without a meeting.
- (4) Based on the initiative, the Rector may order an electronic vote if the following conditions are met:
- a) the matter is simple,
  - b) based on the written documentation used for the preparation of the motion, the member of the Senate or the representative of the Board of Trustees has not raised any question that cannot be dealt with by supplementing or amending the documentation once,
  - c) to amend the regulations as a result of a change in the law or to decide on implementation,
  - d) to determine questions relating to the implementation of a decision previously taken by the Senate,
  - e) in cases requiring urgent consideration.
- (5) No electronic vote may be held on questions of persons or on conditions that do not permit the identification of the persons taking part in the vote, nor may conditions be applied that result in discrimination against a member or a specific group of members.
- (6) The Rector shall, through the Secretary-General of the Senate, ensure that the agenda for the electronic vote, the question to be decided, or the proposal and the documents required for its decision are sent to the members of the Senate and the Board of Trustees. The members of the Senate shall be responsible for ensuring that no third party has access to the documents relating to the electronic vote and the votes cast in respect of the documents sent to them during the electronic vote. The question to be decided or the proposal to be tabled shall also be uploaded to the Senate database.
- (7) The technical management of the electronic voting shall be carried out by the Secretary-General of the Senate based on the Rector's authorization.



- (8) The email address of the Senate members through which the electronic vote is conducted shall be kept by the Secretary-General of the Senate. Valid votes may only be cast from the email address in the register.
- (9) For personal identification, the members of the Senate shall be given an identification code, which shall be provided by the person conducting the electronic ballot. They shall vary from vote to vote, consist of at least 6 characters, including numbers and letters, and be indicated on the ballot paper. If more than one question/proposal to be decided is submitted simultaneously, a single code may be used to conduct several ballots.
- (10) If the Rector so directs, electronic voting may also be conducted using the voting system in the Senate database. The provisions of paragraphs (8) and (9) shall not apply to voting conducted in this manner.
- (11) Electronic voting shall be authorized by the Rector and shall be specified in the authorization:
  - a) the method of voting [paragraphs (8) to (9) or (10)]
  - b) the agenda,
  - c) the duration of working days of the comment period, at the beginning of which the written documentation on which the decision is based must be circulated to the members of the Senate, the representative of the Board of Trustees, and the members of the Public Benefit Supervisory Committee, and during which the draft shall be commented on by the members of the Senate (comment period),
  - d) the duration of the substantive decision phase in days, which may not be less than one working day (electronic voting).
- (12) If a public holiday falls within the voting period, they shall be disregarded in calculating the period.
- (13) Voting may be conducted only on a working day. If, based on a comment made by a member of the Senate or by the Board of Trustees, the question to be decided or the proposal to be submitted requires amendment, the time limit according to paragraph 11 shall be calculated from the date of dispatch of the amendment to the members of the Senate and the members of the Senate and the representative of the Board of Trustees shall be notified of the new time limit at the same time as the amendment is dispatched.
- (14) The person delegated by the Secretary-General of the Senate shall monitor the voting process, inform the Rector of the measures to be taken, ensure, if necessary, that the question or proposal to be decided is amended, and may initiate an extension of the voting deadline with the Rector. If the Rector authorizes the extension of the voting time, the Secretary-General of the Senate shall notify the members of the Senate of the new deadline.

- (15) The Rector may decide to suspend the electronic vote or to close it without a decision at any time during the period of the opinion phase if a comment is made which cannot be passed on the proposal before the start of the substantive decision phase, or if the Chancellor initiates the suspension of the electronic vote in order to discuss the issue/proposal to be decided in a meeting. The Rector shall notify the members of the Senate and the Board of Trustees in writing of the suspension or the termination of the voting procedure in the absence of a decision. In particular, the Rector shall decide to suspend the vote if the Chancellor, other members of the Senate, or a representative of the Board of Trustees expressly requests that the question/proposal be decided to be discussed at a meeting of the Senate before the voting begins (during the period of the opinion phase).
- (16) Votes may be cast using the ballot paper sent with the question/proposal to be decided by voting "yes," "no," or "abstain." The President of the Senate votes together with the members of the Senate. The quorum shall be determined by the number of ballot papers sent in.
- (17) If more than one question/proposal is submitted for electronic voting, the content of each question/proposal to be decided shall be voted on separately on different ballot papers.
- (18) A vote cast shall be invalid if
- a) it is received after the deadline,
  - b) does not contain the personal identification code,
  - c) the content of the vote cast cannot be ascertained,
  - d) is not cast from the email address specified in the register,
  - e) the ballot is not cast using the ballot paper sent.
- (19) Senate members shall be allowed to see the comments of other members on the question to be decided or on the proposal.
- (20) The Secretary-General of the Senate shall publish the detailed results of the electronic vote on the internal mail system.
- (21) The vote shall be valid if at least sixty percent of the members of the Senate have taken part in the vote and shall be conclusive if more than half of the members who have taken part in the vote have unanimously voted.
- (22) The Secretary of the Senate shall ascertain the authenticity of the electronic ballot, prepare minutes of the question put to the vote, the manner and time of its submission, the content and time of the response of the member casting the ballot, any other circumstances that may have arisen during the ballot, and the result of the ballot.

- (23) The Rector shall certify the result of the electronic vote by signing the minutes referred to in paragraph (22) and shall inform the Senate of the result no later than at the next Senate meeting.
- (24) The result of the electronic voting shall be recorded in a resolution with the content specified in SZMSZ Part I.2. Article 6 and shall be published by the Secretary-General of the Senate in the Senate database and on the University's internal website.
- (25) In the case of electronic voting, SZMSZ Part I. 2 Article 3 shall apply mutatis mutandis, with the exception in paragraph 10.

## **7. The Public Benefit Supervisory Board**

### *Article 26 [The Public Benefit Supervisory Board]*

- (1) The University shall have a Public Benefit Supervisory Board (hereinafter referred to as the "KFB") consisting of three members, appointed by the Board of Trustees, which shall supervise the operation and management of the University. In this context, it may request reports from senior managers and executives and information or clarification from employees of the organization. It may inspect and examine the books and records of the public benefit purpose organization.
- (2) Members of the KFB may attend meetings of the Senate with the right to deliberate or participate if the law so provides.
- (3) The KFB shall, following its right to take action, inform the Senate, the Rector, or the Chancellor and request a meeting of the Senate if it becomes aware of any of the following:
- a) a violation of law or an event (omission) that seriously harms the interests of the University has occurred during the University's operation, the elimination, avoidance, or mitigation of the consequences of which requires a decision by a management body or person entitled to take action;
  - b) a fact has arisen which establishes the liability of a senior manager or manager.
- (4) The Senate shall be convened for action on the motion of the SSCB within thirty days of the date on which the motion was made. If this time limit expires without result, the Senate may also be convened by the KFB.
- (5) If the authorized body or person fails to take the necessary measures to restore lawful functioning, the KFB shall immediately notify the body responsible for the control of legality.
- (6) KFB shall establish its own rules of procedure.

## **8. The Rector**

### *Article 27 The Rector*

- (1) The Rector shall be the primarily responsible manager and representative of the University. They shall lead and represent the University and act in this capacity in all matters that are not referred to the competence of any other person or body by law, the founding charter, the rules of procedure, or the collective agreement.
- (2) The Rector shall be responsible for the operation of the University following its primary activities and, within this framework, shall exercise the rights of the employer over the employees employed in teaching, research and teaching positions, as well as over the employees employed in organizational units directly supporting the performance of the duties of higher management under Article 37 paragraph (1) a) to d) of the Nftv, and in the case of lecturers under Article 25 paragraph (3) of the Nftv, the rights of the principal in connection with the assignment. The Rector shall be entitled to determine the remuneration of lecturers, researchers and teachers, and persons employed on a contract basis and any other remuneration in respect of the legal relationship.
- (3) The Rector:
  - a) shall be responsible for domestic and international educational and research relations and cooperation,
  - b) is responsible for ensuring that the institution's training program is following the relevant legal provisions,
  - c) shall be responsible for issuing the measures required by law for the amendment of the institution's operating license, for the launching of training courses, for the registration of doctoral schools and the admission procedure to higher education,
  - d) exercise the right to maintain public education institutions maintained by the higher education institution following Article 14 (3a) of the Nftv and of vocational training institutions maintained by the higher education institution following Article 27 (3) of Act LXXX of 2019 on Vocational Training,
  - e) in matters within its competence, maintains contact with interest representation organizations, student and doctoral student self-government,
  - f) coordinate the higher education institution's educational and research cooperation with other higher education institutions, national higher education organizations and bodies,
  - g) at the initiative of the Chancellor, order an internal audit investigation,
  - h) shall be responsible for the performance of the core activities defined in the statutes and falling within the Rector's remit under the statutory requirements,
  - i) for managing the University's training, research and other tasks falling within their remit under these Regulations, and to ensure the conditions for the University's high-quality teaching and research activities, in the performance of which the Chancellor shall cooperate with them,
  - j) directing the performance of the professional tasks of teaching and research work, within this framework defining - taking into account the opinions of the bodies and

- committees concerned - the basic principles of the University's teaching and research strategy and continuously monitoring its implementation,
- k) directing the activities of the organizational units within its remit under these Regulations,
  - l) as President of the Senate, preside over the meetings of the Senate, manage the organization of tasks related to the meetings of the Senate and the administrative and professional tasks of preparing for the meetings of the Senate,
  - m) directing the activities of the Vice-Rectors and exercising the right of employment of the Vice-Rectors and the President of the Clinical Center,
  - n) perform specific duties specified in these Regulations in connection with the operation of the Clinical Center,
  - o) ensuring compliance with and uniform implementation of occupational health legislation at the university level;
  - p) exercise its powers concerning some issues concerning students, as provided by law,
  - q) to determine the professional requirements for the operation of the business companies established by the University in accordance with the University's core activities; in particular, to determine the professional requirements for the business company's activities; in this context, it shall exercise the right of prior consent to the application of professional requirements through the professional control of the business company's decisions, in the manner specified in the articles of association or, if a contract of assignment is in force between the owner and the business company, in the contract of assignment, up to the extent of the ownership share in the case of multiple owners,
  - r) to carry out all the activities defined by law and the University's regulations as the Rector's powers or duties.
- (4) The Rector may delegate the powers specified in paragraphs (1)-(2) of Article 13 of the Nftv. and in these Regulations to their deputy or to another senior or managerial employee of the institution on a case-by-case basis or for a specific range of matters. The delegated authority may not be subdelegated.
- (5) Concerning the organizational units under the control of the Rector, the rules of procedure prepared by the head of the organizational unit shall be approved by the Rector or the person designated by him.

*Article 28 [The Rector's Mandate]*

- (1) A Rector's mandate may be granted to a person who possesses management, organizational knowledge and experience, and at least one "C" level intermediate state-recognized – intermediate (B2) general language, complex – or equivalent language examination, and who is employed or has been employed by the University on a full-time basis or is in a health service relationship. The appointment of the Rector requires employment as a university lecturer, a full professorship.

- (2) The Rector's mandate shall be awarded by public tender.
- (3) The tenure of the Rector shall be for a maximum of five years. The Rector's term of office may be extended twice for up to five years each.
- (4) Six months prior to the Rector's end of tenure, the position of the Rector shall be put out to tender by the Board of Trustees based upon the motion of the Senate.
- (5) Senate members shall receive the application(s) received for the Rector's mandate, and the applicant(s) shall present themselves in person to the Senate. The members of the Senate shall then vote by secret ballot on the applicant(s), and the applicant(s) shall be evaluated and ranked. The Senate shall decide by a majority vote of all its members on the candidate for Rector and shall send its proposal to the Board of Trustees.
- (6) The part of the Rector's job description separate from their teaching and research duties shall be approved by the Board of Trustees. The Rector may exercise their academic duties (teaching, research, medicine), including the management of a department, during their term of office, subject to the approval of the Board of Trustees.
- (7) The Rector may, during their term of office, establish and maintain other employment relationships subject to the approval of the Board of Trustees.
- (8) The Rector's mandate shall terminate if the mandate expires without being renewed, by resignation, by dismissal on recall, if the Rector reaches the age of 70, by the death of the Rector, and by the dissolution of the University.
- (9) The proposal for the recall of the Rector shall be discussed by the Senate in the presence of the Rector based on a reasoned written initiative of 50% of the members of the Senate. The recall of the Rector may be initiated by an affirmative vote of 2/3 of the members of the Senate.

*Article 29 [Duties, competences, powers of action and instructions of the Rector]*

- (1) The Rector shall represent the University and shall supervise the proper and lawful functioning of
  - a) the University,
  - b) the Faculties,
  - c) the Doctoral Students' Self-Government,
  - d) organizations of students of the University or organizations established in the interest of students of the University and acting as organizational units of the University;

the University as a body or organization of the University in order to ensure that they operate following the law and the University's Regulations. In exercising their powers of legal supervision, the Rector may request information regarding the departments and organizations concerned. The department or organization concerned head shall reply promptly but within five days. The Rector shall be entitled to initiate an individual or comprehensive (target) audit of the departments and organizations concerned, in the light of the response to the information provided or in the event of failure to respond, and shall also be entitled to call upon the head of the department or organization concerned to restore the operation of the department or organization following the law and the University's regulations, with a minimum of 30 days' notice, and to take independent action to restore the operation of the department or organization following the law and the University's regulations, as specified in the Rules of Organization and Operation.

- (2) The Rector shall be responsible for ensuring compliance with the laws in force and the University regulations, may initiate the drafting of University regulations and shall ensure the implementation of the University regulations.
- (3) The Rector shall exercise full powers of commitment, rights to grant authorization, and representation in performing their duties.
- (4) The Rector shall exercise the rights of the employer in respect of the Deputy Rector(s), shall determine the area of specialization of the Deputy Rector(s), subject to the provisions of these Regulations, and shall direct the activities of the Deputy Rector(s), within the framework of which:
  - a) the Vice-Rector(s) shall report to the Rector quarterly on the current status of the operational tasks for which they are responsible under these Regulations and which are determined by the Rector,
  - b) the Rector shall monitor the implementation by the Vice-Rector(s) of decisions taken by the Senate or by the University's bodies that concern the Vice-Rector(s)' areas of competence,
  - c) the Vice-Rector shall inform the Rector on matters concerning their area of competence, in the event of an initiative to that effect,
  - d) the Rector may propose or, if necessary, instruct the Vice-Rector(s) to take action in matters within their competence in their field(s) of competence, particularly when necessary to avert danger, prevent damage or maintain the safety of patient care.
- (5) The Rector shall be the President of the Senate; in this capacity, he shall convene and preside over the meetings of the Senate and shall be responsible for the implementation of the decisions of the Senate.
- (6) The Rector shall report to the Senate once a year on their work.

- (7) The Rector shall coordinate the academic, research and curative-preventive academic tasks.
- (8) The Rector shall liaise with the Student Self-Government and the Doctoral Students' Self-Government and shall enforce the rights and obligations of students arising from their status as students.
- (9) The Rector shall liaise with the professional and interest protection organizations operating at the University.
- (10) The Rector shall supervise the professional activities of the Doctoral Council.
- (11) The Rector shall exercise direct professional supervision over the activities of forensic experts.
- (12) The Rector shall give their opinion on the Dean's proposals before the Faculty Council gives its opinion.
- (13) The Rector shall participate in the search for external (domestic and foreign) funding sources in the interests of the University.
- (14) The Rector shall promote the expansion of the University's contacts nationally and internationally.
- (15) The Rector shall exercise the rights of maintenance and management, not including the professional maintenance and management powers of any other body or person, of the curative and preventive activities of the Clinical Center of the University, which shall include the University clinics and institutions involved in patient care, and shall perform the duties and exercise the powers provided for in these Regulations.
- (16) The Rector shall act in all matters referred to him by law and the Senate.
- (17) The Rector may delegate any of their powers, which are not prohibited by law and the internal regulations, to the officers and heads of departments.
- (18) The Rector may establish committees to provide opinions, make proposals, prepare decisions and for monitoring.
- (19) The Rector may propose to the Dean of the faculty concerned the appointment of associate professors (unless otherwise provided by law, hereinafter referred to as associate professors), professors (unless otherwise provided by law, hereinafter referred to as professors), senior academic staff, scientific advisors and research professors.



- (20) The Senate may confer the title of "Rector Emeritus" on a person whose Rectorial mandate has not been terminated by recall after the integration of the University on 1 January 2000. In addition, in exceptional and justified cases, the Senate may confer the title of Rector Emeritus on a person who was Rector of a predecessor of Semmelweis University and whose Rectorial mandate did not end by recall prior to the integration of the University on 1 January 2000.
- (21) The Rector's allowances and job description shall be approved by the Board of Trustees.
- (22) Provided that the legal requirements are met, the Rector shall temporarily perform the duties and exercise the powers of the President of the Clinical Center if the term of office of the President ceases before the appointment of a new President or if the office is otherwise vacant.
- (23) To assist the Rector in performing their duties, the Rector may appoint a Rector's advisor or a Rector's commissioner and establish an ad hoc committee or an advisory board in cases requiring unique expertise.

## **9. The Chancellor**

### *Article 30 [The Chancellor]*

- (1) The Chancellor shall be responsible for the management of the University. They shall perform all the duties which fall within their competence under the statutes and the legislation in force. The Chancellor shall act as the head of the University in the performance of their duties.
- (2) The Chancellor
- a) <sup>5</sup>shall be responsible for the economic, financial, controlling, accounting, labor safety and protection, legal, organizational-administrative, IT, and property management, including technical, facility management, operation, logistics, services, procurement, and public procurement activities of the institution of higher education, and shall direct the operation of the institution in these areas, as well as directing internal control activities,
  - b) be responsible for preparing the necessary management measures and proposals in the fields referred to in lit. (a), and, in this context, exercise the right of financial control over decisions/commitments of the Senate, the Rector, and the President of the Clinical Center which have financial consequences for the management and operation of the

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<sup>5</sup> Modified by Senate Decision No. 100/2021 (IX.30.) Annex 1 Article 2 Effective from: 02 October 2021

institution, in order to ensure the financial conditions, which shall be a condition for the validity of such measures,

- c) ensure, using the resources available to the higher education institution, that the management of the higher education institution ensures that its basic tasks are carried out,
- d) exercise the rights of owners in the companies and business organizations in which the institution participates; provide the Senate and the Board of Trustees with information on the operation of the companies established by or with which the university participates on an annual basis in the context of the annual accounts and the asset management plan; be responsible for the existence of a remuneration policy for the companies established by or with which the university participates,
- e) exercising the right of the employer over the employees of the departments falling within their scope of responsibility and authority, as laid down in the statutes and these regulations, and ensuring that the financial and professional competence of the employees is following the law,
- f) ensure the duties of the financial manager to be carried out,
- g) in performing their duties, they shall fulfill their duty of cooperation towards the Rector.

(3) The Chancellor shall act as the head of the University concerning their duties specified in paragraphs (2) (a) to (f), shall be entitled to represent the University independently, and shall exercise full powers of representation, commitment, issuing, authorization, and financial countersignature in their duties following the law and the University regulations.

(4) The Chancellor may take a decision restricting the management rights of the faculty or a department belonging to the faculty in the event of unlawful use of the faculty's budget or of a department belonging to the faculty or in the event of an overrun of the budget available. The chancellor may decide to set up an organizational structure or department for the joint performance of university departments' economic, technical and operational tasks.

(5) The Chancellor shall approve the rules of procedure drawn up by the head of the organizational unit under the authority of the Chancellor.

*Article 31 [Duties, powers, powers of action and instructions of the Chancellor]*

(1) The Chancellor shall exercise their duties and powers following the provisions of the law, the statutes, and the regulations of the University, acting in the exercise of their functions in the autonomous capacity of the head of the University, within the framework of which:

- a) they shall have the power to issue instructions to the head of the departments under their control and their employees, subject to the implementation of the provisions laid down by law and the University's regulations,
  - b) exercise their powers in conjunction with the Rector, in the manner and the cases provided for in these Regulations and the University's regulations,
  - c) in the case of departments under their direct authority, to exercise the powers of employer and the powers of commitment, financial control and authorization, and to exercise them, delegate them or withdraw the delegation thereof,
  - d) to represent the University in the performance of their duties and to exercise their powers of authorization independently concerning the Board of Trustees, public bodies and authorities,
  - e) order an internal audit, whether ad hoc or for specific purposes, of compliance with the law, the rules of organization and operation, and the University's regulations, as a result of which it may take the necessary measures or, where the latter fall within the competence of another body or organization, initiate such measures,
  - f) may, in the performance of their duties, make general or specific provision for their replacement by giving them a general or specific mandate or a mandate for specific matters.
- (2) The Chancellor shall be responsible for ensuring compliance with the legislation in force and with the University regulations, may initiate the drafting or amendment of University regulations, and be responsible for implementing the university regulations.

### **10. Deputies to the Rector and the Chancellor**

#### *Article 32 [Mandate of the Vice-Rectors]*

- (1) The Vice-Rector for General Affairs, the Vice-Rector for Clinical Affairs, the Vice-Rector for Education, the Vice-Rector for Strategy and Development, the Vice-Rector for Science and Innovation, and the Vice-Rector for International Education shall assist the Rector in their work. The Vice-Rectors shall perform their work under the instructions of the Rector and in cooperation with the other members of the University management. The Vice-Rector shall be responsible for managing the university's departments, as laid down in these Regulations and as determined by the Rector.
- (2) In the absence, incapacity, or temporary vacancy of the Rector, their duties shall be exercised by the Vice-Rector General.
- (3) The Rector may delegate their powers and duties as defined in SZMSZ Section 29 of Part I. 1 to their deputy Rector general or to another senior or managerial employee of the institution on a case-by-case basis or for a specific range of matters. The delegated authority may not be subdelegated.

- (4) Where the Vice-Rector exercises professional supervision over a department of the University, in the exercise of this power they shall
- a) determine, subject to the provisions of the law and of the University regulations, the content and the professional direction of the professional task, taking into account the objectives set out in the University's strategic documents,
  - b) monitor the professional activities of the department and supervise the implementation of decisions,
  - c) monitor the quality and content of the tasks performed from a professional point of view.

*Article 33 [Duties of the Vice-Rectors]*

- (1) The duties of the Vice-Rector General,
- a) serve as general deputy of the Rector,
  - b) to represent the University in the areas of responsibility delegated by the Rector,
  - c) in the absence of the Rector, to exercise the functions of the President of the Senate,
  - d) to exercise control and professional supervision over the activities of the departments as defined in the Regulations and Rules of Procedure and the powers delegated by the Rector,
  - e) chairing bodies and participating in the work of such bodies, as provided for in the SZMSZ or as delegated by the Rector,
  - f) to cooperate with interest representation bodies within the scope of its duties,
  - g) performing other duties as determined by the Rector.
- (2) The duties of the Clinical Vice-Rector
- a) to substitute the Rector and to represent the University in external bodies and committees related to health services, in professional matters related to health services,
  - b) to carry out tasks related to the Clinical Center as determined by the Rector,
  - c) in the event of the incapacity of the Rector and the Vice-Rectors preceding him in the order specified in paragraph (2) of Article 18 to perform the duties of the President of the Senate,
  - d) exercising control and professional supervision over the activities of the organizational unit following the provisions of the Terms and Conditions of the Rector and in the powers delegated by the Rector,
  - e) professional supervision of the Directorate for Professional and Continuing Education,
  - f) exercising the powers of an employer, as defined in the FKR,
  - g) chairing bodies and participating in the work of such bodies, as provided for in the SZMSZ or as delegated by the Rector,
  - h) to cooperate with interest representation bodies within the scope of its duties,
  - i) performing other duties as determined by the Rector.
- (3) The duties of the Vice-Rector for Education

- a) to substitute the Rector and represent the University in matters of education,
- b) to coordinate the educational activities of the University,
- c) to coordinate the educational tasks of the Faculties,
- d) professional supervision of the student information system, whereby he is responsible for the coordination of the professional operation of the student information system and the regulations governing its use (he exercises this activity through the Education Administration Office),
- e) in the event of the incapacity of the Rector and the Vice-Rectors preceding him in the order specified in paragraph (2) of Article 18 to perform the duties of the President of the Senate,
- f) exercising control and professional supervision over the activities of the organizational unit following the provisions of the Terms and Conditions of the Rector and in the powers delegated by the Rector,
- g) professional supervision of central departments related to the organization of education,
- h) exercise of employer's powers as laid down in the Staff Regulations.
- i) chairing bodies and participating in the work of such bodies, as provided for in the SZMSZ or as delegated by the Rector,
- j) to cooperate with interest representation bodies within the scope of its duties,
- k) performing other duties as determined by the Rector.

(4) The duties of the Vice-Rector for Strategy and Development shall be

- a) to substitute the Rector and represent the University in matters concerning the formulation, representation, and implementation of the University's long-term strategy,
- b) monitoring and evaluating the University's position at home and abroad,
- c) managing and monitoring the preparation of strategic and development plans and their implementation, except for the duties and powers assigned by law to the Chancellor,
- d) managing and monitoring the planning and implementation of development projects, excluding those tasks and responsibilities assigned by law to the Chancellor,
- e) managing and performing professional tasks of high priority as determined by the Rector,
- f) in the event of the incapacity of the Rector and the Vice-Rectors preceding him in the order specified in paragraph (2) of Article 18 to perform the duties of the President of the Senate,
- g) exercising control and professional supervision over the activities of the organizational unit following the provisions of the Terms and Conditions of the Rector and in the powers delegated by the Rector,
- h) exercise of employer's powers as laid down in the Staff Regulations.
- i) chairing bodies and participating in the work of such bodies, as provided for in the SZMSZ or as delegated by the Rector,
- j) to cooperate with interest representation bodies within the scope of its duties,
- k) supervising the professional activities of the public education and vocational training institutions maintained by the University,

- l) performing other duties as determined by the Rector.
- (5) The Vice-Rector for Science and Innovation shall
- a) to deputize for the Rector and represent the University in external professional bodies in scientific and professional matters,
  - b) <sup>6</sup>coordinating and managing the University's scientific, research and innovation activities, with the support of the Vice-Chancellor for Science and Innovation and the Business Development Center,
  - c) in the event of the incapacity of the Rector and the Vice-Rectors preceding him in the order specified in paragraph (2) of Article 18 to perform the duties of the President of the Senate,
  - d) to exercise control or professional supervision over the activities of an organizational unit in the cases specified in the SZMSZ or the cases delegated by the Rector,
  - e) supervising the Biobank Network,
  - f) exercising the powers of an employer, as defined in Annexes I.1 and 2 of the SzMSz.
  - g) chairing bodies, participating in the work of bodies in the cases specified in the Rules of Procedure or at the request of the Rector,
  - h) to cooperate with interest representation bodies within the scope of its duties,
  - i) performing other duties as determined by the Rector.
- (6) Duties of the Vice-Rector for International Education:
- a) to replace the Rector and represent the University in professional matters related to international education,
  - b) directly managing the Center for International Student Training,
  - c) represents the University at events related to international student education, establishes and maintains contacts with international organizations whose task is to promote and support international student education,
  - d) cooperate with a company providing consultancy services to the University in connection with international studies,
  - e) strengthen the University's professional relations with other partner universities, international organizations and international student affairs organizations in order to ensure the effective organization of international education,
  - f) participate in the development and implementation of the University's strategy for developing and pursuing international education.
- (7) In addition to the above, the Vice-Rectors shall, at the request of the Rector, be responsible for
- a) in university and external protocol procedures,

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<sup>6</sup> Modified by Senate Decision No. 70/2022. (26 September) Annex 1 Article 2 paragraph 1 Effective from: 15 October 2022

- b) at conferences and meetings,
  - c) at events, meetings and official proceedings to be participated by invitation substitute for the Rector or represent the University in official functions.
- (8) For the performance of their duties, the Vice-Rectors shall be provided with the administrative and clerical support by the following
- a) in the case of the Vice-Rector for General Rector, the Vice-Rector for Education, the Vice-Rector for Strategy and Development, and the Vice-Rector for Science and Innovation, the Vice-Rectors' secretariat, as well as the offices of the Vice-Rector according to Article 81 paragraph (7) lit. (e) and (f),
  - b) in the case of the Vice-Rector for Clinical Affairs, the Clinical Center,
  - c) in the case of the Vice-Rector for International Courses, the Center for International Student Courses for international students for their support.

#### *Article 34 [Vice-Chancellors]*

- (1) The duties of the Vice-Chancellor shall be performed by the following officials per their powers and act within their own authority:
- a) the Director-General for Human Resources Management,
  - b) the Director-General for Economic Affairs,
  - c) the Director-General for Legal Affairs and Administration.
- (2) The Director-General for Economic Affairs shall be the General Deputy of the Chancellor. However, they may issue specific instructions for exercising powers relating to the arrangements for deputizing in the absence of the Chancellor. The provision shall be published on the University's internal website.

## **11. Central departments**

#### *Article 35 [Types of central departments and powers of management and professional supervision]*

- (1) Types of central departments:
- a) office, which is an autonomous, multidisciplinary unit of the University with autonomous framework management powers within the University budget, which performs the University's core tasks and has an internal organizational structure,
  - b) a Directorate-General, which is a department within the University with autonomous budgetary autonomy and internal organization, which is responsible for complex tasks in a specific field of specialization, and which is headed by the Director-General,

- c) a Directorate, which is an organizational unit within the University with autonomous budgetary management powers, which is responsible for the University's priorities and is headed by the Director,
  - d) other central departments, which are organizationally autonomous departments with a priority function, whether primary or functional, in the operation of the University,
  - e) the Doctoral School, which is a particular organizational unit concerning doctoral training, which includes the performance of the full range of tasks of doctoral training, which is the core task of the University, and the operation of the conditions and institution of local government administration within the framework of doctoral training.
- (2) The internal organizational structure of the central departments may include the following units:
- a) Directorates and (main) department(s) of the Directorates-General,
  - b) the (main) department(s) and/or unit(s) of the Directorates
  - c) department(s) and/or group(s) of departments.
- (3) The name of the other central departments shall express the organizational unit's priority function following the university's tradition. It may include the name of an organizational unit that is not defined in paragraph 2. It shall be considered the equivalent of the Directorate for status.
- (4) The central departments shall perform all the tasks which, taking into account the legal provisions in force, are defined as the competence of the department by the regulations adopted by the University Senate or by the Rector or the Chancellor, or, in the case of the Clinical Center, by the President in the form of an instruction issued by the President.
- (5) The management of the department shall include the direct control of the operation of the department through the exercise of the right to employ, the making of decisions relating to the operation of the department, compliance with the law and the regulations of the University, and the direct and continuous supervision of the operation of the department.
- (6) The professional supervision of the department shall mean the definition of the content of the professional tasks performed by the department, the continuous monitoring of the quality of the performance of the professional tasks and the exercise of professional control activities in order to achieve the strategic objectives of the University.
- (7) In the case of organizational units that also provide health care services, the professional supervision of the organizational unit's education and research organization shall include the continuous management of the performance of the professional tasks that form part of the University's core tasks, together with education, training and scientific



research, the supervision and coordination of professional decisions, the coordination of tasks related to the organization of education and research and patient care.

- (8) In the exercise of management and professional supervision rights, management, and professional supervision may be exercised by the persons/organizational units with the powers specified in these Regulations, who/which shall exercise the coordination of management and professional supervision powers and, in the exercise of these powers, the realization of the strategic objectives of the University jointly, and shall cooperate in the performance of these activities through the forums defined and institutionalized in these Regulations or by direct consultation.

*Article 36 [System of central departments]*

- (1) The basic structure of the central departments:

- a) central departments performing the essential tasks of the University,
- b) the central departments performing functional tasks,
- c) other central departments.

- (2) These Regulations shall determine whether a department shall be managed by the Rector, the Chancellor, or the Clinical Center's President, either individually or jointly. Where, by a statutory provision, the constituent instrument or these Regulations, or by an individual measure, another senior manager or manager is involved in the exercise of management powers, the actual content or extent of that involvement may be determined by statutory provisions, the constituent instrument or the person exercising management powers.

- (3) The central departments responsible for the performance of the University's core tasks:

*A) The organizational units of the educational administration*

- a) the Education Administration Office,
- b) Alumni Directorate,
- c) Center for Educational Development, Methodology and Organization,
- d) Center for International Student Training,
  - da) Directorate for International Studies,
- e) Center for Vocational and Continuing Education,
- f) National Medical and Pharmaceutical Final Examination Board Coordination Office,
- g) Doctoral Office.

*B) Departments of the Scientific Research and Innovation Directorate*

- a) Innovation Center,
- b) Biobank Network,
- c) Clinical Research Coordination Center

- d) <sup>7</sup>
- e) Center for Translational Medicine
- f) Laboratory Animal Science Coordination Center.

*C) The central education and research departments*

- a) Center for Health Care Technology Assessment and Analysis,
- b) Institute of Specialized Linguistics,
- c) Center for Physical Education and Sport.

(4) The units directly supporting the Rector, the Vice-Rectors, the President of the Clinical Center and the Deans are the units specified in paragraphs (3), lit. A) to B), as well as the Rector's Cabinet, the Deans' Offices, the Office of the President of the Clinical Center and the Medical Directorate of the Clinical Center.

(5) The central functional departments are as follows:

- a) Directorates-General
  - aa) Directorate-General for Economic Affairs
  - ab) Directorate-General for Human Resources Management
  - ac) Directorate-General for Legal and Administrative Affairs
  - ad) Directorate-General for Technology
  - ae) <sup>8</sup>Directorate-General of Information Technology,
  - af) <sup>9</sup>Directorate-General for Marketing and Communication.
- b) Directorates
  - ba) Audit Directorate,
  - bb) Directorate for Student Residences (dormitories),
  - bc) Central Archives
  - bd) Central Library.

(6) Other central departments:

- a) Rector's Cabinet,
- b) Chancellor's Cabinet,
- c) Chancellor's Secretariat.

(7) In the case of departments under the control of the Rector, the economic, financial, controlling, internal control, labor, legal, administrative, IT, property management,

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<sup>7</sup> Repealed by Senate Decision 70/2022. (26 September) Annex 1 Article 2 paragraph (2) Effective from: 15 October 2022

<sup>8</sup> According to Senate Decision No. 100/2021. (IX. 30) Annex Article 1 paragraph (3) Effective from: 02 October 2021

<sup>9</sup> Modified by Senate Decision No. 100/2021 (IX. 30) Annex Article 1 paragraph (3) Effective from: 02 October 2021

technical, facilities management, operations, logistics, services, procurement, and public procurement activities are carried out by central departments under the control of the Chancellor. The Chancellor shall ensure the statutes' operational tasks and powers laid down in these central departments.

*Article 37 Office of Education Administration*

- (1) The Education Administration Office shall be the central organizational unit performing the essential tasks of the University, which shall carry out the activities related to the educational organization tasks of the University that require collective organization or coordination and which are not referred to the competence of other organizational units by these Regulations.
- (2) The Rector shall direct the activities of the Education Administration Office. The Rector shall be assisted by the Vice-Rector for Education in exercising their management powers.
- (3) The head of the Education Administration Office shall be the Registrar.
- (4) The Education Administration Office shall be an autonomous organizational unit with budget management powers.
- (5) The Education Administration Office shall
  - a) be responsible for the University's relations with the higher education administrative bodies,
  - b) in cooperation with the faculties, prepares the proceedings of the Rector and the Senate in matters of authority and accreditation related to the higher education and training activities of the University, and performs central administrative tasks related to training,
  - c) performs registration and administrative tasks related to the capacity of higher education and across the faculties of the University, in particular concerning the OSAP statistics requested by the Ministry of Education and the FIR reports to be prepared for the Education Office,
  - d) perform central, academic, and other general and specific administrative tasks relating to students, courses,
  - e) the professional operation of the NEPTUN Unified System of Higher Education Studies and the related educational tasks,
  - f) <sup>10</sup>revise, as necessary, the university regulations relating to education and academic administration,

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<sup>10</sup> Modified by Senate Decision No. 139/2021. (20 December) Annex 1 Effective from: 30 December 2021

- g) providing secretarial services for the Review Committee, the Board of Examiners, the Committee for the Evaluation of the Academic and Scientific Studies, the Committee according to SZMSZ Part III. 4, Article 8, paragraph (3), and participating in the preparation of their decisions,
- h) performs the tasks related to the organization of courses for the preparation for the matriculation examination,
- i) coordinating the central admission procedures and organizing and conducting the professional examination for admission to higher education within the scope of the powers laid down in the legislation on admission procedures,
- j) performing preparatory tasks related to the regulation of student grants, performing central coordination and organization tasks related to student finance outside the remit of the Directorate-General for Economic Affairs, performs central organization and central information tasks related to student grants, supports the central decision-making mechanism related to student grants, contributes to the development of the SZEB and the SZMSZ part III. 4, Article 8; paragraph (3), coordinates the process of budget utilization and allocation of student allowances in cooperation with the Controlling Directorate, prepares the decisions of the Board of Governors, and contributes to the authorization and publication of the decisions,
- k) ensuring the central implementation of the Student Entitlement Scheme and other student regulations,
- l) performs its tasks in cooperation with the departments with faculty responsibilities related to the tasks set out in lit. a) to k), and professionally manages and supervises the activities of these departments at faculty level in this area.

(6) The Student Allowances Coordination Unit is a department of the Education Administration Office department.

#### *Article 38 [Doctoral School]*

- (1) The work of the EDT and the doctoral schools of the University shall be supported by the Doctoral Office under the Doctoral Regulations.
- (2) The Rector shall direct the activities of the Doctoral Office. The President of the EDT shall assist in managing the professional tasks.
- (3) The head of the Doctoral Office is the Registrar.
- (4) The Doctoral Office is an autonomous organizational unit with framework management powers, which shall be exercised under the direction of the President of the EDT.
- (5) Doctoral Office
  - a) performs preparatory, administrative and management tasks related to the operation of the doctoral schools;

- b) tasks related to the operation of the EDT and the preparation, documentation and publication of its decisions, keeping records (university doctoral student register/register, university doctoral register), issuing certificates;
- c) performs tasks related to the conferral of the title of Doctor Honoris Causa;
- d) liaises with the University departments, external organizations and other institutions as part of the doctoral training tasks and the Doctoral Students' Self-Government;
- e) ensures the bookbinding of theses;
- f) shall notify the body specified in the Government Decree of the award of the doctoral degree;
- g) is responsible for updating and maintaining the website of its doctoral program.

*Article 39 [Center for Educational Development, Methodology and Organization]*

- (1) The Center for Educational Development, Methodology, and Organization (hereinafter referred to in this Article as the Center) is a central organizational unit that carries out educational service activities in support of the University's educational activities, which are related to its core mission, including the operation of the University's e-learning system and the Semmelweis Central Identification System (SeKA/EduID).
- (2) The Rector shall govern the activities of the Center. The Rector shall be assisted by the Vice-Rector for Education in exercising their management powers.
- (3) The Director shall be the head of the Center.
- (4) Tasks of the Center:
  - a) to provide continuous pedagogical and methodological training for teachers, including the use of digital learning tools,
  - b) according to special regulations, it participates in the student evaluation of the teaching work and the performance evaluation of the teaching staff,
  - c) managing the University's e-learning platform,
  - d) providing technical, professional, and methodological support for the development of subjects and curricula,
  - e) professionally managing and operating the University's digital learning (e-learning) systems and curriculum repository, coordinating and supporting the development of e-learning materials, and ensuring the implementation of a coherent image,
  - f) ensuring the development of graphic and video elements of teaching materials,
  - g) preparing and updating the University's digital learning strategy,
  - h) carrying out research, development, and innovation in the field of modern teaching technologies and methodologies,
  - i) professionally managing the University's unified IT user identification system, the Semmelweis Central Identification System,

- j) <sup>11</sup>in cooperation with the Directorate-General for Information Technology, ensure the availability of the IT infrastructure necessary for the provision of services.
  - k) coordinating the registration and publication of curricula and subject programs (requirements),
  - l) coordinating the establishment and development of subject areas and, in this context, organizing and recording the coordination of subject areas,
  - m) coordinate the activities between subject coordinators of different courses covering the same content and of potentially overlapping or overlapping subjects within a course, and prepare the related management decisions,
  - n) professionally coordinating the acquisition and use of technical equipment for training purposes,
  - o) supervising and evaluating the teaching and teaching organization activities of the teaching-research departments,
  - p) organizing educational activities in the areas determined by the Rector.
- (5) No e-content development and services and other related activities, including, in particular, the preparation of tenders for e-learning methods, may be carried out at the University without the Center's professional, methodological contribution and approval.

*Article 40 [Center for Training International Students]*

- (1) The Center for Educational Development, Methodology, and Organization (hereinafter referred to in this Article as the Center) shall be the central department of the University responsible for the performance of the university's core tasks concerning the studies of international students.
- (2) The Center shall be governed by the Rector.
- (3) The Center shall be headed directly by the Vice-Rector for International Education, and they shall cooperate closely with the Vice-Rector for Education.
- (4) The Center and the department referred to in paragraph (6)(a) shall have autonomous budget management powers.
- (5) The tasks of the Center shall be
  - a) in connection with courses offered at the University for foreign nationals in foreign languages, in cooperation with the faculties

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<sup>11</sup> Modified by Senate Decision No. 100/2021 (IX.30.) Annex Article 1 paragraph (4). Effective from: 02 October 2021

- aa) preparing decisions on strategic matters, organizing and taking decisions on operational matters concerning international students,
  - ab) <sup>12</sup>administrative tasks relating to economic-financial and HR matters, exceptions to this general rule may be made at the Rector's discretion,
  - ac) where the infrastructure and other conditions for off-site training are provided by a third party, to represent the University vis-à-vis that third party,
  - ad) coordinates the organization of teaching under the professional content of the training program for the course in question,
  - ae) organize, prepare and conduct the admission procedure,
  - af) recruiting students, informing potential applicants, in particular by compiling an admission information brochure and publishing the information on the foreign language website,
  - ag) administering the general administration of students' studies and fees, their stay in Hungary, and the relevant records,
  - ah) providing information for students, in particular preparing, updating, and publishing translations of the student requirements and other regulations directly affecting student status into the language of instruction, and preparing the institutional prospectus in the language of instruction,
  - ai) contribute to the management of student revenue,
  - aj) preparing the decisions of the decision-maker in the areas of activity set out in lit. (ae), (ag),
- b) perform particular administrative tasks related to international students participating in Hungarian-language courses,
  - c) representing the University vis-à-vis the operators of domestic and foreign scholarship programs related to its tasks under lit. a) - b).
- a) The International Studies Directorate is the organizational unit of the Center.
- (6) The International Studies Directorate shall be headed by the Director. The Directorate shall carry out the tasks referred to in paragraphs 5(a)(ab), (ad)-(a) and (b). The professional management of the Directorate's activities shall be carried out by the Deputy Rector for Education with the assistance of the Education Administration Office and, concerning particular tasks related to specific courses, by the Dean of the Faculty, the Deputy Dean for Education.
- (7) The Center may have a program manager(s) who is/are responsible for coordinating the tasks arising from the specificities of foreign language training in one or more courses in a given language and for the preparation of management decisions. The Vice-Rector shall directly supervise their work(s) for International Training.

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<sup>12</sup> Modified by Senate Decision No. 139/2021. (20 December) Annex 1 Effective from: 30 December 2021

*Article 41 [Alumni Directorate]*

- (1) The Alumni Directorate is the central organizational unit of the University that performs the essential tasks of the University and whose primary task is to develop and support the Alumni community of the University as an exclusive activity within the University organization, to establish and maintain a positive relationship with its members and to carry out the career activities of the University.
- (2) The activities of the Alumni Directorate is governed by the Rector.
- (3) The Alumni Directorate shall be headed by the Alumni Director.
- (4) The Alumni Directorate shall be an autonomous organizational unit with budgetary powers.
- (5) The Alumni Directorate is responsible for the following:
  - a) to provide information to persons admitted to the University, students, graduates of the University and its predecessors, including all former students, to facilitate their contacts with the University, to create and maintain an Alumni community for this purpose and to strengthen the ties with the University,
  - b) to support the organization of alumni events, to organize university benefits and other services, to organize and provide traditional services related to the University's activities, to build the alumni community,
  - c) supporting career guidance for university students, promoting career planning and employment, organizing career development support services, organizing and coordinating academic, mental health, and career counseling for students,
  - d) monitoring the career paths of graduates, operating the graduate career tracking system, liaising with businesses and employers,
  - e) fundraising, organizing financial support and other resources for the operation of the alumni community and the achievement of the University's objectives,
  - f) maintaining contacts with organizations and associations of students and alumni of the University, in particular, the Friends of the University, coordinating cooperation with them and representing the University towards them,
  - g) to perform university activities related to the organization of student events - in non-specialist area; in particular those of preparatory, administrative and coordination nature, to register data according to Annex 6 of the Nftv, to ensure the administrative and management conditions according to paragraph (4) of Article 60 of the Nftv, to publish publications related to
  - h) its activities and to operate other contact and information interface of publishing, and operating other contact and information interfaces related to its activities.



- (6) The Alumni Board carries out the strategic and professional tasks related to the operation of the Alumni community in accordance with the career strategy and the Alumni strategy defined by the Rector.

*Article 42 [Institute of Specialized Language Terminology]*

- (1) The Institute of Specialized Language Terminology is a central educational-research organizational unit of the University, performing an essential task of the University; its main activity is the teaching and examination of students in foreign languages and specialized languages, and which, in addition to this, provides professional support activities for other organizational units of the University in its field of operation.
- (2) A Institute of Specialized Language Terminology is governed by the Rector. The Rector shall be assisted by the Vice-Rector for Education in exercising their management powers.
- (3) The head of the Institute of Specialized Language shall be the Director.
- (4) The Institute of Specialized Language shall be an autonomous department with budgetary powers.
- (5) The tasks of the Institute of Specialized Language shall be:
- a) the teaching of professional languages, foreign languages and terminology, including the teaching of Hungarian language and professional language within the framework of training courses in foreign languages advertised for foreign citizens,
  - b) organizing and conducting state-recognized general and specialized language examinations,
  - c) the organization and administration of essential university examinations in the languages taught by the Institute, and the organization of preparatory courses,
  - d) assisting in the performance of the University's tasks by providing foreign language proofreading and, where appropriate, translation services,
  - e) <sup>13</sup>decide on matters specified in the regulations on study and examination for postgraduate courses organized by the Institute of Languages.

*Article 43 [Status of the Center for Vocational Education and Training]*

- (1) The Center for Vocational and Continuing Education (in this Article hereinafter referred to as the Center) shall organize the University's continuing professional education activities as defined by law and shall perform certain tasks related to higher professional

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<sup>13</sup> According to Senate Decision No. 139/2021. (20 December) Annex 1 Effective from: 30 December 2021

education and continuing professional education in the field of health, excluding the exercise of employer's rights in the case of residents and central trainees.

- (2) The Center for Vocational and Continuing Education shall be a central functional unit of the University with autonomous budget management powers, under the direction of the Rector and the professional supervision of the Vice-Rector for Education and Vice-Rector for Clinical Affairs.
- (3) Head of the Center for Vocational and Continuing Education is the Director.
- (4) The members of the Advisory Board shall be the Vice-Rector for Education and Clinical Affairs, the President of the Clinical Center, the Dean of the Faculty of General Medicine, the Faculty of Dentistry and the Faculty of Pharmacy, and such other member(s) as the Rector may delegate.

#### *Article 44*

- (1) The tasks of the Center for Vocational and Continuing Education and Training with higher vocational education and training in the field of health:
  - a) to carry out administrative tasks related to the commencement of vocational training, to establish the vocational training agreement,
  - b) administrative tasks related to the preparation, modification and follow-up of the training plan of the candidates,
  - c) administrative participation in the tasks of the training committees (a body of professionals with outstanding professional knowledge in the given profession or specialization, established at universities or nationally in certain specializations, as defined by ministerial decree, which performs professional tasks related to the content of training, organization, and implementation of training in the specializations falling within the remit of the training committee),
  - d) issuing a document certifying the candidate's eligibility to sit the specialist examination,
  - e) assisting in the organization of the partial examinations required during training based on a ministerial decree or the training plan,
  - f) liaising with external training centers and helping to organize and monitor the performance of traineeships at external training centers,
  - g) organizing compulsory courses for candidates during their vocational training
  - h) other university tasks related to vocational training, as defined by law or agreement,
  - i) determining the candidate's training plan, deciding on the exemptions and elements of training which may be granted based on a ministerial decree, and, if necessary, amending the training plan,
  - j) maintain continuous liaison with the national body responsible for organizing continuing training, with the training centers and with employers, and together with these institutions shall be responsible for implementing the theoretical and practical

program of vocational training and shall ensure that the traineeship is organized in an external training center or a place other than the employer,

- k) monitor the progress of vocational training,
  - l) monitor the use of grants and allowances in connection with vocational training,
  - m) certify, on completion of the vocational training, that the training has been completed following the law,
  - n) carry out the procedure for the entry into the system,
  - o) cooperate with partner universities and the Association of Health Professions to coordinate training programs and requirements.
- (2) Maintain continuous liaison with the National Directorate-General of Hospitals to administrate trainees' medical service status and training progression.
- (3) It shall monitor the fulfillment of the data reporting obligations of the training centers concerning vocational training.
- (4) Liaise with the Director-General of Economic Affairs to monitor, open and schedule the use of public subsidies received by the University for vocational training (in particular, the payment of fees to tutors and mentors and the payment of subsidies to candidates).
- (5) Prepares the university reports on public grants for vocational training, in cooperation with the professional committees, the Director-General for Economic Affairs, the Director-General for Human Resources, and other departments concerned.
- (6) It shall perform the statutory university tasks relating to continuing vocational training in the health sector (licensing).
- (7) Coordinate the secondment of experts from the University in the course of official procedures initiated in Hungary to recognize health professional qualifications obtained abroad and monitor the timely preparation of expert opinions.
- (8) The Center for Vocational and Continuing Education shall fully perform the tasks specified in paragraphs (1) to (7). The Director of the Center may, with the approval of the Rector, delegate specific tasks to the faculties, taking into account the specificities of each faculty, together with the conditions necessary for their performance.
- (9) The tasks of the Center for Vocational and Continuing Education concerning continuing education shall be:
- a) to develop and implement uniform principles for the lifelong mandatory continuing professional training of physicians, dentists, pharmacists, clinical psychologists, biochemists, clinical microbiologists, and clinical radiophysicists (hereinafter referred

to as "continuing training"), and to operate the system efficiently and economically for the University.

- b) for doctors and holders of higher medical qualifications not based on a medical qualification, the Center shall fully assume the tasks relating to continuing training laid down by law. For dentists and pharmacists, the tasks relating to the organization shall be carried out in cooperation with the Faculties of Dentistry and Pharmacy, respectively.

- (10) Based on the link between compulsory continuing professional training and the operational register as laid down in the Health Care Act, the Center for Vocational and Continuing Education shall, in justified cases, issue information to continuing training participants above the statutory obligation.

*Article 45 [Special provisions for the Center for Vocational and Continuing Education]*

- (1) The Head of the Center for Vocational and Continuing Education

- a) represents the University in external forums and before public authorities in matters relating to continuing education and vocational training;
- b) submits the recommendations of the Steering Committee for Vocational and Continuing Education and Training to the Senate, the Rector and the Vice-Rectors, depending on the subject matter;
- c) operate and convene the Vocational and Continuing Education Steering Committee to prepare decisions, recommendations and resolutions.

- (2) <sup>14</sup>The Chairperson of the Vocational and Continuing Education Steering Committee shall be the Head of the Center for Vocational and Continuing Education, its members shall be the Chairperson of the Professional Advisory Board of the ÁOK, the Head of the Secretariat for Professional and Continuing Education of the FOK, the Chairperson of the Professional and Continuing Education Committee of the GYTK, the Heads of the departments of the Center for Vocational and Continuing Education, the Director of the Finance Directorate and the Director of the Controlling Directorate, or their delegate, and the person or persons appointed by the Rector.

*Article 46 [Coordination Office of the National Medical and Pharmacy Examination Board]*

- (1) The National Medical and Pharmacy Final Examination Board Coordination Office is the central organizational unit of the University, which performs the University's essential tasks and central tasks related to the organization and administration of written final examinations at the four universities of medicine and pharmacy.

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<sup>14</sup> Modified by Senate Decision No. 139/2021. (20 December) Annex 1 Effective from: 30 December 2021

- (2) The Rector shall govern the activities of the Coordination Office of the National Medical and Pharmacy Final Examination Board. The Rector shall be assisted by the Vice-Rector for Education in exercising their management powers.
- (3) The Head of the Coordination Office of the National Medical and Pharmacy Examination Board shall be the Secretary of the National Medical and Pharmacy Examination Board (hereinafter: Secretary).
- (4) The Coordination Office of the National Medical and Pharmacy Examination Board is a central department with autonomous budget management powers.
- (5) The functions of the National Medical and Pharmaceutical Examination Board Coordination Office shall be:
  - a) operational tasks:
    - aa) preparation of the decisions of the Coordination Bureau of the National Medical and Pharmaceutical Examination Board,
    - ab) preparation of the budget of the Coordination Office of the National Board of Medical and Pharmaceutical Examiners,
    - ac) coordination and liaison with the members of the Committee,
    - ad) promulgating the decisions of the Coordination Bureau of the National Board of Medical and Pharmaceutical Examiners.
  - b) Tasks related to the preparation of the final examination tests:
    - ba) creating and maintaining a final examination test bank of test questions,
    - bb) preparing and maintaining a test bank of final examination questions,
    - bc) compiling test-test sets, checking them against the test papers,
    - bd) permutation of test questions, preparation of test sets and answer keys,
    - be) preparing, printing, reproducing and mailing test examination sets, identification sheets and answer sheets,
    - bf) organizing test practice for students.
  - c) Follow-up tasks of written final examinations:
    - ca) coordinating the marking of examinations,
    - cb) receiving and responding to any objections from students, with the assistance of a competent senior lecturer,
    - cc) establishing the mark bands for the examination results,
    - cd) notifying the Dean's offices and study groups of the point thresholds and students' results,
    - ce) aggregation and statistical evaluation of written examination results,
    - cf) evaluating the written final examinations and sending them to the Deans concerned and the members of the Coordination Office of the National Medical and Pharmaceutical Final Examination Board.
  - d) Any other assignment, task, or activity entrusted to him by the Vice-Rector for Education for performing a task falling within his remit.

*Article 47 [Innovation Center]*

- (1) The Innovation Center shall be a central organizational unit performing the core tasks of the University, which shall be responsible for the high-quality management of the University's portfolio of applications, the management of projects, knowledge, technology transfer, and innovation, the management of knowledge transfer and innovation, the provision of educational activities in the field of RDI, the protection of the University's intellectual property and its exploitation, in the framework of the development of an innovation ecosystem in cooperation with market players.
- (2) The Innovation Center shall be governed by the Rector. The Vice-Rector for Science and Innovation shall assist the Rector in exercising their management powers.
- (3) In the performance of the tasks related to the management of the Innovation Center, the Director and the central departments under the Chancellor's management shall cooperate.
- (4) Head of the Innovation Center shall be the Director.
- (5) The Innovation Center shall be an autonomous department with budget management powers.
- (6) Tasks of the Innovation Center shall include in particular:
  - a) the establishment, operation and professional supervision of an innovation ecosystem based on the knowledge base of the University, realizing the university-industry-state knowledge triangle,
  - b) launching and implementing processes to enhance the University's innovation potential,
  - c) providing professional support and secretarial services to the University's committees in the field of research, development, and innovation (hereinafter referred to as RDI) (in particular, the University Innovation Committee, the STIA Council, the Proposals Supervisory Committee),
  - d) preparing strategies in the field of RDI,
  - e) carrying out tasks related to the University's management of proposals, projects, knowledge, technology transfer and innovation,
  - f) carrying out the University's tasks concerning the management of proposals, projects, and knowledge in the fields of education, science, research and development, innovation, health and health care,
  - g) organizing and conducting external and internal education and training courses in the field of RDI - subject to Section I. 1, Article 104 paragraph (8) of the SzMSz -, curriculum development, research, analyzes and studies, publication activities,

- h) provision of RDI services to Semmelweis University (including the University's foreign faculties) and higher education institutions and enterprises affiliated with Semmelweis University,
  - i) maintaining the Semmelweis University Scientific Innovation Fund,
  - j) <sup>15</sup>proactively seeking, receiving, examining, protecting and preparing policy proposals for the economic exploitation of intellectual creations and research results generated at the University, which have economic potential, for the Vice Rector for Science and Innovation and the Centre for Business Development,
  - k) <sup>16</sup>marketing activities in the field of RDI, cooperation with the Vice Rector for Science and Innovation and the Business Development Centre for Science and Innovation in marketing and business development activities concerning RDI results that are subject to intellectual property protection and can be used for business development,
  - l) maintaining contacts with representatives of science, economic operators and support bodies, including the creation and maintenance of databases and networks of contacts.
- (7) The detailed rules and tasks relating to the application activity are laid down in the Rules for Applications adopted by the Senate, and the detailed rules relating to intellectual property created at the University and owned or used by the institution are laid down in the Intellectual Property Management Rules adopted by the Senate. The detailed rules for the establishment and operation of the Semmelweis Science and Innovation Fund are set out in the relevant proposals adopted by the Senate.

*Article 48 [Center for Epidemiology and Surveillance]*

- (1) The Centre for Epidemiology and Surveillance (hereafter: Center) shall contribute to the control of communicable diseases and reduce the burden of disease caused by non-communicable diseases. The Center uses data collection to identify risk factors for morbidity and makes recommendations to educators, researchers and patient care services based on the evaluation of scientific evidence.
- (2) The activities of the Center are directed by the Rector and headed by the Director.
- (3) The Center is an autonomous department with budgetary powers.
- (4) In particular, the Center's task is
  - a) to review and standardize existing relevant domestic data collections and surveillance, collect data from different data sources, create data models, analyze, evaluate and report

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<sup>15</sup> Modified by Senate Decision No. 70/2022. (26 September) Annex 1 Article 2 paragraph (3) Effective from: 15 October 2022

<sup>16</sup> Modified by Senate Decision No. 70/2022. (26 September) Annex 1 Article 2 paragraph (3) Effective from: 15 October 2022

- data, and incorporate different outcome parameters into models. Monitoring the population's health status, developing, testing, and evaluating new types of surveillance systems. Developing and making available a professional public health information system, early detection and alert system;
- b) detection of disease clusters, epidemics, identification of drivers of transmission and risk factors for disease. The university management must identify, assess, and communicate existing and imminent epidemiological emergencies. Collect, analyze and evaluate information from as wide a range of sources as possible;
  - c) assessing, synthesizing, reporting and publishing new scientific evidence of national and international public health relevance. Analyzing and evaluating data, generating and channeling evidence into mathematical modeling, (public) health training and daily practice. Participation in decision making and communication of professional results to decision-makers;
  - d) developing and proposing evidence-based, targeted action plans based on risk assessment and evaluating the effectiveness and efficiency of measures;
  - e) developing targeted public and professional health communication that supports the reduction of specific health risks;
  - f) developing and operating strategic partnerships, in particular with the Epidemiology and Epidemiology Project and the development of epidemiological modeling and epidemiological capacity in Hungary, in order to produce epidemiological forecasts,
  - g) to provide technical support to the work of the research groups at the University in epidemiological and epidemiological matters.

*Article 49 [Biobank Network]*

- (1) The Biobank Network of Semmelweis University shall be a set of Biobanks established by the institutes of the University. The Vice-Rector shall supervise the tasks related to the Biobank Network for Science and Innovation operation.
- (2) The Biobank Network shall be responsible for the coordination and harmonization of the operation of the Biobanks and the regulation of the operating conditions and tasks.
- (3) The Biobank Network does not have an independent budget, but it is entitled to carry out tendering activities.
- (4) The Biobank Network shall prepare an annual report on its activities for the Rector, which shall be published on the University's website.
- (5) The detailed rules of operation of the Biobank Network shall be laid down in the regulations prepared by the Vice-Rector for Science and Innovation and approved by the Rector. The regulations shall contain the detailed rules for the operation of the Biobank Network, the detailed definition of its tasks, the details of its organizational



structure, including the powers, signatory, and issuing/authorization rights associated with the tasks, and the procedure for joining the Biobank Network.

*Article 50*<sup>17</sup>

*Article 51*<sup>18</sup>

*Article 52 [Translational Medicine Center]*

- (1) The Translational Medicine Center shall aim to increase the competitiveness of the University by managing patient care, scientific activity, and education in a standard model in all three areas, and to provide an attractive and appropriate career model for outstanding doctors and health professionals, thereby simultaneously increasing the quality of patient care, scientific performance and the retention of excellent research doctors and professionals.
- (2) The Center for Translational Medicine is governed by the Rector. The Vice-Rector for Science and Innovation shall assist the Rector in exercising their management powers.
- (3) The Translational Medicine Center shall be managed by the Director.
- (4) The Center for Translational Medicine shall be an autonomous organizational unit with budgetary powers.
- (5) The Director and the departments of the Scientific Research and Innovation Directorate, the Center for Health Care Technology Assessment and Evaluation, the Faculties of the University, and the central departments under the Chancellor's authority shall cooperate to manage the Translational Medicines Center.
- (6) The tasks of the Center for Translational Medicine shall be, in particular:
  - a) assist in the selection of methodologies for clinical research initiated by teachers and researchers working in the teaching, research and patient care departments of the University, in the development of protocols, in the creation of electronic interfaces for data collection, in the preparation, execution and follow-up of research, in the preparation of publications resulting from research results.
  - b) develop and coordinate training in clinical research methodologies initiated by researchers,

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<sup>17</sup> Repealed by Senate Decision 44/2022. (23 June) Annex 1 Article 1 paragraph (1). Effective from: 24 June 2022

<sup>18</sup> Repealed by Senate Decision 70/2022. (26 September) Annex 1 Article 2 paragraph (4) Effective from: 15 October 2022

- c) develop and run a complex program of medical and health Ph.D. training,
- d) facilitate the linking of basic and clinical research to apply research results in patient care directly.

*Article 53 [Laboratory Animal Science Coordination Center]*

- (1) The Laboratory Animal Science Coordination Center shall be a central organizational unit related to the university's core tasks. It shall be responsible for actively contributing to the University's teaching and research activities in all areas related to the use of laboratory animals. In particular, its activities include data collection, analysis, design, development, consultancy, and strategic decision-making support, which, through technological and methodological innovation, independent scientific research, and the improvement of animal welfare conditions, contribute to the efficient use of laboratory animals and the operation of a uniform quality assurance system supporting it, to the effectiveness of the University's education and research work and to improving its international competitiveness.
- (2) The Laboratory Animal Science Coordination Center is governed by the Rector. The Vice-Rector for Science and Innovation shall assist the Rector in exercising their management powers.
- (3) The Laboratory Animal Science Coordination Center shall be headed by the Director.
- (4) The Director shall cooperate with the central departments for science and research and innovation, the University's animal houses, the Working Animal Welfare Committee, and the central departments under the direction of the Chancellor in the performance of the tasks related to the management of the Laboratory Animal Science Coordination Center.
- (5) The Laboratory Animal Science Coordination Center shall be an autonomous department with budget management powers.
- (6) The tasks of the Laboratory Animal Science Coordination Center shall be, in particular:
  - a) the establishment of a rational operating system for the University's animal houses, the development of a quality assurance system, the development of uniform standards, and the establishment of procedures;
  - b) the operational management of certain animal houses as required, in particular, the operational management of the central animal house of the Theoretical Block in Nagyvárad Square;
  - c) to develop a long-term strategy for education and research in the field of laboratory animal science and to carry out independent teaching and research activities;
  - d) data collection, service, and analysis in all university areas related to laboratory animal science and the use of laboratory animals;

- e) preparing plans for innovation and development, providing professional advice, preparing decision-making and technical material for other University departments and researchers in the field of laboratory animal science;
- f) providing professional advice for submitting applications for animal ethics approval to the Working Animal Welfare Committee.

*Article 54 [Health Promotion Center]*

- (1) The Health Promotion Center shall be a central organizational unit of the University, a project organization that coordinates the university's health promotion activities.
- (2) The Rector shall govern the activities of the Health Promotion Center. The Vice-Rector for Strategy and Development shall assist the Rector in exercising their management powers.
- (3) The Health Development Center shall be headed by the Head of the Center.
- (4) The Health Development Center shall have autonomous budget management powers.
- (5) The functions of the Health Promotion Center shall include the following:
  - a) establish close links between the University departments involved in health promotion,
  - b) coordinate cross-faculty teaching and research activities related to health promotion,
  - c) to collect and synthesize good practices at the University, to contribute to the introduction and coordination of modern health promotion interventions,
  - d) develop a concept to enhance the University's health promotion activities, to become a modern health promotion university by 2021.

*Article 55 [Directorate-General for Economic Affairs]*

- (1) The Directorate-General for Economic Affairs is a central functional unit of the University, which shall perform the university's financial management tasks under these Regulations.
- (2) The deputy of the Director-General for Finance shall be the Deputy Director-General for Finance. In case of joint incapacity, the Director-General for Economic Affairs may, for the case of their absence, issue a specific order concerning deputizing.
- (3) The Directorate-General for Economic Affairs is under the direct authority of the Chancellor.
  - a) The Directorate-General for Economic Affairs shall be headed by the Director-General for Economic Affairs, the University's Chief Financial Officer. The Director-General for Economic Affairs shall be responsible for the management of the Directorates within the Directorate-General for Economic Affairs, as the managers responsible for the

activities of the professional area and the implementation of decisions affecting the activity, including the Director of Finance, the Director of Controlling, the Director of Purchasing, the Director of Property Management and the Directors of Network Management, the direct professional management of the Head of Department of the Financial Control Department and the Head of the Economic Office of the Clinical Research Coordination Center, the professional management of the Faculty Economic Directors and the Block Directors through the Network Management Directors, and the professional management of the staff of the Directorate-General for Medical Affairs working in the area of finance and revenue.

- (4) The Directors are responsible for the immediate professional management of the Department Heads in charge of the departments within the Directorates.
- (5) The Directorate-General for Economic Affairs is a department with autonomous powers in financial management.
- (6) Within its general responsibilities, the Directorate-General for Economic Affairs is responsible for
  - a) the planning of the budget, the implementation of modifications, transfers and utilization of appropriations (hereinafter referred to collectively as 'management'), and compliance with the rules on financing, reporting, accounting and financial management,
  - b) the financial control and accountability of priority projects,
  - c) the coordination and recording of the commitment and counterpart authorizations of the decentralized management bodies,
  - d) the preparation of the university accounts; compliance with financial and accounting rules,
  - e) managing the university's procurement activities,
  - f) providing controlling,
  - g) the management of the economic departments of the University's decentralized management and operation units, which are part of the economic organization,
  - h) the performance of tasks relating to property management, except the management of property by the Directorate-General for Legal Affairs and Administration.

*Article 56 [Departments attached to the Directorate-General for Economic Affairs]<sup>19</sup>*

- (1) Departments attached to the Directorate-General for Economic Affairs
  - a) Financial Directorate,
  - b) Controlling Directorate,

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<sup>19</sup> Modified by Senate Decision No. 139/2021. (20 December) Annex 1 Effective from: 01 January 2022

- c) Procurement Directorate,
- d) Directorate for Health Network Management, comprising
  - da) Directorate Internal Clinical Units,
  - db) External Clinical Units Directorate,
  - dc) Directorate for the Clinical Blocks of the Street,
  - dd) City Major Clinical Block Directorate,
  - de) Corvin Clinical Block Directorate,
  - df) Economic Office of the Center for Professional and Continuing Training,
  - dg) St. Rókus Clinical Block Directorate,
- e) Directorate for Education Network Management, including
  - ea) the Faculty directorates of the ÁOK, EKK, ETK, FOK, GYTK, PAK
  - eb) Economic Office of the Center for International Student Training,
  - ec) Economic Office of the Central Library,
  - ed) Economic Office of the Directorate of the Student Residences,
  - ee) Economic Office of the Directorate for the Management of Vocational Training Institutions,
  - ef) Economic Office of Doctoral Schools,
  - eg) Economic Office of the Center for Physical Education and Sport.
- f) Central Directorate for Economic Network Management, comprising
  - fa) Economic Office of the Innovation Center,
  - fb) <sup>20</sup>Technical and Information Technology Economic Office,
  - fc) Economic Office for RDI Organizations,
- g) Directorate for Property Management.

*Article 57 [Tasks of the departments attached to the Directorate-General for Economic Affairs]*

- (1) <sup>21</sup>The Directorate of Finance is a central functional department under the authority of the Director of Finance, with autonomous powers of framework management, whose tasks are:
- a) to prepare the accounts of the University; to comply with the financial and accounting regulations,
  - b) ensuring liquidity, managing the cash supply, accounting for forints and foreign currencies,
  - c) management of receivables and payables,
  - d) financial control and accounting of tenders and projects,
  - e) ensuring the accounting of economic events following the University's chart of accounts, in compliance with the accounting rules in force,

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<sup>20</sup> Modified by Senate Decision No. 110/2021. (30 September) Annex, Article 1 paragraph (19) Effective from: 02 October 2021

<sup>21</sup> Modified by Senate Decision No. 139/2021. (20 December) Annex 1 Effective from: 01 January 2022

- f) ensuring the timely registration of changes in the University's assets and those of third parties,
  - g) drawing up and submitting for approval an inventory control plan and notifying the heads of departments and heads of economic areas of the ordering of inventories,
  - h) ensuring that accounting records are kept,
  - i) managing the tasks set out in Article 92 paragraph (1) lit. (b) of Part I.1 of the SzMSz.
- (2) The Controlling Directorate shall be a central functional unit under the direction of the Director of Controlling, with autonomous framework management powers, whose tasks shall be:
- a) collecting and processing information on management, preparing and supporting management decisions,
  - b) responsible for preparing the framework management plans, annual management budget plans and reports, monitoring their execution, ensuring and controlling the conditions for framework management,
  - c) managing the Management Information System (AVIR) of the Data Warehouse type,
  - d) to produce reports for the University's management from the database at different levels and compositions.
- (3) The Directorate of Procurement is a central functional unit under the authority of the Director of Procurement, with autonomous budget management powers, whose tasks are:
- a) performs planning tasks related to (public) procurement, prepares the annual procurement plan,
  - b) qualifying the initial purchases under the Procurement Regulations,
  - c) conducting and documenting the procurement procedures assigned to it by law and the simple procurement procedures under the Procurement Regulations, except for procurement procedures referred back to its authority by the Chancellor at the request of the initiating department,
  - d) Preparing contracts for (public) procurement procedures conducted by the Procurement Directorate, providing legal countersignature, and representing the University in procurement-related appeal procedures,
  - e) recording and registering in the SAP system the contracts concluded due to (public) procurement procedures carried out by the Procurement Directorate.
- (4) The Directorate for Health Network Management is a central functional organizational unit under the direction of the Director for Health Network Management, which is divided into block directorates and units with economic functions, autonomous framework management powers, and whose tasks are the same as those of the organizational units listed in Article 56 paragraph (1) d):
- a) contribute to the preparation of strategic decisions concerning the management and operation of health services in the context of the Chancellor's responsibilities,

- b) proposing amendments to the organizational and operational rules, drawing up regulations or taking ownership decisions,
  - c) exercising general supervision over the management tasks of departments and coordinating with the heads of departments exercising professional direction,
  - d) assisting the Rector, the President of the Clinical Center, and the Chancellor in the management and operation of the departments,
  - e) supervising and supervising the operation of the block Directorates specified in lit. da) to dd) and df) of Article 56 paragraph (1) and the unit specified in lit. de) of Article 56 paragraph (1),
  - f) at the request of the President of the Clinical Center, provide data in connection with the management of the organizational units belonging to the health network and prepare an analysis for the Clinical Center of the management tasks of the organizational units providing health services.
- (5) The Directorate for Health Network Management shall perform the management functions of the Rector's Cabinet, the Clinical Center, the Directorate-General of Medicine, the Health Development Center, and the Health Technology Assessment and Analysis Center.
- (6) Within the Directorate of Health Network Management, the Director of Health Network Management shall be supported by a staff team to provide data and analysis related to the clinical center's health services. The President of the Clinical Center may request the data and analyzes referred to in paragraph 4(f) directly from the Director of Health Network Management while informing the Chancellor.
- (7)<sup>22</sup>The Directorate for Education Network Management is a central functional organizational unit under the direction of the Director for Education Network Management, which is subdivided into faculty economic Directorates and economic offices with autonomous budget management authority and whose tasks are the same as those of the organizational units listed in Article 56 paragraph (1) lit. (e):
- a) to contribute to the preparation of strategic decisions relating to the management and operation of the Chancellor's responsibilities in connection with educational activities,
  - b) assess and analyze the legislative and management environment and, taking all these into account, make proposals for strategic decisions,
  - c) proposing amendments to the organizational and operational rules, drawing up regulations or taking ownership decisions,
  - d) exercise general supervision of the management tasks of departments,
  - e) coordinating the professional management of the heads of departments, assisting the Rector or the Chancellor in the management and operation of the departments.

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<sup>22</sup> Modified by Senate Decision No. 139/2021. (20 December) Annex 1 Effective from: 01 January 2022

- f) exercise functional supervision of the Daycare Nursery School.
- (8) The Central Economic Network Management Directorate shall be a central functional organizational unit operating under the direction of the Central Economic Network Management Director, subdivided into organizational units performing economic functions with autonomous framework management powers, and shall have the tasks of the organizational units listed in Article 56 paragraph (1) lit. (f):
- a) contribute to the preparation of strategic decisions concerning the Chancellor's responsibilities concerning management and operation,
  - b) assess and analyze the legislative and management environment and, taking all these into account, make proposals for strategic decisions,
  - c) proposing amendments to the organizational and operational rules, drawing up regulations or taking ownership decisions,
  - d) exercise general supervision of the management tasks of departments,
  - e) coordinating the professional management of the heads of departments, assisting the Rector or the Chancellor in the management and operation of the departments.
- (9) The Central Directorate for Economic Network Management shall perform the economic functions of the Chancellor's Office, the Chancellor's Secretariat, the Directorate for Procurement, the Directorate for Human Resources Management, the Directorate for Legal and Administrative Affairs, the Central Archives, the Office for Education Administration and the Center for Educational Development, Methodology and Organization and the Directorate for Property Management.
- (10) The Directorate for Property Management is a department under the direct authority of the Director-General for Economic Affairs, under the direction of a Director, whose tasks are:
- a) the professional preparation of the documents required for the use of University property subject to authorization and the management of tenders;
  - b) to keep an up-to-date, standardized, and electronic register of the University's premises and the places of operation of the organizations;
  - c) ensuring the management of the University's premises, registering accommodation requests, and preparing proposals for the assessment of accommodation requests;
  - d) operating the Central Warehouse, ensuring the supply of general storage and non-medical consumables to all departments within the University;
  - e) performing the tasks related to scrapping (operation of the Scrapping Committee)
  - f) preparing the permanent rental of the real estate necessary for the operation of the university departments, including obtaining the necessary Board of Trustees and ownership licences;
  - g) arranging transactions relating to the use of assets of departments that have become surplus but are still usable,
  - h) preparing the sale of movable and immovable property of the University,



- i) preparing the University's annual asset management plan.

*Article 58 [Special rules for the Directorate-General for Economic Affairs]*

- (1) The detailed tasks of the Directorate-General for Finance shall be laid down in the Financial Regulation and the organizational rules of procedure.
- (2) The Block Directorate shall be an array-like organizational unit under the authority of the Director with autonomous financial framework management powers, which shall perform the management and operational tasks of the University's block units and the organizational units located therein. The block Directorate's management tasks are carried out by the Director-General for Economic Affairs, its operational tasks by the Director-General for Technical Affairs, and its labor and payroll management tasks by the Director-General for Human Resources Management, based on the professional and methodological guidelines of the Director-General for Human Resources Management. The Block Directorate is the organizational unit that facilitates the implementation of the integrated management and concentrated economic and technical tasks of the departments operating on the same site or on different sites which are organizationally grouped but located on different sites.

*Article 59 [Status and tasks of the Directorate-General for Human Resources Management]*

- (1) <sup>23</sup>The Directorate-General for Human Resources Management is a central functional unit of the University with autonomous financial framework management powers, which, under the direct direction of the Chancellor, ensures the availability of the number and quality of human resources required for the operation and performance of the University's tasks, and for this purpose performs planning and qualification tasks. The Directorate-General for Human Resources Management carries out the full range of professional tasks related to exercising the employment powers of the Rector, the Chancellor, and the President of the Clinical Center.
- (2) <sup>24</sup>General tasks of the Directorate-General for Human Resources Management:
  - a) performing the full range of tasks related to the University's human resources management, in particular labor, payroll, performance appraisal, payroll planning, HR controlling, managing organizational change in the context of organizational development, active participation in the development of organizational culture,
  - b) motivating, developing and effectively using the University's human resources to achieve the organizational goals set out in the University's strategy,

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<sup>23</sup> Modified by Senate Decision No. 139/2021. (20 December) Annex 1 Effective from: 30 December 2021

<sup>24</sup> Modified by Senate Decision No. 52/2022. (28 July) Annex 1 Article 4 paragraph (1) Effective from: 01 August 2022

- c) developing the employment requirements framework and implementing the resulting tasks,
- d) the implementation of internal communication related to human resources management tasks,
- e) the performance of other duties related to the declaration of assets, the awarding of decorations within its competence, and other duties defined in the internal regulatory documents of the University.

*Article 60 [Organizational structure of the Directorate-General for Human Resources Management]*

- (1) The Director-General shall be the head of the Directorate-General for Human Resources Management. The Director-General shall perform their duties under the direction and control of the Chancellor.
- (2) <sup>25</sup>The organizational units of the Directorate-General for Human Resources Management are the following:
  - a) Wages and Labor Directorate,
  - b) HR Controlling and Career Management Directorate.

*Article 61 [Tasks of the departments of the Directorate-General for Human Resources Management]*

- (1) <sup>26</sup>Tasks of the Directorate of Wages and Labor Affairs:
  - a) performs professional and legal tasks related to the University's employees in the field of employment, as well as regular and non-regular operational tasks related to the payroll and fringe benefits accounting,
  - b) conducts the applications for the position of senior lecturer and senior researcher, ensures the necessary conditions for the successful evaluation of the applications, cooperates with the employer, prepares the proposals in personnel matters within the competence of the Senate,
  - c) maintains personnel records relating to employees and, where necessary, participates in the provision of data,
  - d) contributes to the human resources planning necessary for the University to carry out its tasks,
  - e) issues certificates of employment or medical service to employees of the University,
  - f) performs administrative tasks relating to declarations of assets and certain decorations.

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<sup>25</sup> Modified by Senate Decision No. 52/2022. (28 July) Annex 1 Article 4 paragraph (2) Effective from: 01 August 2022

<sup>26</sup> Modified by Senate Decision No. 52/2022. (28 July) Annex 1 Article 4 paragraph (3) Effective from: 01 August 2022

- (2) <sup>27</sup>The duties of the HR Controlling and Career Management Directorate are as follows:
- a) performs tasks related to staff and payroll management for the University's employees,
  - b) continuously monitors staffing needs at the University and the evolution of staff turnover,
  - c) liaises with the managers exercising employer authority and with the Directorate-General for Economic Affairs to ensure that planning is sound and budgets are sustainable,
  - d) is responsible for the development of the University's human resources strategy, including job and workforce planning and organizational development,
  - e) carries out competence management and, in line with this, develops and operates a career and succession planning, selection and training development strategy,
  - f) develop and operate a performance management and performance appraisal system to motivate and enhance the achievement of individual and institutional performance targets,
  - g) performs regular and non-regular data reporting tasks related to payroll and human resources management,
  - h) provides professional support for the operation of the payroll and payroll-related modules of integrated enterprise management systems.

*Article 62* <sup>28</sup>

*Article 63 [Status and tasks of the Directorate-General for Legal Affairs and Administration]*

The Directorate-General for Legal and Administrative Affairs is a central functional unit of the University with autonomous framework management powers, which, under the direct authority of the Chancellor, performs the general legal, administrative, regulatory, contracting, legal representation and other legal functions of the University, as well as organizing, managing and supervising the administrative functions of the University, and overseeing the University's data protection and patient rights activities.

*Article 64 [Organization of the Directorate-General for Legal Affairs and Administration]*

- (1) The Directorate-General for Legal Affairs and Administration shall be headed by the Director-General, who shall perform their duties under the direction and control of the Chancellor.

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<sup>27</sup> Modified by Senate Decision No. 52/2022. (28 July) Annex 1 Article 4 paragraph (3) Effective from: 01 August 2022

<sup>28</sup> Repealed by Senate Decision 52/2022. (28 July) Annex 1 Article 4 paragraph (4) Effective from: 01 August 2022

- (2) The organizational units of the Directorate-General for Legal Affairs and Administration shall be:
- a) Legal Directorate
  - b) Directorate for Litigation,
  - c) Center for Organization and Administration (SZIK)
  - d) Center for Data Protection and Patient Rights (ABK).

*Article 65 [Tasks of the Directorate-General for Legal Affairs and Administration]*

- (1) General tasks of the Directorate-General for Legal Affairs and Administration:
- a) to perform the management, organization and coordination of the general legal tasks of the University,
  - b) to contribute to the preparation of proposals, regulations and instructions submitted to University bodies and committees, ensuring legal compliance,
  - c) coordinating and assisting the work of the standing and ad hoc committees established by the Senate and the Rector,
  - d) assisting in the legal support of the tasks falling within the remit of the Chancellor, and assisting the Chancellor in the development of uniform legal practice,
  - e) direct, manage and coordinate the legal representation of the University before the courts and other authorities,
  - f) maintain the University's central register of contracts, regulations and lists of departments.
- (2) The Director-General shall direct the activities of the Directorate-General for Legal Affairs and Administration concerning the following tasks:
- a) exercising, prior to signature, legal professional control over the draft replies to the submissions in cases of high priority,
  - b) providing legal advice to all University departments on matters falling within his remit,
  - c) assisting, on behalf of the Rector, the President of the Clinical Center, or the Chancellor, in the management of cases of significant importance, in the preparation of agreements, and the drafting of legal opinions,
  - d) through the Data Protection Officer, within the scope of his or her duties and powers, providing information on requests for access to data of public interest, taking a position on the feasibility of requests for access to data of public interest not covered by his or her duties, as specified in the specific regulations, and providing legal opinions and, where necessary, monitoring the publication, registration, reporting and information of data of public interest as specified in the specific regulations,
  - e) maintaining the University's central register of contracts,
  - f) maintaining the forms repository, ensuring its up-to-date operation, publication and continuous maintenance,
  - g) managing the University's records and document management activities and its administrative activities, operating the processes necessary for electronic case management and its electronic interface,

- h) may conclude contracts of engagement exclusively for the provision of legal representation or advice, subject to the approval of the Chancellor, where the justification for such a contract is justified by the initiating department, in particular where the performance of the activity for which the contract is awarded requires specific expertise,
  - i) coordination of the internal control system at the organizational level, including
    - ia) proposing the design, operation, and development of a controlled environment, risk management system, control activities, information and communication system and monitoring system at all levels of the organization, taking into account the legal requirements and ensuring the continued compliance of the procedures for dealing with irregularities and the risk management policy;
    - ib) in their coordination function with the external audit bodies, he/she shall be responsible for keeping records of the audit findings of the external audit bodies and, based on information from the departments concerned, for monitoring the implementation of the action plans drawn up based on the recommendations of the external audits and shall prepare the relevant report. This task does actually not include meeting the data and information requirements of external audit bodies;
    - ic) designing the integrated risk management system to include a risk assessment of the ownership of companies.
  - j) coordinate the tasks relating to the exercise of the Chancellor's ownership of the University's companies; record and monitor the decisions taken in this context and their implementation; keep records of the documents relating to the internal control system of the companies.
- (3) The Legal Director is responsible for the legal functions of the Health and Education Law:
- a) shall direct the management of administrative and official matters; shall act on behalf of the Chancellor in official matters on behalf of the University; shall maintain constant contact with the authorities dealing with administrative matters concerning the University, the authorities responsible for administrative matters affecting the University.
  - b) manages the legal affairs relating to the conduct of educational and health activities and provides the appropriate legal background for the implementation of the professional strategy,
  - c) drafting agreements and contracts which do not fall within the remit of another department, including in particular various cooperation agreements and letters of intent,
  - d) perform legal tasks relating to NGOs,

- e) <sup>29</sup>assisting in the legal control of specific material prepared by the Directorate-General for Marketing and Communication, in particular in the fields of external relations and information,
  - f) assist in the preparation of contracts for clinical trials and giving opinions on them,
  - g) assist in the legal aspects of the investigation of patient complaints,
  - h) assist in the conclusion of financing contracts, contracts for collaborators and clinical trial contracts,
  - i) monitor the University's policy-making activities in the field of health and education, its implementation following the work plan, contributing to the drafting of rules of procedure and rules of procedure, and the establishment of rules of procedure relating to the operation of the University,
  - j) on request, perform the codification tasks related to the drafting of internal regulations prepared by the various departments in the fields of health and education, including the purpose of the regulation and the regulatory concept, and examines the consistency of the proposed draft with the legislation in force and other internal regulations,
  - k) based on requests from the various departments in the fields of health and education, ensuring that draft internal regulations are coordinated within the University and contributing to the preparation of a single proposal,
  - l) coordinate the consultation of draft legislation, collecting the opinions of the departments concerned by draft legislation, formulating the University's position and, where necessary, taking part in consultations,
  - m) examine the legal aspects of proposals on education and health matters submitted to the Senate and, if necessary, initiating consultations on their content,
  - n) when draft legislation affecting the University is being prepared, take part in consultations with the body preparing the legislation and cooperate with the other departments,
  - o) shall be responsible for the management of administrative and official matters, shall act on behalf of the Chancellor in official matters on behalf of the University, except for matters specified in Article 37(5)(b), and shall maintain continuous contact with the authorities responsible for administrative matters affecting the University.
- (4) The legal Director responsible for civil and economic legal affairs shall direct the following:
- a) ensures the general provision of the University's civil law and contract law services, providing legal expertise in the conclusion of contracts, excluding public procurement, and liaising with the Directorate for Procurement where necessary,

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<sup>29</sup> Modified by Senate Decision No. 100/2021 (30 September) Annex, Article 1 paragraph (5) Effective from: 02 October 2021

- b) develops a system of legal compliance in the maintenance of contractual relations involving the University, providing opinions on and drafting the model contracts used by the University,
- c) prepares and ensures legal compliance with decisions relating to the exercise of ownership for the Chancellor,
- d) provides legal opinions prior to the Chancellor's decisions in exercising ownership rights, as well as in the preparation of measures relating to the exercise of ownership rights in connection with the operation of companies established with the involvement of the University and participating in their legal support,
- e) assists in the assessment and legal compliance of agreements relating to EU and other tenders, and ensuring that projects comply with the legislation in force,
- f) performs legal tasks related to research, development and innovation of products, services and their contracts, in cooperation with the central scientific-research-innovation departments, not including direct legal tasks related to their tasks (in order to promote the efficient and optimal economic exploitation of intellectual property generated at the University, whether or not it is legally protectable, and to facilitate the creation of enterprises for its exploitation),
- g) performs legal tasks relating to movable and immovable property owned/managed by the University, including participation in the necessary consultations, liaising with the owner, drafting contracts,
- h) provides legal support concerning commitments and other processes relating to the management of the University's business interests,
- i) draws up regulations on the University's contracting system and monitors its implementation,
- j) under the direction of the Chancellor, manage the constitutional and statutory documents of the companies set up with the University's ownership and the legal aspects of their administration; shall be responsible for keeping up-to-date primary data on the companies and managing declarations of conflict of interest,
- k) at the request of the different departments in the fields of civil law and economic affairs, ensuring the coordination of draft internal regulations within the University and contributing to the preparation of a single proposal,
- l) on request, carry out the codification tasks relating to the drafting of internal regulations drawn up by the departments of the various branches of civil law and economic law, including the purpose of the regulation and the regulatory concept, by examining the consistency of the proposed draft with the legislation in force and with other internal regulations,
- m) when preparing draft legislation affecting the University, taking part in consultations with the body responsible for preparing legislation on civil and commercial law and cooperating with the other departments,
- n) prepare the necessary amendments to the University's constituent documents and coordinating them with the Board of Trustees,

- o) in the case of a single-member company, is responsible for the preparation of the Remuneration Code,
  - p) carries out the preparatory tasks and coordinate the other activities necessary for the legal preparation of the management of the University's assets and property in order to fulfill its tasks concerning the management of the University's assets;
  - q) registers the University's immovable property,
  - r) provides information on the University's property,
  - s) works closely with the Legal Director of the Legal Representation,
  - t) obtains the owners' consent, as required, for investments, renovations, tenders, and other activities relating to the University's property.
- (5) The Directorate for Litigation, as a department of the Directorate-General for Legal Affairs and Administration, shall carry out the University's litigation activities, cooperating in the management of claims for damages relating to health care activities with the expert body whose tasks and powers are specified in paragraph 6. The Litigation Directorate shall, under the authority of the Director be responsible for the following:
- a) performs the professional and administrative legal tasks of the prevention and settlement of civil, criminal, labor and administrative litigation and the enforcement of decisions in litigation concerning the University, primarily through the services of an in-house legal adviser,
  - b) coordinates the tasks of the legal advisers in his or her organization and ensuring the appropriate allocation of cases,
  - c) proposes the representation of claims for damages in connection with healthcare activities by a law firm instructed by the lawyer, where the nature, complexity, or specialized needs of the case so warrant,
  - d) maintains and keeps up to date on the University's litigation register,
  - e) liaises with the departments and clinics involved in litigation and non-litigation proceedings, from whom it is entitled to request the data and documents necessary for the performance of its tasks, in the course of which the departments have a duty of cooperation, and in this context provide the necessary data and document(s) to the Directorate for Litigation with due regard to the time limits applicable in the proceedings,
  - f) liaises with the competent authorities, courts and other bodies, lawyers and law firms having contractual relations with the University,
  - g) works in close cooperation with the Director of Civil and Commercial Law, who shall exercise the right of professional approval for procedural acts and submissions of substance relevant to the case, in particular in the case of applications, appeals, litigation or out-of-court settlements, or termination of proceedings,
  - h) in the event of a patient complaint, or where a patient complaint is made together with a claim for compensation, is to take a position in cooperation with the Center for Data Protection and Patients' Rights,



- i) in labor law matters, the Directorate-General for Human Resources Management shall give their opinion and position on the subject matter,
  - j) cooperates with the Directorate for Finance to ensure that litigation payments are made on time.
- (6) For the handling of claims for damages in connection with health care activities, a Personnel Expert Preparation Board (PERSZE) shall be set up, consisting of:
- a) one person appointed by the Rector, who shall be a forensic medical expert with a degree in law and a medical doctor whom the University employs,
  - b) one person with a medical degree appointed by the Rector,
  - c) the head of the department (clinic) concerned,
  - d) the Director-General for Legal Affairs and Administration.
- (7) Duties of the expert panel:
- a) to prepare a position statement and expert opinion on professional issues concerning the management of legal processes within the specified procedural time limit, to formulate questions to the persons involved in the procedure, to examine the professional soundness of the position of the clinic concerned;
  - b) deciding on litigation strategy issues affecting the outcome of the case, particularly the decision to enter into or settle the case, appeal, or withdraw from the case.
  - c) take decisions on actions and matters of a litigation strategy to be taken as a full panel, and on medical issues in damages actions to be taken by the persons referred to in paragraphs 6 lit. (a) to (c),
  - d) in the event of a settlement, to decide on the amount of the settlement,
  - e) the Directorate shall carry out its administrative functions and prepare its decisions for Personnel.
- (8) The Director of Legal Management shall be responsible for the legal aspects of clinical research:
- a) shall manage the conclusion of contracts and framework cooperation agreements to further the objectives of the Clinical Research Coordination Center,
  - b) providing legal advice to the investigators, researchers and the departments concerned,
  - c) negotiating with the representatives of the Contracting Authority on the specific legal content of the contracts, ensuring that the negotiated terms and conditions in the interests of the University are complied with and that professional integrity is guaranteed,
  - d) prepare the data protection provisions of the clinical research contract, consult and cooperate with the Data Protection and Patient Rights Center on data protection issues,
  - e) at the request of the investigators and/or service providers, conduct the necessary professional, legal and financial-economic consultations for contract amendments and ensure that they enter into force,
  - f) managing the overall legal functions of clinical research trial contracts in collaboration with the Director of Education and Health Law.

(9) The Center for Organization and Administration shall:

- a) support the University's administrative processes, operate the University's electronic records management system and maintain the records and database related to the records management system;
- b) prepare strategic and development plans and methodological guidelines for the operation of the University's unified records and document management system;
- c) develop the professional conditions necessary for electronic administration, providing methodological support to the departments in the processes of electronic administration, and operating the University's administrative gateway;
- d) ensure the structure and continuous updating of the content of the website of the Directorate-General for Legal Affairs and Administration, the publication of documents expressing organizational policy and of the normative internal regulations, the GIP, the rules and instructions;
- e) coordinate the forwarding of mail to the central mailbox;
- f) keep a register of the University's stamps used for issuing and authorizing documents,
- g) provide professional support and guidance in the performance of the document management tasks of the University's departments, in particular in the management of the disposal of documents and their transfer to the Central Archives;
- h) to carry out the full range of records management, document management and mail management tasks of the St. Rókus's Clinical Unit.

(10) Data Protection and Patient Rights Center:

- a) The Data Protection and Patient Rights Center shall be an autonomous unit of the Directorate-General of Legal and Administrative Affairs, which shall carry out the University's legal functions relating to data protection and patient rights under the professional direction of the Director-General of Legal and Administrative Affairs and under the leadership of the Director of Privacy and Patient Rights.
- b) Tasks of the Data Protection and Patient Rights Center:
  - ba) to investigate, respond to or provide legal assistance in the resolution of privacy and patient rights complaints received by the Rector, the Chancellor, the Clinical Center Chair, or University departments,
  - bb) to ensure the University's data protection system, preparing guidelines on the practice of internal procedures related to data protection and patients' rights (health record-keeping, release of health data, complaint handling);
  - bc) to prepare legal opinions concerning requests from departments concerning data protection and patients' rights;
  - bd) is participating in giving expert opinion on the provisions on data management in contracts received by the University;
  - be) is providing the Director-General for Legal Affairs and Administration with advice on the feasibility of data requests in the public interest;

- bf) is assisting the department or law firm representing the University in the preparation of litigation and out-of-court settlements concerning patient care;
  - bg) is liaising and cooperating, as necessary, with the University's Privacy Officer;
  - bh) keeps and maintains the University's data management records;
- liaises with the University's patient rights representatives.

*Article 66 [Special provisions for the Directorate-General for Legal Affairs and Administration]*

- (1) Equal Opportunities Coordinators shall perform their duties under the direct authority of the Director-General for Legal Affairs and Administration.
- (2) The detailed definition of the tasks of the equal opportunities coordinators and the rules governing the performance of equal opportunities-related tasks throughout the University, including the rules governing the powers and procedures of the committees established by the Senate to perform specific equal opportunities-related tasks, shall be set out in the Equal Opportunities Regulations to be prepared by the Director-General of Legal and Administrative Affairs.

*Article 67 [Status and tasks of the Directorate-General for Technical Affairs]*

- (1) The Directorate-General of Technology shall be the central functional and service-providing organizational unit of the University with autonomous framework management, which shall organize and perform the University's operational and internal service functions under the direct control of the Chancellor.
- (2) <sup>30, 31</sup>The Directorate-General of Technology shall prepare the plan for and manage the implementation of the University's operational, management and service development activities, excluding IT operational and service development activities, and shall ensure the smooth, orderly, and professional operation of the University's departments by performing these tasks. In the implementation of the operational, operational and service development plan, it continuously manages and organizes the technical, operational and internal service tasks of the University, ensures the operation of the University's vehicle fleet, the performance of internal removal and transport tasks, the performance of the operational tasks of the office vehicles, the operation of the drivers' service, and takes the necessary decisions within its own competence.

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<sup>30</sup> Modified by Senate Decision No. 100/2021 (30 September) Annex Article 1 paragraph (6). Effective from: 02 October 2021

<sup>31</sup> Modified by Senate Decision 44/2022. (23 June) Annex 1 Article 2 paragraph (1) Effective from: 01 July 2022

- (3) Ensures the operation of the Environmental Management (KIR) and Energy Management (EIR) Systems in relation to the University's Integrated Management System (IIR), supervises the work of the University Environmental Management Manager and the University Energy Management Manager.

*Article 68 [Organizational structure of the Directorate-General for Technology]*

- (1) The Head of the Directorate-General for Technology shall be styled the Director-General for Technology.
- (2) The organizational units of the Directorate-General of Technology are as follows:
- a) Directorate for Facilities Development and Management,
  - b) Safety Technology Directorate,
  - c) <sup>32</sup>
  - d) Directorate of Services.

*Article 69 [Tasks of the departments of the Directorate-General for Technical Services]*

- (1) The Directorate for Facilities Development and Management shall be headed by the Director for Facilities Development and Management, whose duties shall include:
- a) preparing the annual investment and maintenance plan,
  - b) technical planning and management of investments, renovations and construction work,
  - c) the technical operation and maintenance of the University's facilities and equipment, excluding hospital, medical and teaching equipment and facilities management services: fault repair, maintenance, maintenance and repair of special equipment,
  - d) the provision of the data and accounts required by law and grant agreements, and the preparation of financial settlements,
  - e) providing and monitoring the University's energy and utility supply, technical operation of the University's energy management system,
  - f) the maintenance and supervision of the University's passive property, whether used for storage purposes only or not.
- (2) The Safety Technology Directorate shall be headed by the Director of Safety Technology and shall have the following basic tasks:
- a) security tasks: implementation and organization of property protection, occupational safety, fire protection, disaster prevention, civil protection, environmental protection and event security
  - b) Carrying out and organizing standardization reviews for contact, fire and lightning protection.

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<sup>32</sup> Repealed by Senate Decision 100/2021. (30 September) Annex, Article 1 paragraph (7) Effective from: 02 October 2021

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(4) The Service Directorate is headed by the Service Director and is responsible in particular for:

- a) ensures operational conditions (in particular cleaning, textile cleaning and repair, catering, medical and gas supply, park maintenance, organizing, ensuring and providing postal services),
- b)<sup>34</sup>
- c)<sup>35</sup>
- d) the operation of facilities not belonging to other departments owned or managed by the University which accommodate the above functions
- e) the operation of a dispatching center for the organization and registration of the services of the Directorate-General for Technical Services (Operational Control Center, OIK),
- f) operation and management of the University resorts, handling administrative matters related to guest traffic.

*Article 70 [Special rules for the Directorate-General for Technical Affairs]*

- (1) To operate the Energy Management System, the University shall set up a working group called the "Energy Management Group," the head shall be appointed by the Chancellor. The working group shall be responsible for organizing the EIR System processes and conducting internal audits. The documentation system for the EIR processes is contained in the Integrated Governance Manual.
- (2) The Directorate for Facilities Development and Operations carries out its tasks relevant to the University's strategy in cooperation with the Vice-Rector for Strategy and Development and is kept informed.

*Article 70/A [Status and responsibilities of the Directorate-General of Information Technology]<sup>36</sup>*

- (1) The Directorate General of Information Technology is the central functional and service unit of the University, under the direct control of the Chancellor, which organizes and performs the IT operational and service tasks of the University, and has an autonomous framework management.

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<sup>33</sup> Repealed by Senate Decision 100/2021. (30 September) Annex, Article 1 paragraph (8) Effective from: 02 October 2021

<sup>34</sup> Repealed by Senate Decision 44/2022. (23 June) Annex 1 Article 2 paragraph (2) Effective from: 01 July 2022

<sup>35</sup> Repealed by Senate Decision 44/2022. (23 June) Annex 1 Article 2 paragraph (2) Effective from: 01 July 2022

<sup>36</sup> According to Senate Decision No. 100/2021. (30 September) Annex, Article 1 paragraph (9) Effective from: 02 October 2021

- (2) The Directorate-General for IT shall prepare the plan for the University's IT operation, service and service development activities and manage the implementation of the relevant tasks, and by performing these tasks, shall ensure the smooth, orderly and professional operation of the University's IT infrastructure, make the necessary decisions in consultation with the professional areas, and coordinate the activities of the IT service units operating within the University's organizational units.

*Article 70/B [Tasks and organizational structure of the Directorate-General for Information Technology]<sup>37,38</sup>*

- (1) The Head of the Directorate-General for Information Technology shall be styled as the Director-General.
- (2) The Deputy Director-General for Information Technology shall be the Deputy Director-General. In their joint absence, the Director-General for Informatics may issue specific instructions for exercising powers relating to the deputizing arrangements.
- (3) The departments of the Directorate-General for Informatics are the following:
- a) Directorate for IT Basis Infrastructure and Critical Applications,
  - b) Directorate for IT Customer Support,
  - c) Directorate for IT Development.
- (4) The departments of the Directorate-General for Information Technology, as defined in paragraph (3), shall be headed by Directors.
- (5) The functions of the Directorate-General for Information Technology shall be:
- a) General tasks of the Directorate-General for Informatics:
    - aa) Organize and manage the operation of the University's IT infrastructure and supervise the employees involved in the operation of the IT infrastructure. The supervision shall also cover staff not members of the staff of the Directorate-General for Informatics but are involved in the operation and development of the university IT infrastructure in order to ensure the integrity of the university IT infrastructure.
    - ab) Developing the IT and communication technology development plan, implementing the tasks necessary to implement the strategy adopted by the University, and creating the necessary regulatory environment.

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<sup>37</sup> According to Senate Decision No. 100/2021. (30 September) Annex, Article 1 paragraph (9) Effective from: 02 October 2021

<sup>38</sup> Modified by Senate Decision No. 139/2021. (20 December) Annex 1 Effective from: 01 January 2022

- ac) Plan and implement the budget for the IT operation and development tasks, manage the resources allocated to the tasks, and report on implementing the relevant part of the budget as part of the annual financial report.
- ad) To supervise the professional management of IT procurement at the University, maintaining the integrity of the University's IT infrastructure.
- ae) Organizing and managing the tasks of the Directorate-General for Informatics in university projects jointly implemented by several university departments and representing the Directorate-General in these projects
- af) in order to keep abreast of changes in the IT operating environment, ensure, in cooperation with the other university departments, the continuous training and motivation of the Directorate-General 's staff, as well as the development and, where necessary, the restructuring of the organization established in order to maintain adequate support structures,
- ag) through the Information Security Officer, perform tasks related to protecting the university's electronic information systems.
- b) The Directorate for Core IT Infrastructure and Critical Applications shall operate the University's core IT infrastructure, including the physical network infrastructure and the critical applications. The Directorate documents, prices, and coordinates with other elements of the University IT Operational Plan the operational tasks and the technical content of operational procurements and organizes the operation with external or internal resources. In carrying out these tasks, it shall ensure the following:
  - ba) the operation of the central IT infrastructure (network, servers, storage, backup systems),
  - bb) the operation of central IT applications (financial, educational, and medical systems),
  - bc) the operation of the university's generic collaboration solution,
  - bd) the operation of telecommunications, telecommunications,
  - be) licence management
  - bf) working with the development area by contributing resources to the development, implementation, and subsequent operation of the developed solutions as part of the IT infrastructure.
- c) The IT Customer Support Directorate is the integrated end-user support function for the University's IT services portfolio, ensuring
  - ca) the total central user management of access, user accounts, office collaboration systems, filing systems, and other business IT as part of the core IT infrastructure,
  - cb) providing on-site support for the learning of the use of clinical, educational and office tools, correcting possible errors in cooperation with other services of the Directorate-General, and participating in the organizational roll-out of improvements,
  - cc) develop, implement and subsequently operate, in cooperation with the development area, a customer support solution to support the University's IT functions coherently,
  - cd) liaising with and professionally coordinating, supporting, and supervising the performance of IT tasks by employees of the University who are not members of the staff of the Directorate-General for IT

- d) the Directorate for IT Development shall manage, organize and coordinate IT developments within the framework of or with their participation as follows:
  - da) liaising with departments with potential development needs,
  - db) providing business analysis and IT project support capabilities to business units requiring IT systems to formulate business needs,
  - dc) document, price, and align development needs with other elements of the University IT development plan,
  - dd) manage development with external or internal resources, subject to the availability of adequate budgetary resources,
  - de) ensure the organization of implementation, education, and training tasks in cooperation with the department requiring the development.
  - df) Collaborate with the Customer Support and Core Infrastructure Operations Directorates on development projects, and transfer the results of development projects to them for use and operation
- (6) The Directorate-General for Information Technology shall maintain continuous liaison and cooperation with the University Data Protection Officer through the Information Security Officer. In response to a request from the DPO, the Information Security Officer shall, with simultaneous notification to the Director-General of IT, send a reply within the time limit specified by the DPO.

*Article 70/C [Directorate-General for Marketing and Communication]<sup>39</sup>*

- (1) The Directorate-General for Marketing and Communication (hereinafter referred to as the Directorate-General for Marketing and Communication) shall be a department under the direct control of the Rector, with autonomous framework management powers, whose tasks shall include, in particular, the University's press activities, communication tasks, specific University tasks related to the organization of major events, the cultivation of the University's traditions as a result of communication and event organization activities, and the development of a uniform image for the University's national and international image. The MKFI is responsible for the institution's general PR and marketing activities.
- (2) The MKFI is headed by the Director-General.
- (3) The Directorates under the MKFI are:
  - a) Communications Directorate,
  - b) Directorate of Event Management,
  - c) Directorate of Semmelweis Brand and Marketing.

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<sup>39</sup> According to Senate Decision No. 100/2021. (30 September) Annex, Article 1 paragraph (10) Effective from: 02 October 2021



- (4) Directorate for Communication (hereinafter referred to as the KI) acts under the direct control of the Directorate-General for Marketing and Communication, headed by the Director.
- (5) The tasks of the KI are in particular:
- a) designing the image of the website system, creating sub-sites in the central website system, providing technical support for the maintenance of sub-sites, developing the functionalities of the central website system in cooperation with the Directorate-General for Information Technology,
  - b) producing and maintaining the content of the central website in Hungarian and English,
  - c) maintaining the content of the news portal in Hungarian and English,
  - d) fostering the University's Hungarian and international press relations, organizing central press events, organizing interviews, providing professional support for press events of the University units, generating positive press news, maintaining contact with the press, and providing continuous, controlled information to the media, coherent with the institutional objectives,
  - e) collecting press releases about the University, monitoring press coverage, digital archiving of releases,
  - f) editing the Semmelweis University Newspaper, under the responsible publishing authority of the Rector or the person designated by them, and writing articles,
  - g) editing and maintaining central university PR publications in Hungarian and English, excluding publications for the international market,
  - h) production of photos, videos, short educational and PR films, support for their production in other areas, participation in the preservation of the University's material monuments by building up the University photo archive,
  - i) carrying out press communication tasks related to the person and responsibilities of the Rector and the Chancellor,
  - j) managing the University's social media sites in Hungarian and English,
  - k) managing, monitoring, planning, and organizing the general public relations and marketing activities of the institution,
  - l) developing creative concepts and strategies, planning and implementing campaigns to support the image of Semmelweis University,
  - m) assisting the Rector and the Chancellor in internal and external communication,
  - n) to carry out international marketing and communication activities in support of the University's international communication and marketing strategy, visibility and reputation, in particular, the content editing and formatting of social media platforms and international press communication; and to contribute to the production of the University's major international publications and audiovisual materials,
  - o) to ensure the unified presentation and communication of the University at home and abroad, and to coordinate the University's marketing and public relations activities.
  - p) producing articles and photographs for University events, subject to the "Communication Regulations" provisions.

- (6) Directorate for Event Management (hereinafter referred to as the RI) acts under the direct control of the Directorate-General for Marketing and Communication, headed by the Director.
- (7) The tasks of the RI are in particular:
- a) the organization and management of the University's central events, and professional support for the organization of other events,
  - b) prepare the presentation of University insignia and badges at University events, including their maintenance and the storage of copies of the robes and decorations,
  - c) the RI shall be responsible for the professional organization of University events and the proper coordination of all University events,
  - d) the RI shall be responsible for the professional coordination of the University's central events and the University's protocol tasks,
  - e) the RI is responsible for the formulation and implementation of a coherent event management strategy, the definition of the University events calendar, and the development of a creative concept for the University's flagship events.
- (8) Directorate of Semmelweis Brand and Marketing (hereinafter referred to as the SBMI) acts under the direct control of the Directorate-General for Marketing and Communication, headed by the Director.
- (9) The tasks of SBMI include in particular:
- a) designing the unified university image, preparing the designs of the image elements for the Rector's approval,
  - b) validation of the use of the identity elements,
  - c) the ongoing maintenance of the Design Manual,
  - d) the operation of the university souvenir system, the design of representative university souvenirs, and the production of samples,
  - e) examining, based on requests from the departments, the legal use of the image elements by third parties outside the University and preparing a proposal for a decision to the Rector,
  - f) to exercise the right of prior control and approval over the activities of the Directorates of the Directorate-General of Marketing and Communication, the Alumni Directorate, the Directorate of International Relations, the Student Self-Government, and Semmelweis Publishing and Multimedia Studio Ltd. in connection with the use of the University's corporate design elements in order to ensure the uniform appearance of the University.

*Article 71 [Status of the Audit Directorate]*

- (1) The Audit Directorate shall be the central functional unit of the University, which shall perform internal audit tasks related to the management and operation of the University under the direct governance of the Chancellor.
- (2) The Head of the Audit Directorate shall be the Director.

*Article 72 [Tasks of the Audit Directorate]<sup>40</sup>*

The functions of the Audit Directorate shall be the following:

- a) inform the Chancellor of the findings of the audit activity and initiate, if necessary, taking into account paragraph (2) of Article 73, measures to be taken by the heads of the departments concerned,
- b) at the request of the Chancellor, carry out (target) audits of the University's departments and the institutions maintained or managed by the University, with the proviso that the Rector may request the Chancellor to carry out (target) audits in the case of the Rector's responsibilities, and the President of the Clinical Center may request the Chancellor to carry out (target) audits in the case of the Clinical Center's responsibilities,
- c) carry out internal audits based on an annual audit plan approved by the Rector, the Chancellor, and the Public Benefits Committee,
- d) to give opinions and suggestions and provide expert support in the context of its advisory activities on request in order to assist the University in its operations and the further development of its internal control systems,
- e) to carry out the tasks assigned to it by the Internal Audit Manual.

*Article 73 [Specific provisions concerning the Audit Directorate]<sup>41</sup>*

- (1) The Audit Directorate shall have audit powers over all the activities of the University, in particular, the planning, use, and accounting of budget revenue and expenditure and the management of its assets and resources. The Audit Directorate's assurance and advisory activities include formulating findings and recommendations on compliance with legislation and internal rules, planning, management, and the performance of public tasks, recorded in an audit report.
- (2) The Audit Directorate shall send its reports directly to the Chancellor. In case the audit findings require action, the Chancellor shall send a letter of follow-up to the heads of the departments audited and of the other areas identified for action in the audit report, inviting them to draw up an action plan based on the findings and recommendations contained in the audit report.

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<sup>40</sup> Modified by Senate Decision No. 139/2021. (20 December) Annex 1 Effective from: 30 December 2021

<sup>41</sup> Modified by Senate Decision No. 139/2021. (20 December) Annex 1 Effective from: 30 December 2021

- (3) The Audit Directorate shall prepare an internal audit manual containing the audit methods and procedures for internal audit with the approval of the Chancellor.

*Article 74 [Directorate of Student Residences (dormitories)]*

- (1) The Board of the Student Residences and Dormitories (hereinafter in this section also referred to as: KI) is the central functional department of the University, responsible for the operation and management of the dormitories, specialized dormitories and nursing homes and for certain tasks related to student talent management.
- (2) The Rector shall govern the KI. The Rector shall be assisted by the Vice-Rector for Education in exercising their management powers.
- (3) The Director and the central departments under the direction of the Chancellor shall cooperate to perform the tasks related to the management of the KI.
- (4) The KI is headed by a Director.
- (5) The KI shall be an autonomous department with budget management powers.
- (6) Tasks of the KI are as follows:
  - a) to promote the process of students' intellectualization, the development of a value-creating, creative way of life, i.e., the development of a professional and cultural unit within the university, whose task is to promote the education and personal development of students,
  - b) in addition to the primary service, to help students, as far as possible, to complete their studies, develop their talents, educate themselves, cultivate their culture, exercise, strengthen their opportunities, and spend their leisure time in a meaningful way,
  - c) the vocational colleges aim to provide high-quality professional training by developing their professional program, helping to nurture the talents of outstanding students, promoting their role in public life, creating the material and personal conditions for preparing them for intellectual tasks, and educating intellectuals who are sensitive to social problems and professionally demanding,
  - d) to ensure appropriate communication and information flow between the University's teaching, scientific, research, service, and functional departments and the individual colleges and specialized colleges,
  - e) the Chancellor, with the assistance of the central departments under their control and through them, ensures that the minimum requirements set out in Government Decree 87/2015 (IV.4.) are met, and that without prejudice to the provision of accommodation, furthermore
  - f) without prejudice to the provision of accommodation in halls of residence for students in higher education, use the available accommodation in halls of residence in accordance with the accommodation service specialization.

(7) The special task of the KI is to nurture the talents of students with high potential, to provide and promote opportunities for professional training and self-training, to educate an intellectual layer committed to society, to ensure autonomy, to operate the professional colleges, to support the development of its own high-quality professional program, and to provide and ensure quality professional training.

(8) Organizational units of the KI:

- a) Balassa János Student Residence,
- b) id. Bókay János Student Residence,
- c) Kátai Gábor Student Residence,
- d) Markusovszky Lajos Student Residence,
- e) Selye János Student Residence,
- f) Petó András Student Residence,
- g) Korányi Frigyes Specialized Student Residence,
- h) Semmelweis Ignác Specialized Student Residence,
- i) <sup>42</sup>Selye János Specialized Doctoral Student Residence,
- j) Nurses' Residence.

(9) Tasks of the Student Residences:

- a) Their basic tasks are to provide accommodation and suitable learning conditions for students participating in higher education vocational training, bachelor's, master's, and doctoral studies for a fee during training.
- b) In addition to their essential services, the halls of residence shall, as far as possible, help students to complete their studies, contribute to the development of their talents, their self-training, their education, their physical education, their physical activity, their opportunities and their leisure time.
- c) The Student Residences shall cultivate and develop the traditions of the colleges. They shall promote and develop the necessary skills and competencies for civic engagement by providing a system of self-governance based on student autonomy, conflict and problem-solving, democratic behavior, and building on student self-activity

(10) Tasks of Specialized Student Residences

- a) The University, building on the general principles of Student Residences, shall operate a qualified Student Residences to promote the training of intellectuals with a human and ethical approach based on sound professional foundations and ensure the supply of the University's teaching and research staff.
- b) The task of the specialized Student Residences is to provide high-quality professional education by developing their professional program, helping to nurture the talents of

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<sup>42</sup> Modified by Senate Decision No. 139/2021. (20 December) Annex 1 Effective from: 30 December 2021

outstanding students, promoting their public role, creating the material and personal conditions for preparing them for intellectual tasks, and educating intellectuals who are sensitive to social problems and professionally demanding.

- (11) The KI's Rules of Procedure shall contain the principles of the democratic functioning of specific forums and bodies related to the operation of the students' community life and the rights and responsibilities exercised jointly by the KI and the Student Self-Government in this area.

*Article 75 [Center for Physical Education and Sport]*

- (1) Center for Physical Education and Sport (hereinafter referred to in this Article as: TSK) is a central academic and research unit whose primary task is to perform tasks related to university sport and physical education integrated into the curriculum.
- (2) The TSK is governed by the Rector. The Rector shall be assisted by the Vice-Rector for Education in exercising their management powers.
- (3) The Director and the central departments under the direction of the Chancellor shall cooperate to perform the tasks related to the operation of the TSK.
- (4) The TSK is headed by a Director.
- (5) The TSK shall be a department with autonomous budgetary powers.
- (6) The TSK shall be responsible for organizing physical education classes for students and other tasks related to recreational and competitive sports at the University and within the University, including the operation of sports facilities.

*Article 76 [Central Archives]*

- (1) The Central Archives shall be a central functional department of the University with autonomous budget management powers.
- (2) The Central Archives shall be jointly governed by the Rector and the Chancellor.
- (3) The Central Archives shall be headed by a Director.
- (4) The collection of the Central Archives is open to the public.
- (5) The Rector shall direct the following professional tasks of the Central Archives:
- a) to preserve the source base of the University's history, documents, and images forming part of the national heritage

- b) in addition to the archives of the University and its predecessor institutions, it manages the old archives, personal legacies, and material memories
  - c) ensure the development of the collection and the publication of historical sources.
- (6) The Central Archives shall act in particular:
- a) as a central functional unit of the University, to collect, research, organize, register, and make available archival material relating to the University,
  - b) where necessary, to ensure the searchability of documents held in the archives,
  - c) perform the storage and archiving tasks required by the legislation in force.

*Article 77 [Central Library]*

- (1) The Central Library shall be a specialized public library operated by the University with national functions, which shall be the professional and methodological center of the faculty, departmental, and group libraries operating at the University. It shall perform the tasks prescribed for libraries providing the National Document Supply System services. The Central Library is responsible for providing the University's citizens with an appropriate library, information, teaching, and research support services. The Central Library is a central organizational unit under the direct control of the Rector, with autonomous management powers.
- (2) The Deputy Rector for Science and Innovation shall assist in the exercise of the Rector's management powers and shall supervise, in particular, the definition of the Library's professional strategic tasks and the professional directions of its development, the definition of the content of the professional tasks laid down by law, the monitoring of their implementation and the control of professional activities.
- (3) The Director and the central departments under the Chancellor's authority shall cooperate to perform the tasks related to the operation of the Central Library.
- (4) The main tasks of the Central Library shall be the following:
  - a) a central service unit, a public university library, which serves the higher education, research, and medicine in the fields of science taught and researched at the University,
  - b) collecting, researching, and making available documents in traditional and electronic formats of national and international literature,
  - c) cooperating with other libraries in order to make use of the national and foreign information system,
  - d) coordinate the activities of the university library network and library information services,
  - e) coordinating the operation of the University library system, including the professional supervision of the faculty libraries and the libraries of the individual departments.

*Article 78 [Status of the Teacher Training Center]*

- (1) The Teacher Training Center shall be an academic and central service unit under the direct control of the Rector, with autonomous budget management powers.

*Article 79 [Tasks of the Teacher Training Center]*

Tasks of the Teacher Training Center:

- a) to coordinate the professional, content-related, organizational, and academic tasks of teacher training at the University, and to cooperate and coordinate with the competent faculties on an ongoing basis,
- b) and to organize the theoretical and practical training.

*Article 80 [Special provisions for the Teacher Training Center]*

- (1) The Teacher Training Center shall operate under the direct professional supervision of the Dean of the faculty or faculties involved in teacher training.
- (2) The Teacher Training Center shall have a Steering Committee consisting of the Chancellor, the Deans of the faculties involved in teacher training, and the Head of the Teacher Training Center to coordinate professional supervision.

*Article 81 [The Rector's Cabinet]*

- (1) The Rector's Cabinet shall be an organizational unit under the direct control of the Rector, assisting and cooperating in the exercise of the Rector's powers and responsibilities as defined by law, the Organizational and Operational Rules, and other duties, and preparing, commenting on, proposing and administering strategic decisions in this regard. The Rector's Cabinet has autonomous budgetary powers.
- (2) The Vice-Rector shall participate in the work of the Rector's Office, and, by order of the Rector, the Rector's advisor, the Rector's commissioner, and the head of the organizational unit appointed by the Rector may participate in the work of the Rector's Cabinet.
- (3) The Rector's Cabinet carries out the following additional duties in particular:
  - a) strategic decision-preparation and implementation monitoring, directly supporting the work of the Rector, the Vice-Rectors and the Rector's advisory bodies,
  - b) elaborating concepts, organizational and operational development, and other analyzes and proposals on professional issues within the Rector's remit,
  - c) advising the Rector, giving preliminary opinions on the soundness of draft decisions, and giving opinions on concepts,
  - d) preparing decisions, proposals, and resolutions of the Rector and certain management bodies chaired by the Rector, and monitoring the implementation of decisions,



- e) concerning the objectives set by the Rector for the core activities, to contribute to the determination of the need for the financial and other resources required to achieve them, to monitor the proposals and data of the economic area, to process them for the Rector, to maintain constant contact with the departments under the Chancellor's control and to represent the Rector in their dealings,
- f) assisting the Rector and Vice-Rectors exercising their managerial functions and powers, acting on their behalf, departments they manage, supervise, and other departments and managers,
- g) coordinating the performance of the activities falling within the Rector's remit;
- h) assist or support a department, except those managed by the Chancellor, in performing their duties, based on an individual decision of the Rector
- i) performing coordination tasks related to the operation of the Semmelweis College of Professors;
- j) preparing meetings and discussions chaired by the Rector,
- k) carrying out tasks relating to the Rector's external appearances, in particular international appearances,
- l) organizing, liaising and administrative tasks relating to the activities of the Rector and the Vice-Rectors, and providing the duties of the Rector's secretary,
- m) <sup>43</sup>tasks related to the operation of the Family Friendly Program of Semmelweis University,
- n) tasks supporting the work of the Public Benefit Supervisory Committee.

(4) The Head of the Rector's Cabinet is styled as the Head of Cabinet.

(5) The Deputy Head of the Cabinet shall be the Deputy Head of the Cabinet, to whom the provisions applicable to the Head of the Cabinet shall apply.

(6) The following are the organizational units of the Rector's Office

- a) Rector's Office,
- b) General Secretariat of the Senate,
- c) Rector's Secretariat,
- d) Secretariat of the Vice-Rector,
- e) <sup>44</sup>Vice Rector for Science and Innovation and Business Development Center
- f) Office of the Vice-Rector for Strategy and Development,
- g) <sup>45</sup>Family-friendly University Center,
- h) Directorate for International Relations.

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<sup>43</sup> Modified by Senate Decision No. 139/2021. (20 December) Annex 1 Effective from: 30 December 2021

<sup>44</sup> Modified by Senate Decision No. 70/2022. (26 September) Annex 1 Article 2 paragraph (5) Effective from: 15 October 2022

<sup>45</sup> According to Senate Decision No. 139/2021. (20 December) Annex 1 Effective from: 30 December 2021

- (7) The Office of the Rector's Cabinet shall perform the functions of the Rector's Cabinet which do not fall within the scope of the departments referred to in lit. (b) to (h) of paragraph (7). The Rector's Cabinet shall be led directly by its Head.
- (8) <sup>46</sup>The General Secretariat of the Senate shall be a department with an autonomous budget to assist the Secretary-General of the Senate in their duties as Secretary of the Senate.
- (9) <sup>47</sup>The Secretary-General of the Senate, as Secretary of the Senate, shall, under the direct authority of the Rector, perform the administrative and other duties concerning the functioning of the Senate, as provided for in these Regulations, in particular, the preparation and conduct of Senate meetings, preparation of minutes, drafting and signing of resolutions and the publication of resolutions.
- (10) The Secretary-General of the Senate shall also perform administrative, organizational, and other tasks related to the meetings and functioning of the Rectors' Conference.
- (11) The Rector's Secretariat shall be a central functional unit of the Rector's Office, under the direct control of the Rector.
- (12) The Rector's Secretariat shall carry out administrative, management, and administrative activities related to the work of the Rector, in particular preparatory, organizational, liaison and administrative tasks.
- (13) The Head of the Rector's Secretariat shall be the Head of the Secretariat.
- (14) The Secretariat of the Vice-Rector shall be a central functional unit of the Rector's Office.
- (15) The Vice-Rector's Secretariat shall ensure the administrative and management tasks concerning the General Vice-Rector, Vice-Rector for Education, Vice-Rector for Strategy and Development, and Vice-Rector for Science and Innovation; in particular, it shall perform primary, organizational, liaison, and administrative tasks.
- (16) <sup>48</sup>The Vice-Rector for Science and Innovation and Business Development Center is a central functional organizational unit within the Rector's Cabinet with an independent financial framework management, which performs decision-supporting, opinion-

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<sup>46</sup> Modified by Senate Decision No. 139/2021. (20 December) Annex 1 Effective from: 30 December 2021

<sup>47</sup> Modified by Senate Decision No. 139/2021. (20 December) Annex 1 Effective from: 30 December 2021

<sup>48</sup> Modified by Senate Decision No. 70/2022. (26 September) Annex 1 Article 2 paragraph (6) Effective from: 15 October 2022

forming and proposal-making activities in connection with the duties of the Vice-Rector for Science and Innovation, and carries out professional and organizational tasks related to the strategy for the exploitation of intellectual products and services created as a result of research, development and innovation activities at the University. The Vice-Rector for Science and Innovation and the Center for Business Development are guided by the Rector. The Vice-Rector for Science and Innovation shall assist the Rector in exercising their management powers. The Center for Vice-Rector for Science and Innovation and Business Development is headed by the Director.

(17) <sup>49</sup>The tasks of the Vice-Chancellor for Science and Innovation and the Center for Business Development are in particular:

- a) providing direct support to the Vice-Rector for Science and Innovation and, as necessary, to the Rector for matters within their remit;
- b) the Vice-Rector for Science and Innovation acting within the scope of their duties as defined in these Rules, prepares professional decisions related to their duties, gives opinions, makes proposals, monitors the implementation of the decisions;
- c) participates in the design and implementation of university-level research and development projects;
- d) the Deputy Rector for Science and Innovation, acting within the scope of his/her duties as defined in these Regulations, coordinating the university projects assigned to him/her, monitoring the implementation of the related operational tasks;
- e) supporting the operation of the standing and ad hoc committees for scientific research, and keeping records of the decisions taken in this area;
- f) liaising and cooperating with national and international organizations, internal university departments and their managers;
- g) compiling a portfolio of RDI products and services, competitive market analysis and financial modelling, in collaboration with University researchers and inventors;
- h) to identify industry players and financial investors interested in the portfolio and to establish sales opportunities;
- i) facilitating the creation of spin-off and partner companies;
- j) representing Semmelweis University at business development events,

(18) The Vice-Rector's Office for Strategy and Development is part of the Rector's Office, a decision-preparing, opinion-forming and proposal-making department.

(19) The tasks of the Strategy and Development Office include in particular:

- a) under the leadership of the Head of the Office, the Vice-Rector for Strategy and Development and, as necessary, direct support for the work of the Rector on matters within their remit,

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<sup>49</sup> Modified by Senate Decision No. 70/2022. (26 September) Annex 1 Article 2 paragraph (6) Effective from: 15 October 2022

- b) the Deputy Rector for Strategy and Development, acting within the scope of their duties as defined in these Regulations, to prepare professionally the decisions related to their duties, to give their opinion, to make proposals, to monitor the implementation of the decisions,
- c) contributing to the planning and implementation of development and other projects of strategic importance at university level, including the Semmelweis250 project, which fall within the remit of the Vice-Rector for Strategy and Development,
- d) supporting the operation of the standing and ad hoc committees related to scientific research, and keeping records of the decisions taken in this area;
- e) maintaining contacts and cooperating with national and international organizations, internal university departments and their heads;
- f) in cooperation with the University's researchers and inventors, compiling the portfolio of RDI products and services, competitive market analysis and financial modelling;
- g) identifying industrial players and financial investors interested in the portfolio and establishing sales opportunities;
- h) is the Quality Assurance Department, which continuously develops and operates the quality assurance system (MIR, ISO 9001, MEES) for all departments of the University, and for this purpose it conducts regular audits and organizes training courses.

(20) <sup>50</sup>The Family Friendly University Center is a central functional organizational unit within the Rector's Office, under the direct control of the Rector, with an autonomous budget management, which performs the tasks related to the operation of the Family Friendly University Program, in particular:

- a) tasks related to developing and ensuring employee well-being (Family Friendly University Program),
- b) the promotion of equal opportunities through the organization of various university services, programs, and training courses,
- c) tasks related to the organization of Employer Branding,
- d) tasks related to obtaining and managing certificates, building relationships with external partners,
- e) developing and operating a professional onboarding system,
- f) internal communication of the Family Friendly Program.

(21) <sup>51</sup>The Family-friendly University Center is headed by a Director.

(22) The Directorate of International Relations (hereinafter also referred to as NKI) is a central functional unit within the Rector's Cabinet, under the direct control of the Rector, with autonomous budget management, responsible for international strategy and

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<sup>50</sup> According to Senate Decision No. 139/2021. (20 December) Annex 1 Effective from: 30 December 2021

<sup>51</sup> According to Senate Decision No. 139/2021. (20 December) Annex 1 Effective from: 30 December 2021

cooperation, development of the University's international relations, international exchange/mobility programs, membership of international academic organizations, official travel of University leaders, and, within the framework of the international strategy, providing professional support and supervision of the faculties' international relations units and the University's international communication. The Director heads the Directorate for International Relations.

(23) The tasks of the NKI include in particular:

- a) defining the University's international strategy and development directions, as well as the professional content of international cooperation and agreements, and maintaining contacts with international partners,
- b) <sup>52</sup>
- c) the development of the professional content of international exchange programs and mobility programs,
- d) managing and monitoring their implementation,
- e) carrying out tasks related to membership in international higher education organizations,
- f) organizing international travel for university leaders,
- g) coordinating legal tasks related to the conclusion of international agreements,
- h) supporting and coordinating the professional activities of the departments concerning lit. (a) and (c) to (f).

*Article 82 [The Chancellor's Cabinet]<sup>53</sup>*

(1) The Chancellor's Cabinet is an organizational unit that prepares, gives opinions and makes proposals on strategic decisions related to the Chancellor's duties and the exercise of their powers, under the direct authority of the Chancellor.

(2) The functions of the Chancellor's Cabinet shall include in particular:

- a) to express opinions on strategic issues related to the organization of the Chancellor's powers and decision-making,
- b) advising the Chancellor based on the organizational information necessary to take the decisions falling within the Chancellor's remit,
- c) proposing to the Chancellor a negotiating position or assessing and analyzing the content of negotiating proposals,
- d) providing advice on operational management matters relating to the performance of the duties provided for by the law and the University regulations,
- e) drawing up or giving opinions, proposals, and analyzes on professional matters concerning the University and falling within the remit of the Chancellor.

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<sup>52</sup> Repealed by Senate Decision 100/2021. (IX. 30) Annex, Article 1 paragraph (11). Effective from: 02 October 2021

<sup>53</sup> Modified by Senate Decision No. 139/2021. (20 December) Annex 1 Effective from: 30 December 2021

- (3) The Head of the Chancellor's Office shall be the Head of the Office, who shall perform their duties under the direct authority of the Chancellor.
- (4) The Chancellor's Cabinet shall organize the management meetings the Chancellor holds.

*Article 83 [The Chancellor's Secretariat*

- (1) The Chancellor's Secretariat shall be a central functional unit of the University with autonomous management powers under the direct authority of the Chancellor.
- (2) The Chancellor's Secretariat shall ensure the administrative, management, and administrative tasks related to the work of the Chancellor, in particular primary, organizational, liaison, and administrative tasks.
- (3) The Head of the Chancellor's Secretariat shall be the Head of the Secretariat.

**12. Organizational framework for patient care**

*Article 84 [Legal status and functions of the Clinical Center]<sup>54</sup>*

- (1) A Clinical Center shall operate at the Semmelweis University as part of the University for the performance of health care service tasks, the coordination of patient care tasks, and the performance of training tasks, in the form of a legal entity, without performing the functions of a managing county institution. The Clinical Center provides the regional health service following the Health Care Act, participates in the care of patients at different levels of specialized care, and manages and organizes the medical activities of the University in connection with the provision of health care, clinical education, and organizes and carries out clinical scientific research. The clinical center also includes diagnostic and other departments related to the health service organization.
- (2) The University shall organize and the Clinical Center shall carry out the training of medical specialists, dentists, pharmacists, clinical psychologists, public health specialists, and other higher education graduates in health care, and shall contribute to the performance of these tasks.

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<sup>54</sup> Modified by Senate Decision No. 139/2021. (20 December) Annex 1 Effective from: 30 December 2021

- (3) The University shall contribute to regional health promotion activities and may, by agreement, participate in experiments on organizational restructuring and financing models.
- (4) The Clinical Center shall carry out forensic expert activities defined by law.
- (5) The Clinical Center shall consist of patient care units and other units.
- (6) The other departments are the Office of the President of the Clinical Center and the Directorate-General of Medicine.

*Article 85 [Management and administration of the Clinical Center]<sup>55</sup>*

- (1) The Rector shall exercise the maintainer's authority over the Clinical Center considering the powers of the Chancellor.
- (2) Prior to taking the initiative under the authority of the National Hospital Director-General, the President of the Clinical Center shall consult with the Rector during the preparatory stage, and the initiative shall require the prior consent of the Rector. If the initiative concerns the management or financing of the Clinical Center or other areas of the Chancellor's competence, the President of the Clinical Center shall consult the Chancellor prior to the intended initiative and the initiative shall require the prior financial countersignature of the Chancellor.
- (3) The Clinical Center is headed by the President, who is also heading the management of the health care service of the University. The President of the Clinical Center is responsible for the organization of the health services.
- (4) The President shall represent the Clinical Center independently and shall have the power of financial commitment following the provisions of the relevant Regulations and Policies. They shall act in their management capacity in consultation with the competent Vice-Rectors and the Deans of the Faculties, exercise their management authority under paragraph (1) and the university's strategic objectives.
- (5) The President of the Clinical Center and the Deputy Rector of the Clinical Center may be the same person, provided that all the conditions are met.
- (6) The work of the President of the Clinical Center may be assisted by a General Vice President and by a Vice President(s) entrusted with specific tasks within the competence of the President of the Clinical Center. The General Vice-President shall also be the

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<sup>55</sup> Modified by Senate Decision No. 139/2021. (20 December) Annex 1 Effective from: 30 December 2021

Director-General of Medicine, whose powers as Vice-President shall be laid down in the rules of procedure of the Clinical Center.

(7) The President and the central departments under the direction of the Chancellor shall cooperate to perform the tasks related to the operation of the Clinical Center.

(8) The President shall, in particular:

- a) organize and manage the health service at the University,
- b) organize and run the health care service at the University,
- c) to propose the conclusion of an agreement on changes in the provision of public health services,
- d) propose changes to the capacity and scope of the clinical center,
- e) directing the activities of the head of the patient care unit concerning their duties in the provision of health care services,
- f) professionally governing the health care-related tasks of the Pető András Rehabilitation and Health Care Department of the Center for Conductive Education,
- g) to exercise professional supervision over the health-care tasks of the School Health Service of the Center for Conductive Education,
- h) issues internal measures concerning patient care, in particular the imposition and lifting of bans on patient visits, and the ordering and monitoring of the implementation of decisions taken following official investigations,
- i) coordinates the provision of data and information on curative-preventive activities,
- j) manages the supply of medicines,
- k) authorizes clinical care for foreign nationals,
- l) participates in the organization of the University's clinical education activities,
- m) may carry out the following: education, research and curative-preventive medicine activities
- n) <sup>56</sup> may conduct clinical research with the approval of the Rector and keeps the Vice-Rector for Science and Innovation informed thereupon.

(9) In providing high quality and effective medical direction and leadership of clinical care, the Clinical Block Medical Directors assist the Clinical Center President in carrying out their duties as follows:

- a) Internal Clinical Block Medical Director,
- b) External Clinical Block Medical Director,
- c) Medical Director-General of the Pediatric Clinical Unit,
- d) Medical Director-General of the City Major Clinical Unit,
- e) Medical Director-General of the St. Rókus's Clinical Complex.

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<sup>56</sup> Established by Senate Decision No. 44/2022. (IV. 23) Annex 1 Article 1 paragraph (2) Effective from: 24 June 2022



- (10) The Chief Medical Director of all Clinical Blocks shall regularly report to the President of the Clinical Center on the tasks they have performed.

*Article 86 [Council of the Clinical Center]*

- (1) The Council of the Clinical Center (hereinafter referred to as "the Council") shall be the body of the Clinical Center that shall give opinions, make proposals and monitor the work of the Clinical Center.
- (2) The members of the Council shall be:
- a) the Rector,
  - b) the President of the Clinical Center,
  - c) the Vice-President of the Clinical Center,
  - d) members of the Presidium of the Clinical Center,
  - e) Heads of the departments providing health care services and conducting independent management within the Clinical Center,
  - f) one staff member delegated by the Staff Council who is a health care worker.
- (3) The following persons shall be invited to attend the meetings of the Council with the right to deliberate
- a) the Chancellor,
  - b) the Dean of the faculty concerned with the operation of the health care service or the person delegated by him/her,
  - c) the Director-General for Economic Affairs,
  - d) the Director-General for Human Resources,
  - e) the Director-General for Legal Affairs and Administration,
  - f) the Director-General of Technical Services,
  - g) <sup>57</sup> the Director-General for Information Technology,
  - h) <sup>58</sup> the Director-General for Marketing and Communication.
- (4) The President may invite other persons to attend meetings of the Board, with the right to be present, on a regular or ad hoc basis.
- (5) The meetings of the Board are chaired by the President. Provisions for the conduct of meetings are laid down in the rules of procedure of the Clinical Center.

*Article 87 [Presidency of the Clinical Center]*

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<sup>57</sup> According to Senate Decision No. 100/2021. (30 September) Annex, Article 1 paragraph (12). Effective from: 02 October 2021

<sup>58</sup> According to Senate Decision No. 100/2021. (30 September) Annex, Article 1 paragraph (12). Effective from: 02 October 2021

- (1) The President of the Clinical Center shall be assisted by the Presidency of the Clinical Center (hereinafter referred to as the "Presidency").
- (2) <sup>59</sup>The Board shall be a body of at least 11 members, headed by the President of the Clinical Center, which shall provide the President of the Clinical Center with professional and strategic guidance, opinions, proposals and control. The meetings of the Board shall be convened and chaired by the President of the Clinical Center. In this capacity, the President of the Clinical Center shall be responsible for ensuring the functioning of the Board, organizing and chairing its meetings, taking its minutes, writing up and circulating its proposals to the parties concerned and providing information. The members of the Board shall be the Vice-Chairman General, Vice-Chairman(s), a representative of the anaesthesiology and intensive care profession, and a representative of the Clinical Center's pharmaceutical supply unit. It shall ensure the involvement of a recognized representative of the university's staff in health economics and management studies in the work of the Board. Other members of the Bureau are proposed by the President of the Clinical Center in consultation with the Deans of the Faculties concerned and the Rector. The President finally appointed all members for a maximum of 5 years. The mandate is renewable. The selection of members shall consider the geographical location of the departments under the Clinical Center and the scope of the professional fields of care.
- (3) The following shall be invited to attend the meetings of the Bureau with the right to deliberate
  - a) the Rector and the Deputy Rector General,
  - b) the head of the Rector's Cabinet,
  - c) in professional matters concerning transplantation, the Director of the Department of Transplantation and Surgery or the person in charge of coordinating the transplantation activities of the University,
  - d) the Director of Health Network Management,
  - e) <sup>60</sup>any other person invited by the President.
- (4) The powers of the Presidency shall include, in particular, where they do not fall within the competence of any other body or person:
  - a) to make proposals on professional-strategic matters concerning the departments within the organization of the Clinical Center,
  - b) to propose directions for the professional development of the departments of the Clinical Center, for investments and participation in tenders relating to the provision of services,

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<sup>59</sup> Modified by Senate Decision No. 139/2021. (20 December) Annex 1 Effective from: 30 December 2021

<sup>60</sup> According to Senate Decision No. 139/2021. (20 December) Annex 1 Effective from: 30 December 2021

- c) proposing the organizational structure of the health service and the development of the organization of patient care,
- d) making proposals regarding the human and equipment needs of the medical services of the Clinical Center,
- e) to propose to the President of the Clinical Center the adoption of new procedures, subject to the provisions of the legislation in force, which will improve the quality of patient care.

*Article 88 [Office of the President of the Clinical Center]*

- (1) The Office of the Clinical Center President is the organizational unit of the Clinical Center, which shall assist the President in exercising their powers and performing the administrative tasks related to the performance of their duties, as defined by law, the Organizational and Operational Regulations, and other tasks. It shall be an organizational unit of the Clinical Center with autonomous budget management powers.
- (2) The Office shall be headed by a Registrar.
- (3) The duties of the Office shall include in particular:
  - a) organizes meetings of the Clinical Center and the advisory bodies Clinical Center President as defined in this Part, and organize the work related to the functions of the President,
  - b) prepares the decisions, proposals, and resolutions of the President of the Clinical Center and the Clinical Center,
  - c) participates in the preparation of regulations and instructions,
  - d) <sup>61</sup>prepares proposals for the Faculty Council, the Rector's Meeting and the Senate,
  - e) to carry out all the tasks assigned to the Director-General of Medicine by the President of the Clinical Center and in his capacity as Vice President General,
  - f) keep a record of the decisions of the Council and the Bureau of the Clinical Center and make them public.

*Article 89 [The Directorate-General of Medicine]*

- (1) The Directorate-General of Medicine shall be an autonomous organizational unit of the Clinical Center with framework management powers, responsible for managing certain professional activities related to the provision of health services.
- (2) The Directorate-General is headed by a Director-General of Medicine under the direct authority of the Clinical Center President.

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<sup>61</sup> Modified by Senate Decision No. 139/2021. (20 December) Annex 1 Effective from: 30 December 2021

- (3) The functions of the Directorate-General of Medicine shall be, in particular:
- a) to make strategic proposals in direct support of the work of the President of the Clinical Center,
  - b) to participate in the preparation of the budget of the Clinical Center,
  - c) to contribute to the preparation of projects aimed at the development of the Clinical Center,
  - d) to liaise with the departments under the authority of the Chancellor on behalf of the Clinical Center.
  - e) to coordinate the patient care activities of the departments of the Clinical Center.
  - f) to propose the content of professional procedures, processes, and protocols concerning the Clinical Center departments, to monitor patient care safety, and, if necessary, to propose to the President of the Clinical Center the necessary measures.
- (4) The departments of the Directorate-General of Medical Practice:
- a) <sup>62</sup> Directorate for Health Care Management and Development
  - b) Directorate of Nursing Management and Nursing Education
  - c) Directorate for Care Management

*Article 90 [Tasks of the Directorate for Health Care Management and Development]<sup>63, 64</sup>*

The Directorate for Health Governance and Development is an organizational unit of the Directorate General for Health, whose tasks include:

- a) it shall be responsible for tasks relating to the financing of the University's health activities,
- b) to prepare decisions for the Clinical Center
- c) to promote, through its financial and expert activities, the development of a uniform professional standard for the medical activities of the University,
- d) to examine and analyze the professional justification for investments and improvements to achieve strategic objectives,
- e) Through instrument management, it is responsible for the aggregation of the data of the legally required inventory of instruments, the up-to-date inventory of the University's medical equipment, as well as for the planning of instrument procurement, and for the regulation, management, coordination and control of instrument management tasks, under the direction of the Finance Directorate of the Directorate-General for Finance,
- f) to process patient care data for the performance report on publicly funded care provided by clinics and preparing the performance report to NEAK for submission to the Directorate-General for Economic Affairs via E-report, as required by law,

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<sup>62</sup> Modified by Senate Decision 44/2022. (VI. 23) Annex 1, Article 1 paragraph (3). Effective from: 24 June 2022

<sup>63</sup> Modified by Senate Decision No. 139/2021. (20 December) Annex 1 Effective from: 30 December 2021

<sup>64</sup> Modified by Senate Decision 44/2022. (VI. 23) Annex 1 Article 1 paragraph (4). Effective from: 24 June 2022

- g) propose the design of the internal accounting system of the Clinical Center and the application of the rules resulting from changes in the financing rules, in cooperation with the Controlling Directorate,
- h) assisting the University in complying with its current budget by providing services and advice to the clinics,
- i) monitoring the use of medicines at the University, developing proposals to ensure that this use is rational and can be financed,
- j) to carry out analytical activities utilizing queries to the University's IT system database, to provide regular and ad hoc data on health services for decision making,
- k) maintains continuous contact with the NECA and the Public Health Administration of the Government Office of Budapest and performs its tasks in cooperation with the Directorate-General of Legal and Administrative Affairs concerning official procedures,
- l) is responsible for contracting and authorizations, centralizing administration, assisting clinics with administrative management, and working with the Directorate General for Legal and Administrative Affairs on procedures,
- m) to carry out the necessary centralization processes and contribute to the rationalization of activities,
- n) to coordinate cross-site academic support activities related to clinical trials,
- o) to assist in the development of procedures for clinical trials with a view to establishing a single central university regulatory environment,
- p) to coordinate, in collaboration with the sites, the support processes for clinical trials during the organization and conduct of the clinical trials,
- q) <sup>65</sup>collaborating with the Vice-Chancellor for Science and Innovation and the Business Development Center on marketing and business development activities for clinical research,
- r) to assess, analyze and determine the scale and composition of the health workforce needed to provide patient care.

*Article 91 [Tasks of the Directorate for Nursing and Nursing Education]*

- (1) The Directorate for Nursing Management and Nursing Education shall contribute to providing and organizing high-quality nursing care in the health service and nursing education as a department of the Directorate-General for Medical Specialities.
- (2) The tasks of the Directorate for Nursing Management and Education of Nursing Assistants include in particular:
  - a) Nursing management activities:

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<sup>65</sup> Modified by Senate Decision No. 70/2022. (XI. 26) Annex 1 Article 2 paragraph (7) Effective from: 15 October 2022

- aa) supervising and coordinating the order and quality of the activities of health professionals in the Clinical Center, both in inpatient and outpatient care,
- ab) central assessment of the workforce of nursing staff - preparation and coordination of the SAO's nursing supervision target audits,
- ac) coordination of quality assurance activities concerning patient care and support for scientific activities,
- ad) organizing and managing the Nursing Committee,
- ae) providing advice on nursing issues.
- b) Educational activities:
  - ba) organization of professional training courses with OKJ, compulsory professional group courses, accredited continuing training courses in cooperation with the ETK,
  - bb) coordination of clinical training for college students under a framework agreement,
  - bc) coordination of practical training for students in health care institutions under a cooperation agreement,
  - bd) organization and coordination of linked nursing practice for medical and dental students,
  - be) coordinating the training and further training of professionals in the university clinics and theoretical institutes,
  - bf) organizing events and scientific meetings,
  - bg) organizing language courses for members of the professions, and preparing educational, training, and other applications relating to the activities of members of the professions.

*Article 92 [Tasks of the Directorate for Care Management]<sup>66</sup>*

- (1) The Directorate for Care Management is a department of the Directorate-General for Medical Services, whose tasks include in particular:
  - a) To plan and propose to the Clinical Center strategies to increase the efficiency of the University's care through its Supply Development functions,
  - b) Concerning hospital hygiene, coordinating and assisting preventive hygiene activities in the University's clinics, detecting and investigating nosocomial infections and, if necessary, eradicating epidemics, and coordinating infection surveillance activities,
  - c) within the framework of the Occupational Health Service, carrying out periodic, routine, and final examinations of new employees of the University, investigating occupational diseases and cases of increased exposure, inspecting workplaces, contributing to the identification of sources of occupational hazards, solving occupational health, physiological, ergonomic and hygiene problems and developing the University's disaster prevention, response, remediation, and rehabilitation plan for the damage caused, and screening University students,

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<sup>66</sup> Modified by Senate Decision No. 139/2021. (20 December) Annex 1 Effective from: 30 December 2021

- d) through the Radiation Protection Service, prepare the workplace and university radiation protection regulations, coordinate the radiation protection activities of the individual institutes, monitor the radiation protection activity of the institutes, keep records, organize training, provide radiation protection planning and, if necessary, initiate the modification and withdrawal of official licences. It carries out monitoring of the release of radioactive substances into the environment. In cooperation with the Radiation Protection Service and the OSJER laboratory, it manages emergencies, radiation accidents and incidents. It performs expert duties in patient dosimetry and radiation protection planning.

*Article 93 [Departments providing health services]<sup>67</sup>*

- (1) At the university, the tasks of patient care and other health care services shall be performed directly by the health care service unit (hereinafter referred to as the "patient care service unit"). The Head of Unit shall direct the activities of the health service unit.
- (2) The patient care units shall be defined by the organizational rules of procedure of the Clinical Center, taking into account the provisions of Article 7 paragraph (12).
- (3) A patient care unit shall provide preventive, diagnostic, therapeutic, rehabilitation, and nursing care services in primary care, outpatient specialist care, and inpatient specialist care, as defined in the operating licence.
- (4) Regardless of the name of the patient care organization:
  - a) a clinic
  - b) an institution providing or participating in the provision of health care (hereinafter referred to as an institution providing patient care),
  - c) a stand-alone department providing health care services, hereinafter referred to as "stand-alone patient care department.")
- (5) The Senate, in consultation with the Clinical Center, may decide, in justified cases, to establish or maintain several parallel patient care units for the same or similar tasks which meet the conditions.
- (6) The conditions for the operation of a patient care unit, particularly the infrastructure conditions, may be provided by the university through an agreement with a third party.
- (7) A patient care service unit shall perform health care services and related tasks in the field of its name, under the provisions of its operating licence. Unless otherwise provided, the Rector and the president of the Clinical Center shall jointly designate the

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<sup>67</sup> Modified by Senate Decision No. 139/2021. (20 December) Annex 1 Effective from: 30 December 2021

patient care service unit to which a particular health care service task belongs. In this context, their duties are, in particular

- a) organizing, implementing, coordinating, and monitoring the provision of health services,
- b) developing and integrating modern patient care methods into patient care,
- c) to conduct clinical research in the relevant specialty at a high level,
- d) participation in professional training and continuing education.

(8) The Director of the Patient Care Unit shall have the power to enter into commitments relating to patient care in management unless otherwise provided for.

(9) Organizational structure and rules of procedure in patient care are established by the head of the unit, with the Clinical Center President's approval and, in a clinic, with the consent of the Institute's Board.

*Article 94 [The clinic and the institute involved in patient care]*

- (1) The clinic is the highest level of patient care organization. It carries out its active, chronic, rehabilitation care and specialized, highly professionalized curative, methodological, epidemiological, organizational, educational, and research activities in an integrated manner.
- (2) The clinic contributes to the training of physicians, dentists, pharmacists and health scientists through its preventive and curative tasks within the scope of the progressive level of the operating licence and the territorial obligation to provide care, and participates in the theoretical and practical development of the given branch of medicine and health science, and conducts research in this field within the organizational framework of the Clinical Center.
- (3) The name "clinic" may not be used by an organizational unit outside the Clinical Center.
- (4) A patient care institute is an academic and research unit that does not provide independent patient care. However, it is directly involved in the patient care of other units through diagnostic, expert, or other activities. It only performs a minor part in patient care and thus does not use the name of a clinic.

*Article 95 [Director of a clinic, Director of an institute involved in patient care]*

- (1) A clinic shall be headed by a clinic Director. The Director of the clinic shall be responsible for the management, operation, organization, support, and exercise of the powers and duties of the Director of the clinic.



- (2) The clinical Director shall be responsible for the professional management of the patient care unit. In this capacity, they shall be responsible for the organization of high-quality and efficient patient care and the performance of the University's core tasks through the unit's activities.
- (3) The clinical Director shall
- a) organize, direct and supervise the patient care and other activities of the unit providing health care services, based on mandates from external bodies,
  - b) contribute to the implementation of the plans of the Clinical Center and the University for the supply of healthcare professionals, organize the supply of healthcare professionals and ensure the continuous training of its staff,
  - c) managing the annual budget allocated to the department,
  - d) be responsible for the management of the department and for maintaining its financial equilibrium, exercising the right of commitment under the procedures laid down in the University's Rules of Commitment,
  - e) manage and administrate the budget of the University following the provisions of the law and the University's regulations,
  - f) supervise the performance of duties relating to health and safety at work, fire safety, and environmental protection,
  - g) cooperate with other University departments, representative organizations, and student representatives,
  - h) implement the decisions of the University's bodies,
  - i) organize, direct and monitor the activities of the health service unit
- (4) The provisions applicable to the Director of the institute involved in patient care shall apply mutatis mutandis to the clinic's director.

*Article 96 [Independent department and head of the patient care]*

- (1) Autonomous patient care department means an organizational unit providing or participating in health care services that do not meet a clinic's requirements, does not operate as an autonomous academic and research organizational unit, or has not yet been classified as a clinic by the Senate.
- (2) The Head of the Department shall endeavor to upgrade a patient care department into a clinic as determined by the Rector or the President of the Clinical Center if this is professionally justified.
- (3) A Head of Department shall head the independent department for patient care, to whom the rules applicable to the Director of the Clinic shall apply mutatis mutandis.

*Article 97 [Special provisions for the Clinical Center]<sup>68</sup>*

- (1) The Clinical Center shall have an operating licence issued by the State Health Administration and a financing contract with the Health Insurance Agency.
- (2) The Clinical Center shall have separate Treasury accounts for the tasks financed by the health insurance body. The amount provided by the health insurance body as consideration for the health service shall be used only for the tasks specified in the financing contract.
- (3) The President of the Clinical Center shall be responsible for the health service organization. They shall consider the amount of the consideration for the care provided under the financing contract concluded with the health insurance bod
- (4) The detailed rules for the organization and operation of the Clinical Center shall be laid down in the rules of procedure prepared by the Office of the President of the Clinical Center and approved by the Rector and the President of the Clinical Center, following these Regulations, and approved by the Senate.
- (5) The Clinical Center and the University shall, within the framework of the organization of the health service, agree on an institutional document on the method of performance and financing of the professional and operational tasks of clinical training in medicine and health sciences, the independent and joint infrastructure of patient care, education and research, and the economic, administrative and management tasks, and shall conclude an internal agreement or contract on the various tasks related to specific budgetary years. The annual budget of the clinical center shall be determined by taking these into account.

*Article 98 [Cooperation between the Clinical Center and the Faculties]*

- (1) The Clinical Center and the Faculties shall cooperate in organizing health services and teaching and research activities. The representation of the faculties involved in the operation of health care in the composition and functioning of the bodies of the Clinical Center and the decision-making mechanism related to the provision of health care services shall be ensured as provided for in these Regulations.
- (2) <sup>69</sup>The President of the Clinical Center regularly consults with the Deans of the faculties to which the Clinical Center's departments belong as teaching and research units on

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<sup>68</sup> Modified by Senate Decision No. 139/2021. (20 December) Annex 1 Effective from: 30 December 2021

<sup>69</sup> Modified by Senate Decision 44/2022. (23 June) Annex 1 Article 1 paragraph (5). Effective from: 24 June 2022

issues related to the organization of teaching, research and health services, and the Vice-Rector for Science and Innovation for clinical research.

- (3) With regard to matters not regulated by the university regulations and curricula, the President and the Deans of the faculties referred to in paragraph (2) may jointly propose to the Rector and the Senate, each year, when preparing the university budget for the given year, the tasks to be performed by the departments of the Clinical Center as an educational-research department and the amount and the amount of funding to be allocated to the Clinical Center in connection with these activities.

### **13. Organizational framework of education**

#### *Article 99 [Faculties of the University]*

- (1) A faculty shall perform the tasks specified in Article 8 paragraph (1) in one or more fields of study. The faculties of the University shall be the administrative, educational, and scientific research organizational framework for the education of students, for the life of the institute, for clinical and departmental life, and the scientific work of the faculty.
- (2) In addition to its activities under paragraph (1), the faculty shall, in the cases specified in these regulations, participate in the performance of specific maintenance tasks related to public educational institutions, as well as in the methodological management of the operation of professional training centers related to higher education, and shall exercise operational management powers related to the performance of the tasks of the training centers.
- (3) The faculties of the University shall have professional autonomy in matters of teaching and research and shall exercise the following rights within this framework:
  - a) the right to establish an internal organization and organizational and operational arrangements within the framework of the legal provisions in force and the university's regulations,
  - b) to participate in the selection of managers, teachers, other employees and students,
  - c) ensuring the exercise of the right to freedom of teaching, training and learning,
  - d) the right to freedom of scientific research, scientific training and further training and the right to confer the scientific degree(s) provided for by the legislation in force,
  - e) the right to manage the budget and other revenue available to the Faculty,
  - f) the right to freedom to establish and maintain national and international professional relations,
  - g) the right and freedom to participate in the public life of the university.
- (4) The Faculty shall consist of teaching and research departments and other departments.

- (5) The other organizational units shall include the Dean's Office, an autonomous organizational unit within the faculty, carrying out administrative activities and directly assisting the Dean in performing their duties and exercising their powers. A Registrar heads the Dean's Office. The Dean shall direct the work of the Registrar.
- (6) In the performance of the tasks related to the operation of the Faculty, the Dean and the central departments under the control of the Chancellor shall cooperate.
- (7) The Dean or the decision-making body of the faculty concerned (faculty council) shall be consulted before decisions of the university management that affect or have a significant influence on the faculty as a whole are taken.
- (8) The faculty shall have autonomous budget management powers.

*Article 99/A [Special Tasks of the Faculties of the University]*

- (1) The Faculty of Health Sciences shall be authorized to provide the University with the training and education in its responsibility in the relevant licence and essential documents, in particular, but not exclusively, bachelor's and master's degrees in health sciences and higher education vocational training, higher vocational training, specialized and compulsory continuing vocational training, continuing training for health professionals, vocational training according to the professional register, adult education, compulsory group training, liberal arts training and teacher training.
- (2) The University may conduct school-based vocational training and preparation for professional examinations. The legislation on vocational training shall apply to these activities. The legal status of participants in such training and the financing of such training shall be the same as that of students in vocational training schools. In addition, the University may provide non-formal vocational training on a fee-paying basis and as an entrepreneurial activity.
- (3) Connected to the national health care system, the University and its faculties shall, under their autonomy, carry out progressive preventive, curative activities, rehabilitation, physical culture and pedagogics.

*Article 99/B [Some special faculty provisions concerning the András Pető Faculty]*

- (1) In connection with the tasks of the departments of the András Pető Faculty as defined in this paragraph, specific central departments shall exercise professional supervision as follows:
  - a) the Directorate of International Relations for the tasks of the departments responsible for the organization of the Faculty's international relations,
  - b) the Alumni Directorate for the organization of career-related services for students,

- c) the Central Library, concerning the tasks of the Faculty Library.
- (2) The Center for International and National Services of the András Pető Faculty shall perform the following tasks through the International Conductive Development Project Unit:
- a) developing and organizing international conductive education projects, continuously expanding professional programs promoting the principles of conductive education and the related international relations, strengthening partnerships and initiating new ones,
  - b) to create a service environment that allows for the expansion of conductive education services, the broadening of market opportunities, and the extension of the range of users of these services,
  - c) to provide an international practice area,
  - d) the implementation of service contracts with national and international partners for the realization of the tasks indicated in lit. a) to c), which generate income for the András Pető Faculty and serve as a basis for the initial training of conductors, international courses and visits to institutions,
  - e) the preparation and implementation of conductive education projects in Hungarian areas beyond the borders.

*Article 100 [The Dean]*

- (1) The Head of the Faculty shall be the Dean.
- (2) The Dean shall direct and control the activities of the faculty and the organizational units forming part of the faculty under the law, the present regulations, and other provisions, as well as professional requirements, and shall be responsible for the performance of the faculty's tasks. They are responsible for preparing the meetings of the Faculty Council and the implementation of its decisions.
- (3) The Dean shall perform their activities and duties independently under the governance of the Rector.
- (4) The Dean reports to the Faculty Council semi-annually on the implementation of the decisions of the Faculty Council and priority issues concerning the Dean's duties and responsibilities and the content and implementation of decisions taken by various university bodies concerning the faculty.
- (5) All members of the Faculty Council may, with the affirmative vote of two-thirds of its members, initiate the Rector to revoke the Dean's mandate.

*Article 101 [Duties and powers of the Dean]*

- (1) In performing their duties, the Dean shall have the power of direction, supervision, and general instruction. These powers shall not extend to the Faculty Council, the Student Council and the Doctoral Students' Council, the Self-Employed Group, and the interest representation bodies of the Faculty.
- (2) The Dean shall
  - a) represent the faculty and direct the academic, scientific, and research activities of the faculty
  - b) participate in the development of the University's strategy,
  - c) through the head of the department responsible for the management of the faculty, ensure the responsible management of the departments in order to ensure high-quality teaching and research, taking into account the aspects of budgetary balance,
  - d) ensuring that the core activities of the faculty are carried out in a professional and high-quality manner in line with contemporary requirements and that they are continuously aligned with the university's strategy and its strategic objectives,
  - e) assess and identify the areas requiring action, implement the necessary measures in matters within its competence, inform the Rector or other competent body, initiate its decision and action,
  - f) ensure the implementation of the specific tasks defined for the faculty, and in matters falling within the Rector's or a body's competence, ensure the development of a concept and a proposal for a solution,
  - g) represent the University in matters within the competence of the Faculty, ensure compliance with the law and the University regulations,
  - h) prepare the meetings of the Faculty Council, prepare the minutes, keep records of decisions and monitor the implementation of decisions,
  - i) ensure the necessary conditions for the functioning of the bodies of the Faculty, monitor their activities, ensure the keeping of minutes and records of their decisions, monitor the implementation of decisions,
  - j) liaise with the trade unions, the Staff Council, the Student Self-Government, the Doctoral Students' Self-Government,
  - k) may set up a temporary (ad hoc) committee for the preparation of a decision within the competence of the Faculty Council; if it does not fall within the competence of any standing committee,
  - l) after hearing the competent Head of the Institute or Head of Department, propose the persons to be responsible for subjects taught by teaching and research units other than those belonging to the Faculty,
  - m) exercise the power of issuing/authorization in the exercise of its functions,
  - n) to make proposals on matters concerning the faculty which fall within the competence of a higher university or other body or entity,
  - o) to perform all the tasks assigned to it by the university regulations,
  - p) ensure that the job description of the Vice-Dean(s) and the head of the department forming part of the faculty is available, updated and approved.

- q) collaborate with the President of the Clinical Center in the management of the clinics related to the teaching activities of the Faculty as teaching-research departments, participate in the coordination of teaching and patient care tasks,
  - r) directing the professional tasks of the teaching-research departments within the Faculty, which carry out teaching activities.
- (3) The Dean directly directs the activities of the departments defined in these Regulations and the Faculty's organizational and operational rules.

*Article 102 [Associate Dean(s)]*

- (1) The Dean shall be assisted by Associate Dean(s), the number of whom shall be determined by the Faculty Council on the recommendation of the Dean, with a maximum of three Associate Dean(s) being appointed at the Faculty. The Dean governs the work of the Associate Dean. The Vice-Rector responsible for the field in question may, through the Dean, exercise professional control over the activities of the Associate Dean.
- (2) One of the Associate Deans shall be the Dean's general deputy, who shall perform the Dean's duties in the absence or incapacity of the Dean. The Dean may specify in writing the limitations of the deputy's powers.
- (3) The Associate Dean shall assist in managing the activities of the faculty area under their authority, as determined by the Dean. The administrative and operational regulations of the faculty may regulate the powers associated with the Associate Dean and with the participation in the management, the departments directly managed by the Associate Dean, the nature of the management, and the form and method of informing the Dean.

*Article 103 [President of the EDT]*

- (1) The University Doctoral Council (hereinafter: EDT) is chaired by the President of the EDT, who is the head of the doctoral training program. The Rector shall govern the activities of the President of the EDT. The President of the EDT shall be responsible for the performance of the teaching, research, and administrative tasks related to doctoral studies under these Regulations.
- (2) The work of the President shall be assisted by the Vice President of the EDT. The Vice President shall be guided by the President but shall act independently to perform the tasks specified in these Regulations and the Doctoral Regulations.
- (3) The President of the EDT shall:
- a) represent the EDT,
  - b) ensure the preparation of the meetings of the EDT,

- c) make proposals on matters concerning the EDT and the doctoral schools which fall within the competence of the higher university and other bodies or organs,
  - d) direct the activities of the Doctoral Office,
  - e) exercise the power of issuing, authorization
  - f) maintain and develop international relations between the EDT and the doctoral schools,
  - g) liaising with university professional and interest organizations,
  - h) organize, direct, and supervise the doctoral schools' teaching, scientific and administrative work.
- (4) The President of EDT reports on their work at least annually to the University Doctoral Council and the Senate.

*Article 104 [The Education and Research Department]*

- (1) At the university, the tasks of training and scientific research and specific tasks related to the organization of education shall be performed directly by the Education and Research Unit. The activities of the education and research units shall be directed by the head of the education and research unit in cooperation with the council of the education and research unit (institutional council).
- (2) The departments belonging to the faculties shall be defined by the faculty's organizational and operational chart and the central teaching and research departments by the organogram. The teaching and research unit is
- a) is responsible for the teaching of a subject which is independent in the curriculum, representing a separate subject area in its entirety, or is suitable for teaching such a subject based on the criteria of the Hungarian Higher Education Accreditation Commission,
  - b) is involved in university education and/or in higher vocational training and/or in continuing vocational training at the tertiary level in the field of health,
  - c) has a significant scientific activity and an internationally recognized scientific excellence in their field of specialization, which measurable data can document,
  - d) has the teaching and scientific research staff necessary for the performance of its teaching and scientific research tasks, including an adequate number of academically qualified and habilitated teachers,
  - e) is headed by a university professor, associate professor, or research professor,
  - f) its material conditions (in particular, the building, laboratory, library, IT infrastructure, and teaching equipment) ensure an appropriate level of teaching and research commensurate with the volume of its tasks,
  - g) produce textbooks and notes for students, either in cooperation with other teaching and research departments or with the teaching and research departments of another university, and contribute to the promotion of access to teaching materials employing modern technical equipment, e-learning curriculum development in cooperation with the Directorate for e-learning and digital content development
  - h) provides subject guidance for research students, thesis, and Ph.D. students.



- (3) <sup>70</sup>At the Faculty of András Pető and the Faculty of Health Sciences, notwithstanding paragraph (2)
- a) the head of the teaching-research unit shall be at least a professor, associate professor, or assistant professor,
  - b) the condition concerning the subject leadership of a Ph.D. student does not apply.
- (4) Regardless of the name of the educational-research unit
- a) the institute,
  - b) a department that is part of the institute,
  - c) a departmental group within the institute or department.
- (5) An educational-research unit is also a separate department not belonging to an institute so operated by the Senate, where justified.
- (6) The Senate may, in justified cases, decide to establish or maintain several departments for the same or similar tasks, which meet the conditions of paragraph (2), and which operate in parallel.
- (7) Conditions for the operation of a department or group of departments, particularly the infrastructural conditions, may be provided by the university through a third-party agreement.
- (8) Provisions of paragraphs (1) to (7) shall not apply to other organizational units of the University which also perform teaching functions and which operate under a name other than that provided for in paragraph (4).
- (9) An educational-research unit shall perform its tasks in the study of the designated subject area in the case of an educational task, following the curriculum. In the absence of a provision in the curriculum, the Rector shall designate the educational-research unit to which an educational-research task belongs. In this context, their duties are, in particular
- a) organizing, coordinating, and supervising the teaching of the subjects concerned, developing training, conducting training following the law, preparing the textbooks and notes required for training, and participating in vocational training and continuing training,
  - b) carrying out research of a high standard in the field.
- (10) The organizational structure and the organizational rules of procedure of the education and research unit shall be established by the head of the education and research unit, with the agreement of the Institute's Board.

*Article 105 [Health Care Technology Assessment and Analysis s Center]*

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<sup>70</sup> Modified by Senate Decision No. 139/2021. (20 December) Annex 1 Effective from: 30 December 2021

- (1) The Health Care Technology Assessment and Analysis Center (hereinafter referred to in this Article as the: Center) is an educational-research unit that also provides professional support to other units of the University. In this framework it shall carry out health care technology assessment and related coordination and educational tasks.
- (2) In cooperation with the various faculties and departments of the University, the Center shall support the innovative development of the University by providing health economics knowledge, analyzes, and advice.
- (3) The activities of the Center shall be governed by the Rector. The Vice-Rector for Science and Innovation shall be involved in exercising the Rector's management powers and shall, in particular, supervise the Center's professional strategic tasks and the professional directions of development, the monitoring of their implementation, and the control of professional activities.
- (4) The Center shall be headed by the Center for Health Care Technology Assessment and Analysis Director.
- (5) The Center is an autonomous department with budgetary powers.
- (6) The Center shall be responsible for the following:
  - a) to participate in the training courses of the University, as defined in the training program, in particular by teaching the theoretical and practical methodological knowledge of health care technology assessment, and to carry out research activities and support the research and innovation tasks of the University through the method of technology assessment;
  - b) contribute to the development of the scientific methodology of technology assessment.
  - c) support health innovation and scientific research and development projects in the various faculties of the University from the early stage to exploitation in order to ensure that the discoveries result in as many economically viable products, processes, and services as possible;
  - d) coordinating the preparation of the technology assessment documentation for grant applications for technologies and services of high strategic importance to the University but not supported by public funding, in close cooperation with the relevant clinics and other departments

*Article 106 [The Institute and the Department]*

- (1) The Institute shall be the highest-level teaching-research organization.
- (2) The institute may be divided into departments, which shall carry out independent scientific research and teaching activities under a single professional direction.

- (3) The department shall be responsible for the professional content of the educational-research tasks and
  - a) teaching the subjects entrusted to it,
  - b) ensure the monitoring of knowledge,
  - c) managing academic matters relating to the above that concern students and do not fall within the remit of the academic departments.
- (4) The Director of the Institute shall have the power to make the commitments necessary to ensure the human resources necessary to manage the Institute's entire structure unless otherwise provided. The Head of the Department shall have the autonomy to make commitments relating to the material costs necessary to ensure teaching and research conditions within the limits of the laws and regulations governing commitments and university regulations.
- (5) The university clinic shall be considered an educational-research unit and shall be subject to the rules applicable to the institute.
- (6) If the head of the institute - in the case of the András Pető Faculty, the Dean - and the head of the preventive medicine service are not the same person, the teaching and research activities of the teaching-research unit shall be directed and managed by the head of the teaching-research unit, and the preventive medicine service by the chairman of the Clinical Center. The responsibilities of the Head of the Education and Research Unit and the Head of the Preventive Medicine Service are defined in their job descriptions and are not subordinate to each other.
- (7) The Senate may decide to establish an institute not divided into departments. The rules applicable to the department shall apply to the institute, and the rules applicable to the head of the department shall apply to the head of the institute.
- (8) The Senate may decide that a department may be organized as a separate educational-research unit in order to carry out and organize the educational and scientific research tasks of a specific field of specialization, in which case the rules governing the Director of the institute shall also apply to the head of the department.
- (9) In the case of the Faculty of Health Sciences, where the law or university regulations refer to an institute, the department where the head of the institute is mentioned, and the head of the department where the council of the institute is mentioned, shall be understood to mean the council of the department, and in other cases the rules for institutes shall apply to the departments.
- (10) In the Faculty of Health Sciences, concerning subsection (4), the Director of an institute and the head of a department, and concerning Article 109 paragraph (1) lit. (e) to (g), the Dean shall be understood to be the Director of an institute.

*Article 107 [The Faculty Departmental Group]*

- (1) A Faculty departmental group is a non-autonomous unit of activity functioning as part of an educational-research organizational unit that only partially meets the condition set out in paragraph (2) of Article 104, but
  - a) performs part of an educational function under the direction of higher university education and research unit,
  - b) has a significant scientific activity,
  - c) is headed by a university professor, associate professor, research professor, scientific adviser, or senior research fellow

*Article 108 [The Director of an Institute]*

- (1) The Director of the Institute shall be responsible for the direction, management, organization, support, and exercise of the authority(ies) of the Director of the Institute, in the case of teaching, research, and clinical medicine in the Institutes.
- (2) The Director of the Institute shall perform the tasks falling within their competence, shall direct the activities of the head of the department and the head of the departmental group, and shall be responsible for the management of the educational work of the whole teaching-research department, for taking strategic decisions and for decisions relating to the management of the institute's human resources.
- (3) The Director of the Institute shall be responsible for the professional management of the education and research unit of the University, which carries out the teaching, research, and patient care activities of the University. In this capacity, they shall be responsible for the organization of high-quality and efficient educational and scientific research activities and the performance of the University's core tasks through the department's activities.
- (4) The Director of the Institute shall independently manage the department's activities, ensure the performance of tasks related to education and research, direct the department's work, and represent the department in the University's internal and external relations.
- (5) The rules applicable to the institute's Director shall apply to the clinic's Director.

*Article 109 [Powers and duties of the Director of an Institute]*

- (1) The Director of the Institute shall
  - a) represent the institute before the university and faculty bodies and before the university and faculty heads,
  - b) organizes, directs, and supervises the teaching, scientific, patient care, and other activities of the teaching-research unit, based on the mandate given by external bodies, except for the teaching-research unit, the department that is solely involved in teaching-

research activities and the institute that is not involved in patient care, and the case of university clinics and institutes involved in patient care, the Dean shall exercise the right of instruction, control, and direction in the professional and day-to-day management of the work,

- c) shall be responsible for the work of scientific student groups at the institute, clinics, and departments and shall ensure the necessary professional conditions for this work,
- d) contribute to the implementation of the faculty's and the university's plans for the supply of specialists, organize the supply of teachers, and carry out tasks related to continuing scientific education,
- e) unless otherwise provided for in the Faculty's organizational and operational regulations; decide on the approved budget of the teaching and research unit, arrange for the use of the budget after consulting the Board of the Institute, and allocate the equipment and materials required for the work of the unit, determine the manner of their use, and be responsible for the protection of University assets entrusted to the management of the academic and research unit,
- f) unless otherwise provided or provided for, manage the annual budget allocated to the department, be responsible for the management of the department and for maintaining its financial equilibrium, and exercise the right of commitment under the procedures laid down in the University's rules on commitments,
- g) approve the organizational rules of the institutes and departments of the Faculty and the rules of procedure of the clinics, unless otherwise provided or agreed by the Institutional Council or the staff forum of the department,
- h) to direct and supervise the performance of tasks relating to health and safety at work, fire protection, and environmental protection following the provisions of the law and the university regulations,
- i) cooperate with other university departments, representative organizations, and student representatives,
- j) implement the decisions of the University bodies and the Board of the Institute,
- k) express its opinion on all matters concerning the education and research department and initiate decisions on such matters through proposals,
- l) be responsible for ensuring the training conditions of Ph.D. students,
- m) organize, manage, and supervise the health service and educational-research activities of the university clinic and the institute involved in patient care, with the proviso that, in the case of a unit within the clinical center, the President of the clinical center shall exercise rights of instruction, control, and direction in respect of the health service activities and the day-to-day work of the unit.

(2) The Director of the Institute shall take their decision after hearing the Board of the Institute:

- a) in matters concerning students and specified in the Faculty's organizational and operational regulations,

- b) matters relating to the teaching and scientific work of the teaching and research unit which do not fall within the competence of other bodies or bodies or any other head of the University.
- (3) The Director of the institute may make proposals. The Dean or the faculty council is requested to give its opinion or suggestion after consulting the institute's council.
- (4) The Director of the Institute shall be assisted by Deputy Directors.
- (5) In the event of a conflict of views between the Director of the Institute and the Board of the Institute on fundamental issues, the Dean shall decide on the matter in dispute.

*Article 110 [Head of Faculty Department]*

- (1) The Head of Faculty Department shall govern the professional activities of the department in the field of teaching and research. They shall be responsible for ensuring the material conditions of teaching and research.
- (2) The Head of the Faculty Department shall have the following duties and powers:
  - a) to propose the educational program (lectures, seminars, practical courses, alternative and optional courses and their number of hours) of the subject (subject area) under the care of the Department,
  - b) to propose to the Director of the Institute that the staff of the Institute be responsible for teaching and commissioning external lecturers, to participate in the evaluation of lecturers and researchers, taking into account the provisions of the teaching and research requirements system and the number of hours to be taught and the related teaching tasks,
  - c) determine and supervise the specific teaching tasks of each teacher for the academic year or semester,
  - d) propose and contribute to the definition and implementation of the Institute's research tasks,
  - e) organize teaching, examinations, and other tasks relating to the study of students which are not the responsibility of the academic departments and, in this connection, exercise the powers conferred on it by the regulations or by the Director of the Institute,
  - f) report to the Board of the Institute and of the Department at the end of their term of office.
- (3) In the case referred to in Article 106 paragraph (7), the Director of the Institute shall also perform the functions falling within the competence of the head of the Department in the management of the Department.

**14. Institutes of public education and vocational training maintained by the university**

*Article 111 [Legal Status of the Semmelweis University Day Nursery School]*

- (1) Based on Act CXC of 2011 on National Public Education, the University shall establish and maintain a day-care nursery school, which shall be called Semmelweis University Day-Care Nursery School (hereinafter referred to as the Nursery School). Semmelweis University Day Nursery School (hereinafter referred to as the "Nursery School").
- (2) Seat of the Nursery: 1089 Budapest, VIII. Elnök u. 4. (lot No.: 38726).
- (3) The Nursery School is an independent legal entity with autonomous management authority, which independently performs its tasks as defined in Act CXC of 2011 on National Public Education. Its primary purpose is to assist the University's employees in fulfilling their duties related to children's education and providing the family services necessary for the child's development during the period of employment.
- (4) The head of the Nursery School is the institution head.
- (5) The Vice-Rector for Strategy and Development shall be responsible for the professional supervision of the Nursery School.
- (6) The Senate shall approve the Statutes of the Nursery School. The organizational and operational rules of the Nursery School and any amendments to that shall be drawn up by the head of the institution, taking into account the proposals of the Vice-Rector for Strategy and Development approved by the staff meeting, and, in the case of additional obligations incumbent on the Board of Trustees, the agreement right shall be exercised by the Rector on behalf of the Board of Trustees and the right of financial countersignature by the chancellor.

*Article 112 [Tasks of the Nursery School]*

Based on Act CXC of 2011 on National Public Education, the kindergarten shall primarily perform the professional tasks related to kindergarten education for the children of the University's employees from the age of three until the beginning of compulsory schooling, as defined in the legislation in force.

*Article 113 [Special provisions for the Nursery School]*

- (1) In the case of admission to the nursery school, priority shall be given to the children of the university employees. However, children of non-employees of the University may also be admitted to the nursery school based on the results of the preliminary needs assessment carried out before the application period.

- (2) Admission to the nursery school shall be decided by the head of the institution, by written notification in the case of admission, or by decision in the case of refusal of admission.
- (3) The head of the institution shall ensure that the notice of admission is sent to the Board of Trustees at least thirty days before the admission period for nursery school admission so that it can be published.
- (4) The rules of the nursery school and the professional-pedagogical program shall be sent to the Vice-Rector for Strategy and Development. With the agreement of the Rector and the Chancellor, they shall declare its acceptance on behalf of the Board of Trustees.
- (5) The head of the institution shall annually report to the Senate on the operation of the nursery school during the year under review, the performance of tasks related to the management, and professional duties.
- (6) The head of the institution shall ensure the preparation of the rules of procedure and the professional program and their submission to the Board of Trustees.

*Article 114 [Legal status of the Conductive Pedagogical Center]*

- (1) The Conductive Pedagogical Center is an institution with an autonomous budget management which
  - a) performs the tasks of public education defined in Act CXC of 2011 on National Public Education; the maintainer of the organizational units is Semmelweis University and the Rector exercises the powers of the Semmelweis University regarding the maintenance tasks,
  - b) performs the additional pedagogical, rehabilitation, and health professional tasks related to conductive pedagogical education specified in this Section.
- (2) The institution within the organizational framework of the Center for Conductive Pedagogical Education, as referred to in paragraphs (4) (b) (c) and (e), shall be an independent legal entity.
- (3) The Conductive Pedagogical Center shall be headed by a Director.
- (4) Organizational structure of the Conductive Pedagogical Center:
  - a) Central Secretariat
  - b) Pető András Practical Nursery School of Semmelweis University
  - c) Pető András Elementary School, Vocational School, Unified Institute for Conductive Pedagogical Methodology and Student Residence of the Semmelweis University
    - ca) Specialized Pedagogical Service
    - cb) Travelling Conductors' Service



- cc) Conductive Practical Primary School and Pupils' Residence
  - cd) School Health Care
  - ce) Conductive Vocational Training School
  - d) András Pető Rehabilitation and Health Care Department
  - e) Pető András Pedagogical Institute of the Semmelweis University.
- (5) The Central Secretariat shall perform the Center's administrative, management, and professional documentation tasks.
- (6) The Pető András Practical Nursery School of Semmelweis University shall perform the tasks of nursery school education under Act CXC of 2011 on Public Education.
- (7) Pető András Practical Elementary School, Vocational School, Unified Institute of Conductive Pedagogical Methodology, and College of Semmelweis University shall perform the duties of the School of Education under the provisions of Act CXC of 2011 on Education and Training, provides primary school education, student residence (dormitory) care, pedagogical services, vocational education and training, school education and training for pupils with special educational needs who can be educated and trained together with other pupils, and provides nursery school and student residence (dormitory) care for children and pupils with special educational needs who cannot be educated and trained together with other children and pupils.
- (8) Within the framework of school health care, the Center shall provide the services of a school doctor, a public health nurse, a dentist, and a dental assistant, as provided for in the legislation on school health care. The President of the Clinical Center shall exercise professional supervision over the performance of school health tasks.
- (9) The Pető András Rehabilitation and Health Care Department, which is related to the operation of the András Pető Faculty, is responsible for the organization of tasks related to the development and rehabilitation of disabled persons with central nervous system injuries, as well as for the provision of health care necessary for the users of services according to paragraph (4) and by the available conditions, and for the provision of the practical requirements of the introductory course of conducting. The President of the Clinical Center shall carry out the professional management of health care related to the department's tasks.
- (10) The Pető András Pedagogical Institute of Semmelweis University shall provide professional-pedagogical services under Act CXC of 2011 on Public Education.
- (11) The Rector is responsible for the management of the institutions of public education under this Section and exercising the rights of the maintainer with the proviso that the Senate shall be responsible for making decisions that impose additional obligations on

the Board of Trustees and with the proviso that the Dean of the Faculty of Education shall exercise professional supervisory authority concerning the professional practice tasks provided for students of the Pető András Faculty.

*Article 115 [Directorate of Vocational Training Institutions]*

- (1) <sup>71</sup>The Directorate of Vocational Education and Training Institutions (hereinafter referred to in this section as SZII) is a central organizational unit which, under the authority delegated by the Rector, performs the tasks related to the exercise of the rights and obligations of the maintainers of the vocational education and training institutions (hereinafter referred to as vocational education and training institutions) operated by the University. It shall also perform the tasks related to the operation of the Semmelweis National Health Care and Social Examination Center (hereinafter referred to as the "Examination Center").
- (2) The activities of the SZII shall be directed by the Rector under the joint professional supervision of the Vice-Rector for Strategy and Development and the Vice-Rector for Clinical Affairs.
- (3) The head of the SZII shall be the Director, who shall exercise professional control over the vocational training institutions through the heads of the vocational training institutions and the Directors and shall exercise the rights and fulfill the obligations of the University as the maintainer of the vocational training institutions, except for the adoption of the founding documents and the organizational and operational regulations of the vocational training institutions, within the powers delegated by the Rector, with the proviso that the Senate shall be competent to make decisions that impose additional obligations on the Board of Trustees.
- (4) The SZII is a department with autonomous budget management powers.
- (5) Within its remit SZII is responsible for:
  - a) the activities and operation of the institutions in accordance with Act CXC of 2011 on National Public Education (hereinafter: Nkt.) and other legislation on public education, Act LXXX of 2019 on Vocational Education and Training (hereinafter: Vocational Education and Training Act) and the Nftv, and the preparation of these decisions with regard to the tasks falling within the rector's competence;
  - b) perform the professional tasks defined in the Nftv and the Vocational Education and Training Act through the maintained vocational training institutions,

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<sup>71</sup> Modified by Senate Decision No. 100/2021 (IX.30.) Annex, Article 1 paragraph (13). Effective from: 02 October 2021

- c) performs coordination and liaison tasks for the practical training of students in vocational training institutions, with particular regard to the tasks related to the establishment of the legal relationship of students participating in practical training (conclusion of vocational training employment contracts, apprenticeship contracts, and cooperation agreements), in cooperation with the Directorate of Nursing and Vocational Education and Training and the relevant faculties,
  - d) concerning vocational training, cooperating with the relevant faculties in the development of training,
  - e) in the course of its activities, it shall propose amendments to the organizational and operational rules and regulations and shall draw up regulations,
  - f) to contribute to ensuring consistency between the professional management of vocational training institutions and the supervision of their financial management,
  - g) coordinating with the managers exercising professional control,
  - h) assisting in the preparation and implementation of the budgets of the vocational training establishments, in the definition of professional tasks, and in the financing of those tasks,
  - i) managing and supervising a network of teachers in the field of education,
  - j) ensuring the licensing, data, and document management of adult education in vocational education and training institutions,
  - k) operating an accredited examination center following the Vocational Training Act,
  - l) <sup>72</sup>prepare these decisions concerning the tasks related to the activity and operation of the examination center, which falls within the Rector's competence,
  - m) <sup>73</sup>perform administrative, organizational, and administrative tasks related to the operation of the Examination Center.
- (6) The organizational units of the SZII:
- a) Bókay János Multipurpose Vocational Training Institution of Semmelweis University
  - b) Raoul Wallenberg Multipurpose Vocational Training Institution of Semmelweis University
  - c) Semmelweis University's Ignác Semmelweis Multipurpose Vocational Training Institute of Semmelweis University
  - d) Dorottya Kanizsai Multipurpose Vocational Training Institution of Semmelweis University
  - e) <sup>74, 75</sup>Semmelweis National Accredited Examination Center for Health and Social Affairs.

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<sup>72</sup> According to Senate Decision No. 110/2021. (30 September) Annex, Article 1 paragraph (14). Effective from: 02 October 2021

<sup>73</sup> According to Senate Decision No. 110/2021. (30 September) Annex, Article 1 paragraph (14). Effective from: 02 October 2021

<sup>74</sup> According to Senate Decision No. 110/2021. (IX. 30) Annex Article 1 paragraph (15). Effective from: 02 October 2021

<sup>75</sup> Modified by Senate Decision 44/2022. (23 June) Annex 1, Article 3 Effective from: 24 June 2022

- (7) Vocational training institutions operating within the framework of the SZII are independent legal entities, headed by a director, and the provisions relating to their internal organization, the tasks they perform and their internal management structure are laid down in the Founding Act and the Rules of Organization and Operation of the vocational training institution, as well as in the school's other internal regulations, which are required by the legislation in force and have the content specified therein. Vocational training establishments shall adopt their own rules of organization and operation, which shall be subject to the approval of the Director of the School of Education. The University is responsible for monitoring the legality of the operation and essential documents of the vocational training institutions.
- (8) <sup>76</sup>The Semmelweis National Health and Social Examination Center is an organizational unit operating following the Vocational Training Act, which
- a) conducts vocational examinations for the acquisition of a vocational qualification or qualifying examinations for the acquisition of vocational qualification in connection with vocational training as an examination center accredited by the accreditation body under the Act on National Accreditation as a personal certification body,
  - b) performs the tasks of the accredited examination center as defined in the Vocational Training Act and the Government Decree 12/2020 (07 February) on the implementation of the Vocational Training Act,
  - c) and may be subject to rights and obligations as an independent legal entity,
  - d) its head may not be instructed in respect of the professional tasks they perform,
  - e) lay down its internal organization, tasks, and powers in its rules of procedure, which it shall adopt on its authority,
  - f) the University shall exercise control over the legality of its operations and essential documents through the Directorate for Vocational Training Institutions.
- (9) <sup>77</sup>The duties and powers of the Semmelweis National Health and Social Examination Center, which it is entitled to exercise as a legal entity, may be exercised by Semmelweis University upon the finalization of the decision of the Education Office registering the founding deed of the Center, as amended in this respect.

## **15. Other decision preparatory and decision-making bodies of the University**

*Article 116 [Common provisions for members of university governing bodies and committees]*

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<sup>76</sup> According to Senate Decision No. 110/2021. (30 September) Annex, Article 1 paragraph (16). Effective from: 02 October 2021

<sup>77</sup> According to Senate Decision No. 110/2021. (30 September) Annex, Article 1 paragraph (16). Effective from: 02 October 2021

- (1) No person shall be a member of a university governing body or committee,
  - a) who does not meet the conditions for membership laid down by law or university regulations, and in the case of students who are not students of the university or whose student status is suspended;
  - b) a student who is subject to disciplinary sanctions,
  - c) a person who is subject to an ethical penalty imposed by a professional chamber or who has committed a research ethics offense under the Code of Ethics of the Hungarian Academy of Sciences in the term preceding the election and who has been found guilty of such an offense by the Science Ethics Committee.
  
- (2) Membership of the governing body of the university - not including the Senate - or of a committee shall cease
  - a) upon the termination of the term of office,
  - b) on termination of the term of office of a body or committee,
  - c) in the case of a delegated member, by the withdrawal of the delegating person/body,
  - d) resignation of the member,
  - e) death of the member,
  - f) if the member has not attended any meetings of a university governing body or committee for one year,
  - g) in cases specified in paragraph 1.
  
- (3) The President of the university governing body or committee shall investigate ex officio the cases specified in paragraph (2). The reason for termination of membership, as stated in paragraphs (2) lit. (d) and (g), shall be reported immediately in writing by the member to the university governing body or the president of the committee, as the case may be, and by the delegating person/body in the case stated in paragraph (2) lit. (c).
  
- (4) The Board or the Committee shall determine the existence of the grounds for termination of membership of the Board or the Committee specified in paragraph (1) of this Section, and of the grounds for termination specified in paragraph (2)(f) and (g) of this Section, upon written motion of any Board or Committee member within thirty days of receipt of the motion.
  
- (5) The University shall keep an electronic record of the membership of boards and committees in an electronic format called the Electronic Register of Boards and Committees (hereinafter referred to as E-TIBIT). The Secretary-General of the Senate shall carry out the entry of changes in membership in E-TIBIT in the case of a body or committee with university-wide powers or by the person designated by the Dean in the case of a faculty body or committee, following paragraph (7).
  
- (6) The E-TIBIT shall be a certified record of committee membership. The dates of the creation and termination of membership shall be the dates the Senate or Faculty Council

decision takes effect and the dates of other events relating to the creation and termination of membership as set out in Part I. 1 of the SZMSZ.

- (7) E-TIBIT is operated by the Directorate-General for Legal and Administrative Affairs on its website. The contents listed in this paragraph shall be registered by the Secretary-General of the Senate and the faculty and shall be responsible for keeping the register up to date:
- a) the name of the member (with a job title and department in the case of an employee, and with this title in the case of a student)
  - b) date of membership (date of decision, date of appointment, date of mandate or delegation),
  - c) the date of termination of membership and the reason for termination as provided for in Article 116 paragraph (2),
  - d) the scope of action, rules of procedure, and annual report of the committee or body.

*Article 117 [Rector's Session]*

- (1) The Rector's Session shall be a body under the leadership of the Rector with decision-preparatory, opinion-forming, consultative and conciliatory functions. The Rector's Session shall give its opinion in advance on the Senate's agenda and the Senate's proposals.
- (2) The Rector shall convene and chair the meetings of the Rectors' Meeting.
- (3) The participants of the Rector's Session shall be: <sup>78</sup>
  - a) the Rector,
  - b) the Chancellor;
  - c) the Vice-Rectors;
  - d) the President of the Clinical Center,
  - e) the Deans of the Faculties,
  - f) the President of the Doctoral Council;
  - g) the Director-General for Human Resources Management,
  - h) the Director-General for Economic Affairs,
  - i) the Director-General for Technology,
  - j) the Director-General for Legal and Administrative Affairs,
  - k) the Director-General for Information Technology,
  - l) the Director-General for Marketing and Communication.
  - m) the Presidents of the Student Council, the Doctoral Council
  - n) any other person invited by the Rector.

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<sup>78</sup> Modified by Senate Decision No. 139/2021. (20 December) Annex 1 Effective from: 30 December 2021

- (4) The Rector's Session shall be convened at least 10 days prior to the Senate meeting, excluding the case of initiating an extraordinary meeting.
- (5) A memorandum of the decisions taken at the Rector's Session shall be prepared and sent to the participants.
- (6) If it is necessary in order to discuss other matters concerning the agenda of the Senate or other matters related to the Senate meeting that requires consultation, the Rector may reconvene the Rector's Session, notwithstanding the 10-day rule in paragraph (4), at shorter intervals than necessary.

*Article 118 [The Faculty Council]*

- (1) A Faculty Council shall be established at the Faculty to exercise the powers of the Faculty in connection with its teaching, scientific, research, and specific administrative tasks, and to exercise the right of decision, proposal, opinion, and control under these Regulations.
- (2) The Faculty Council shall decide on the performance of the educational and research tasks of the Faculty, taking into account the decisions of the Senate.
- (3) The Faculty Council shall determine the rules of its operation within the framework laid down in these Regulations.
- (4) The President of the Faculty Council shall be the Dean or, in their absence, the Vice-Dean designated by them. The President of the Faculty Council shall be the Vice-Chairman of the Faculty Council when a decision is taken on the Dean's application for the post of Dean or the revocation of the Dean's appointment.
- (5) Considering the provisions of the SZMSZ Part I. 1 concerning the Faculty Council, the structure and composition of the Board, the number of its members, the procedure for the election of its members, the convening of meetings, the setting of the agenda, the preparation of proposals, the chairing of meetings, the setting of the agenda and the quorum, the procedure for speeches, the voting and the adoption of resolutions, the preparation and certification of minutes of meetings and the publication of resolutions shall be governed by the provisions of the Nftv. and the Organizational and Operational Regulations, shall be laid down in the Faculty's Organizational and Operational Order. Furthermore, the Organizational and Operational Regulations shall be laid down in the Faculty's Organizational and Operational Regulations under the provisions of the Nftv.
- (6) The formal requirements for the decisions of the Faculty Council shall be governed by the rules applicable to the decisions of the Senate.

- (7) The administrative and operational regulations of the Faculty and the decisions taken by the Faculty shall be published on the Faculty's website. As part of the organizational and operational rules of the faculty, the rules for the functioning of the faculty council may include rules for the conduct of electronic voting, subject to the conditions set out in Article 12 paragraph (7) lit. (k) of the Nftv. and the guarantee provisions for electronic voting adopted by the senate.

*Article 119 [Composition and Status of the Faculty Council]*

- (1) Unless a more stringent requirement is laid down in the provisions for the establishment of the body, a member of the Faculty Council may be
- a) meets the requirements for a member of the Senate set out in Part I.1, Section 22 (1) of the Rules of Procedure (SzMSz)
  - b) in the case of a delegate of the student government or the doctoral student government, who is not a student on a break, a doctoral student or a doctoral candidate,
  - c) notwithstanding the provisions of point a), a person employed at the University at least part-time in the management of an educational-research unit, subject to the provisions of Part I. 1, Article 106 paragraph (5) and Article 108 paragraph (5) of the SzMSz, who is engaged in a therapeutic activity in an organization which carries out educational and scientific research activities based on an agreement with the University.
- (2) <sup>79</sup>The composition of the faculty council shall be determined by the administrative and operational regulations of the faculty, taking into account the following:
- a) the number of members of the Faculty Council shall be at least nine, the number of which shall be precisely determined
  - b) the ex officio members of the Faculty Council shall be
    - ba) the Rector if they belong to any department of the faculty concerned,
    - bb) the Dean of the Faculty,
    - bc) the Deputy Dean(s),
    - bd) if the faculty has any, the heads of the teaching and research departments,
  - c) the number of members of the faculty council employed as lecturers, researchers or teachers is more than half of the total number of members of the faculty council,
  - d) the number of elected and non-executive members of the teaching staff employed by the faculty shall be at least 2 and not more than 4, of whom at least 1 shall be a professor or associate professor and at least 1 shall be an assistant professor or assistant lecturer, at least one, if the faculty has one, being employed in a clinical practice area and the other in a theoretical area;

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<sup>79</sup> Modified by Senate Decision No. 139/2021. (20 December) Annex 1 Effective from: 30 December 2021



- e) the proportion of members of the faculty council who are not employed in the faculty shall not exceed 25%,
- f) the number of members of the faculty council delegated by the student body shall be one-quarter of the total number of members of the faculty council, with the proviso that the language of training shall ensure the representation of international student members of the student body,
- g) the Doctoral Students' Council shall delegate 1 member of the Faculty Council if the faculty offers doctoral studies related to the field of training and science of the faculty,
- h) the trade union shall delegate 1 member of the Faculty Council,
- i) with the prior approval of the Senate for any changes in the composition of the Faculty Council.

(2a) If a member of the Faculty Council may be both an ex officio member and an elected member of the Faculty Council, they shall participate in the Faculty Council as an elected member until a newly elected member is elected. In that case, they shall not vote as an ex officio member.

(3) They shall attend the meetings of the Faculty Council by standing invitation:

- a) the Rector if they are no member of the Faculty Council,
- b) the Chancellor;
- c) the President of the Clinical Center or their delegate; 1 person for the ÁOK, the FOK, and the GYTK if the President of the Clinical Center is no member of the Faculty Council,
- d) the Director-General for Economic Affairs,
- e) the Director-General for Technology,
- f) the Director-General for Human Resources Management,
- g) the Director of Audit,
- h) the President of the Doctoral Council; or the member of the Doctoral Council appointed by them,
- i) the Head of the Dean's Office,
- j) any other person invited by the Dean of the Faculty,
- k) <sup>80</sup>the Director-General for Information Technology,
- l) <sup>81</sup>Director-General for Marketing and Communication.

(4) General Faculty Council elections shall be held every four years and conducted by the Faculty. All elected members of the Faculty Councils shall be elected for four years.

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<sup>80</sup> According to Senate Decision No. 110/2021. (IX. 30) Annex, Article 1 paragraph (17). Effective from: 02 October 2021

<sup>81</sup> According to Senate Decision No. 110/2021. (IX. 30) Annex, Article 1 paragraph (17). Effective from: 02 October 2021

- (5) The faculty council shall remain in office until the newly elected faculty council is formed. The term of office of all elected members of the previous Faculty Council shall cease at the beginning of the inaugural meeting of the new Faculty Council following the general election of the Faculty Council.
- (6) Term of office of a member of the Faculty Council shall begin
- a) in the case of an elected member, at the time of the election,
  - b) in connection with a specific position (ex-officio member), on the day on which the term of office commences,
  - c) in the case of delegation, on the date specified in the notification of delegation.
- (7) The term of office of a member of the Faculty Council shall end
- a) by resignation from membership of the Faculty Council on the date of the resignation,
  - b) where the Faculty Council membership was created by election, on the expiry of four years from the date of the election,
  - c) if the membership of the Faculty Council is linked to the holding of a position (ex officio member) on the date of termination of the employment relationship for that position.
- (8) A faculty council membership that has been established under paragraph (7) lit. (c) may not be terminated under paragraph (7) point (a).

*Article 120 [Duties of the Faculty Council]*

- (1) The Faculty Council shall decide:
- a) <sup>82</sup> the adoption of its organizational and operational regulations,
  - b) the number of Deputy Deans,
  - c) the appointment of the heads and members of the faculty committees, within the powers delegated by the Senate,
  - d) the approval of the curricula, the compulsory and optional subjects, and the structure of teaching,
  - e) the principles governing the teaching and learning work of the faculty,
  - f) the powers laid down in the study and examination regulations and the regulations on fees and allowances,
  - g) the Faculty's international educational and academic relations,
  - h) the awarding of special faculty-level honors and prizes,
  - i) in matters referred to the University's administrative and operational regulations.
- (2) The Faculty Council shall deliver an opinion:

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<sup>82</sup> Modified by Senate Decision No. 139/2021. (20 December) Annex 1 Effective from: 30 December 2021

- a) in academic matters concerning the students of the Faculty, as defined by law and university regulations,
- b) on the work of the Faculty, on the reports and accounts to be submitted to the Senate,
- c) the Dean's proposals,
- d) the appointment of Directors and heads of department,
- e) the reconsideration of matters referred back by the Senate,
- f) the creation, merger, and dissolution of teaching and research departments,
- g) the definition of scientific programs and the evaluation of research results,
- h) the employment of university teachers and associate professors,
- i) in all matters submitted by the Dean to the Faculty Council and in those matters on which the University's rules of organization and operation provide for the Faculty Council to be consulted,
- j) the awarding of honors and prizes at the university level.

(3) The Faculty Council shall have the right to make proposals concerning:

- a) the Faculty Council may submit proposals and initiatives to the Senate, the Rector, and the Chancellor on any matter concerning the life of the Faculty and the University,
- b) to make proposals to the Senate for its decisions on the following matters
  - ba) to propose the creation and termination of employment of university teachers,
  - bb) the conferral of the titles of Research Professor, Private University Teacher and Titular University Teacher, and Titular University Associate Professor,
  - bc) the awarding of honors and prizes by the Senate to students of the University,
  - bd) the establishment of bachelor's, master's, specialized further education, and higher vocational training courses,
  - be) the program of studies of the faculty.

(4) The Faculty Council may request information from the Senate, the Rector, and the Chancellor on matters concerning the Faculty. The faculty council of the Faculty of General Medicine, the Faculty of Dentistry, and the Faculty of Pharmacy may request information from the President of the Clinical Center on matters concerning the faculty and matters relating to the coordination of teaching and patient care.

(5) Based on the decision of the Faculty Council, the person determined by the Faculty Council by vote shall appeal to the Rector or the Chancellor if the decision of the Dean is unlawful or in violation of the University regulations. The proposal of the Faculty Council shall have a suspensive effect on the implementation of the Dean's decision.

*Article 121 [Rules for the functioning of the Faculty Council as part of the organizational and operational rules of the Faculty]*

- (1) The meetings of the Faculty Council shall be convened and chaired by the Dean at least every two months during the academic year. The Dean shall propose the agenda of the ordinary meeting.

- (2) The written material for the proposals to be included in the agenda of the Faculty Council shall be sent to the members of the Faculty Council in writing or electronically at least three days before the meeting.
- (3) The Faculty Council may call an extraordinary meeting and propose an agenda
  - a) the Senate,
  - b) the Rector,
  - c) the Chancellor;
  - d) in the case of ÁOK, FOK, and GYOK the President of the Clinical Center,
  - e) one-third of the members of the Faculty Council,
  - f) the student council and the doctoral student council.
- (4) The Faculty Council shall exercise its functions and powers at its meetings. The meetings of the Faculty Council shall be open to the employees and students of the University. At the request of more than fifty percent of the voting members of the Faculty Council, a closed meeting shall be held, and a secret ballot shall be held. The number of participants in a closed meeting shall be determined by the organizational and operational rules of the Faculty. In all cases, a secret ballot shall be held on personnel matters. A roll-call vote shall be taken on non-personal and non-rules of procedure issues if more than fifty percent of the members of the Council are present at the meeting and have the right to vote so requested. In the case of personnel matters, where there are several candidates on the ballot and the Faculty does not have the competence to make a decision, the method of decision-making shall be determined by the rules of procedure of the Faculty.
- (5) The quorum of the Faculty Council shall be at least sixty percent of its members with voting rights. The organizational and operational rules of the Faculty may regulate the voting procedure using a voting machine.
- (6) In the case of a decision requiring a simple majority, a proposal put to the vote shall be deemed to be adopted if more than half of the members of the Faculty Council are present and with voting rights vote in favor of it. If more than half of the voting members of the Faculty Council present vote 'no,' the proposal is rejected. No resolution shall be adopted if none of the above proportions results from abstentions.
- (7) Minutes shall be taken of the meetings of the Faculty Council. The decisions shall be recorded in a resolution and made public within 15 days, and sent to the Rector and the Chancellor within 30 days, or, if the decision requires submission to the Senate's next meeting, at least 5 days before the meeting of the Senate. The Dean's Office shall keep a record of the decisions of the Faculty Council and shall publish the decisions.

- (8) The members of the Faculty Council may address questions to the heads of the Faculty, to which they shall receive a reply directly orally or in writing within 15 days.
- (9) The Dean may invite faculty council members, committees, and experts to present certain items on the agenda.
- (10) <sup>83</sup>The detailed rules for the functioning of the Faculty Council shall be laid down in the Faculty's administrative and operational regulations, the content of which shall include:
- a) the convening of the meetings, the setting of the agenda, and the determination of the persons entitled to submit proposals,
  - b) the rules governing the chairing of meetings, the order of speakers, the quorum, and the adoption of amendments to the proposals submitted,
  - c) the rules governing the taking of decisions and the publication of decisions,
  - d) rules for the taking and certifying of minutes,
  - e) the rules for the publication of decisions and for sending them to the Senate, the Rector, and the Chancellor,
- (11) <sup>84</sup>The Faculty may set up a Faculty Youth Council to foster contacts between faculty and students, involve the most talented students in the university's public life, and promote cooperation between the various faculty youth organizations. The chairperson of the Faculty Youth Council is a teaching assistant, research assistant, trainee, or Ph.D. student under the age of 35, appointed by the Dean of the Faculty for a maximum period of 3 years. The Dean may revoke the appointment, giving reasons. The Faculty Council may elect the President of the Faculty Youth Council as a member of the Faculty Youth Council in addition to the members specified in its organizational and operational regulations, even if they do not meet the requirements specified in Article 119. The detailed rules for the Faculty Youth Council shall be laid down in the Faculty's Organizational and Operational Regulations.

*Article 122 [The University Doctoral Council]*

- (1) The right to organize doctoral training is vested in the Doctoral Council of the University, known as the University Doctoral Council (hereinafter: EDT). The University shall organize doctoral training following the provisions of its operating license and award academic (doctoral) degrees, by which the University recognizes and certifies that the holder of a doctoral degree is capable of carrying out independent research work, cultivating a particular discipline, the field of science or research area to a high standard and enriching it with new results.

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<sup>83</sup> Modified by Senate Decision No. 139/2021. (20 December) Annex 1 Effective from: 30 December 2021

<sup>84</sup> Modified by Senate Decision No. 139/2021. (20 December) Annex 1 Effective from: 30 December 2021

- (2) The work of the doctoral school shall be governed by the head of the doctoral school and the council of the doctoral school. Doctoral programs shall operate within the doctoral schools of the academic disciplines. The subject leaders approved in the programs shall direct the doctoral research work. The subject leader's primary role is to provide responsible guidance and support for the training and preparation of the doctoral candidate for the degree.
- (3) The EDT or its chairperson shall be consulted prior to university decisions affecting or significantly influencing doctoral training or doctoral schools.
- (4) Except for the delegate of the doctoral self-government, only professionals holding an academic degree and fulfilling the requirements for regular membership may be members of the EDT.
- (5) The term of office of the EDT shall be 5 years. The mandate is given to the members by the Rector.
- (6) The standing invitees of the EDT, who also have the right to make proposals, shall be delegates of the heads of external institutions that contribute to doctoral education. Standing invitees shall be representatives of the faculties which do not delegate a full member to the Council and a representative of the Ministry responsible for education.
- (7) Members of the EDT shall be
  - a) ex officio
    - aa) the President,
    - ab) the Vice-President,
    - ac) the heads of the doctoral schools,
    - ad) the Vice-Rector for Science and Innovation,
    - ae) the presidents of the standing committees of the Doctoral Council,
  - b) as elected members
    - ba) 1 person elected on the recommendation of each of the faculty councils,
    - bb) if elected as a member by the Senate, the outgoing President of the EDT, for a maximum period of 5 years after their stepping-down,
    - bc) 1 person elected on the proposal of the Doctoral Students' Council, who also holds an academic degree,
    - bd) at least two persons whom the University does not employ,
  - c) 1 person delegated by the DÖK as a delegate member.
- (8) The functioning of the EDT shall be governed by the University Doctoral Regulations.

(9) Those who have the right to propose members of the EDT shall have the right to propose the election of a new member to replace the member they have proposed before the expiry of the term of office of the EDT.

(10) Tasks of the EDT:

- a) decide on its own organizational and operational structure,
- b) to direct and supervise the work of the doctoral schools and propose the head of the doctoral schools,
- c) approve the proposals for the doctoral program, taking into account the opinion of the councils of the doctoral schools and the names of the participating teachers/researchers,
- d) terminate, taking into account the opinion of the Council of the Doctoral School, a program that does not fulfill its mission,
- e) announce the university's doctoral program and its conditions, based on the proposals of the councils of the doctoral schools,
- f) decide on the allocation of fellowship places and operating costs among the doctoral schools,
- g) organize joint courses for all doctoral schools,
- h) decide on the financial support for the courses,
- i) decide on the award of doctoral degrees based on proposals from the doctoral schools,
- j) at the request of the person concerned, propose the award of honorary doctorates,
- k) decides on the organization of joint doctoral training with other universities or scientific institutions,
- l) lays down the conditions for the participation of foreign nationals in doctoral studies,
- m) decides on the naturalization of foreign academic degrees,
- n) prepares the University Doctoral Regulations and any necessary amendments thereto,
- o) decides on the conditions of Ph.D. training,
- p) decide on co-payments and propose any discounts or exemptions from the payment of the co-payments to the Rector,
- q) within the limits of the available funds, advertise and award predoctoral and postdoctoral appointments,
- r) organize the administration, the representative and professional image, and presentation of doctoral training (conferences, almanac, website),
- s) contribute to the financial support of the doctoral school,
- t) to propose to the Chancellor the use of the budget allocation for doctoral training in the context of budget planning, and to cooperate with the Chancellor in the implementation of the budget, in matters of management, budget, and development of the EDT and the Doctoral School,
- u) may set up standing and ad hoc committees (e.g., opinion-forming and quality control committee, education committee, international committee, ethics, and disciplinary committee) to provide opinions, proposals, decisions, and control, adopt, with the prior agreement of

v) <sup>85</sup>the Rector and the Chancellor, the regulations on the institutional management of the Cooperative Doctoral Program and any amendments thereto.

(11) The EDT shall draw up and propose using the budget for doctoral training from the state normative funding, which shall be sent to the Chancellor prior to the budget planning. The Chancellor shall draw up the budget taking into account the proposal.

*Article 123 [Council of the Education and Research Department (Institute Council)]*

(1) An institute council, chaired by the head of the educational-research unit (hereinafter referred to as the Director), shall be established within the institute, the clinic, and the independent department not belonging to the institute for the preparation, opinion, and proposal of decisions concerning the educational-research unit. The Institute Council is a permanent body.

(2) Within the framework of an educational-research organizational unit, an internal organizational unit (department, departmental group, additional educational-research organizational unit) with independent tasks and competencies in the case of Article 106 (2) shall operate a forum for advising, supporting and preparing decisions on matters concerning the task(s) and competence(s) related to the operation of the internal educational-research organizational unit in the manner specified in the organizational and operational regulations adopted by the Faculty.

(3) The members of the institutional council shall be:

a) ex officio

aa) the Director,

ab) the Deputy Director if employed in a managerial capacity,

ac) in the case of an educational-research organization that also provides patient care, the clinical nurse manager or the senior assistant manager,

ad) the person responsible for studies,

b) by election

ba) <sup>86</sup>1 person each per type of teaching, research, or teaching post, up to a maximum of 5 persons, representing Ph.D. students with voting rights in the Employees' Forum of the educational research organization (hereinafter referred to as the Employees' Forum),

bb) in the case of an education and research unit which also provides patient care, 2 persons from among the clinical staff, of whom 1 person shall be clinicians without a specialist qualification (clinicians, including dentists, in-house or clinical

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<sup>85</sup> According to Senate Decision No. 139/2021. (20 December) Annex 1 Effective from: 30 December 2021

<sup>86</sup> Modified by Senate Decision No. 110/2021. (30 September) Annex, Article 1 paragraph (18). Effective from: 02 October 2021



- pharmacists and residents working at the University as the primary training site, 1 clinician (clinical specialists including dentists, chief clinical physicians including dentists, in-house or clinical pharmacists and in-house or clinical pharmacists-in-chief) with a specialized certificate.
- c) by delegation, one principal student delegated by the Student Council on educational matters directly affecting students, and one principal student delegated by the Doctoral Students' Council on matters directly affecting doctoral students.
- (4) By way of derogation from paragraph (3), the ex officio members of the Institute Council shall be all teaching, research, and teaching staff of the department, provided that they do not exceed 10 members.
- (5) <sup>87</sup>The head of the economic office, a delegate of the university trade unions, and the chairman of the institutional council may invite other ad hoc or permanent guests to attend meetings of the institutional council with the right to speak.
- (6) The rules for the election of the elected members of the Institute Council and the rules for the functioning of the Institute Council shall be laid down in the Institute's organizational rules of procedure, under the University's Organizational and Operational Rules and the Faculty's organizational and operational rules. Unless otherwise provided, the Institute shall conduct the election, and the Director shall be responsible for its conduct.
- (7) All members of staff participating in the activities of the department as defined in Articles 127 (2) to (3) shall be entitled to participate in the election of the elected members of the Institute Council.
- (8) For subsections (3)(b)(ba), the following persons shall be of the same job type and shall therefore be entitled to elect 1 to 1 person jointly
- a) a Ph.D. student, a trainee, a teaching assistant, and a research assistant,
  - b) an assistant professor and a research assistant,
  - c) Associate Professor, Associate Professor, Senior Research Fellow, and Research Advisor,
  - d) a professor, a university lecturer and a research professor, or
  - e) all teaching posts.

*Article 124 [Powers and status of members of the Institute Council]*

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<sup>87</sup> Modified by Senate Decision No. 139/2021. (20 December) Annex 1 Effective from: 30 December 2021

- (1) The Institute Council shall have the prior approval to adopt the Institute's rules of procedure. The mandatory contents of the rules of procedure shall be those relating to the functioning of the Institute Council:
  - a) the order and frequency of meetings of the Institute Council,
  - b) the persons entitled to convene meetings of the Institute Council,
  - c) the procedure for the performance of tasks related to the organization and conduct of meetings of the institutional board,
  - d) the rules governing the setting of the agenda and the quorum for the operation of the Institute Council,
  - e) the conduct of meetings of the Institute Council, the rights of members, and the rules governing the conduct of speeches,
  - f) the rules governing the taking and certifying of minutes of meetings of the Institute Board,
  - g) the rules governing the decision-making and voting of the Institute Board
  - h) <sup>88</sup>in the case of an employees' forum, the provisions relating to convening and attendance.
  
- (2) The institutional board may deliver an opinion on the following:
  - a) on the principles of budget allocation and development affecting the Institute as a whole,
  - b) the resolution of significant issues arising in connection with educational activities in a department which also provides patient care, and the organization of the operation of its preventive medicine activities; the Director-General of the Directorate-General for Medicine shall be invited to discuss these matters,
  - c) the program of subjects taught, the content of the curriculum and the examination requirements,
  - d) on long-term postings abroad.
  
- (3) <sup>89</sup>The powers set out in the employment requirements and Article 127 shall be exercised by the Employees' Forum of the Department.
  
- (4) Unless a more stringent requirement is laid down in the provisions for the establishment of the board, the members of the institutional board shall
  - a) a person who is a member of the medical service or an employee of the university,
  - b) in the case of a delegate of the student council or the doctoral council, a person who is not a student on a break, a doctoral student or a doctoral candidate,
  - c) if expressly permitted by the relevant regulations, an external professional.

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<sup>88</sup> Modified by Senate Decision No. 110/2021. (30 September) Annex, Article 1 paragraph (18). Effective from: 02 October 2021

<sup>89</sup> Modified by Senate Decision No. 110/2021. (30 September) Annex, Article 1 paragraph (18). Effective from: 02 October 2021

- (5) Membership of the Institute Council shall commence on the date of election or the date of the occupation of the post or position specified.
- (6) A member of the Institute Council shall cease to be a member:
  - a) by resignation from membership of the Institute Council on the date of resignation,
  - b) where the membership of the Institute Council was created by election, on the expiry of five years from the date of the election,
  - c) where the Institute Council's membership is linked to a post upon the termination of the employment relationship within the meaning of paragraph 4 lit. (a).
- (7) A membership of the Institute Council established under Article 123 paragraph (3) point (a) may not be terminated under paragraph (6) lit. (a).
- (8) Any member of the Institute Council may take the initiative of the Institute Council in taking a position on any relevant matter concerning the organization and work of the education and research department, in particular
  - a) on the question of reports on the work of the educational-institutional unit,
  - b) the assignment of new teaching tasks,
  - c) internal reorganizations that affect the broader staff of the Education and Research Unit.
- (9) Meetings of the Institute Council shall be convened by the Director of the Institute, or, if they are prevented from attending or if they have a conflict of interest, by their general deputy, whether or not they are a member of the Institute Council. In exercising this power, the Deputy Director-General shall exercise the powers of the Director of the Institute, even in the absence of a managerial post. The quorum of the Institute Board shall be constituted when more than half of its members are present.

*Article 125 [Committees established by the Senate]*

- (1) The Senate shall set up the standing committees indicated in Annex I.1 Annex 1 of the SZMSZ for the exercise of the powers defined by law or by the University's regulations or for the direction and supervision of the performance of a task, or the performance of tasks of opinion, proposal, decision preparation and control, and shall define the tasks of the committee.
- (2) The Senate shall also have the right to establish a committee of limited duration, a committee established to perform a specific task, a temporary committee, or a fact-finding committee.
- (3) The Senate shall establish as a standing committee with university-wide powers, irrespective of its name, the following committees
  - a) University Equal Opportunities Committee, which shall, among other things, deal with matters concerning disabled students, taking into account the legislation in force,

- b) University Ethics Committee,
- c) Appeals Committee, which is responsible for examining student appeals,
- d) Committee for the Evaluation of Medicines, Antibiotics and Infection Control,
- e) Habilitation Committee,
- f) Hospital Supervisory Board,
- g) Committee for the Review of External Research Papers,
- h) Quality Development and Quality Assessment Committee,
- i) Quality Improvement Council,
- j) Semmelweis University Workplace Welfare Committee,
- k) Scientific Council,
- l) Semmelweis College of Professors,
- m) <sup>90</sup>University Innovation Committee.

(4) The Senate shall establish standing committees of the faculties

- a) the Board of Studies and Examinations,
- b) the Credit Transfer Committee,
- c) the Faculty Ethics and Disciplinary Committee
- d) the Publications and Library Committee of the Faculty of András Pető,
- e) Committee for Practical Training at the Faculty of András Pető.

(5) The composition of the Committees under paragraph (3), the members and the President, their duties, activities, and powers shall be determined by the Senate. The Senate shall determine the tasks, activities, and competencies of the committees according to paragraph (4) based on the proposal of the Faculty Council and the Dean, and the Faculty Council shall decide on the composition of the committees, the members, and the president based on the proposal of the Dean. In all cases, the provisions of Article 12 paragraph (5) of the Nftv. must be ensured.

(6) The committees shall draw up their rules of procedure, taking into account their duties as defined in these regulations, the provisions of the law, and the University regulations governing their activities, which the Senate shall approve on the proposal of the president of the committee concerned, following the approval of the Faculty Council in the case of committees under paragraph (4).

(7) The committees shall ensure the representation of all faculties and of the Students' Council and, where their remit is affected, of the Doctoral Students' Council, and the participation of experts, taking into account the nature of their tasks.

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<sup>90</sup> According to Senate Decision No. 139/2021. (20 December) Annex 1 Effective from: 30 December 2021

- (8) The Rector shall propose to the Senate the presidents and members of the standing committees, after consulting the Deans, the President of the Doctoral Council and the Presidents of the Student Council, the Doctoral Students' Union and the Staff Council, and the Dean shall propose to the Faculty Council the members of the committees referred to in paragraph (4).
- (9) The mandate of the standing committees shall be for a term of office determined by the Senate, which shall not exceed 3 years.
- (10) The work of the committees shall be supported by all University departments by providing the necessary information.
- (11) During their term of office, the committees shall report to the Senate at least once a year.
- (12) The Chancellor may initiate the convening of a committee meeting by the committee chairman if a decision, opinion, or position of the committee is required in a matter concerning the area under its control or within its competence. In this case, the chairman of the committee shall convene a committee meeting within a maximum of 8 days.
- (13) Matters not covered by this Section may be decided by the Committee in its Rules of Procedure. The mandatory contents of the rules of procedure shall be:
- a) the order and frequency of meetings,
  - b) the persons entitled to convene meetings,
  - c) the arrangements for the performance of tasks relating to the organization and conduct of meetings,
  - d) the rules governing the agenda and the quorum,
  - e) the conduct of meetings, the rights of members, and the rules governing the right to speak,
  - f) rules for the taking and certifying of minutes of meetings,
  - g) the rules governing decision-making and voting.
- (14) The members, duties, president, contact person, rules of procedure and annual report of the committees established by the Senate, as well as the members, duties, president, contact person, rules of procedure and annual report of the committees of the faculty shall be published and continuously updated by the Directorate General of Legal and Administrative Affairs on the University's website and intranet.

- (15) <sup>91</sup>The provisions of paragraphs 7 to 9 shall not apply to the University Innovation Committee referred to in paragraph 3 lit. (m).

*Article 126 [Committees of the Faculty]*

- (1) The standing committees of the Faculty shall be the committees established by the Senate according to Article 125 of this Chapter:
- a) Study and Examination Committee,
  - b) Credit Transfer Committee,
  - c) the Faculty Ethics and Disciplinary Committee,
  - d) at the András Pető Faculty, the Publishing and Library Committee,
  - e) at the Faculty of András Pető, the Practical Training Committee.
- (2) On the proposal of the Faculty Council, the Senate may establish a committee that performs more than one of the functions listed in paragraph (1) and may also determine different names for the committees on the proposal of the Faculty Council. In determining the composition of the committees specified in this section, the provisions of paragraph (4) lit. (b)-(c) of this section shall apply *mutatis mutandis*.
- (3) The Faculty Council may establish additional standing committees and temporary committees, mainly to elaborate solutions to educational, professional and continuing education and scientific research issues, prepare decisions, and assist the Dean in their work.
- (4) The composition, tasks, and scope of activities of the committees established by the Faculty Council according to paragraph (3) shall be determined by the Faculty's administrative and operational regulations. In the case of committees established by the Faculty Council
- a) a standing committee may be chaired by a member of the Faculty Council or a senior lecturer;
  - b) a person may chair only one standing committee;
  - c) a member of a standing committee may be a university employee, a person with a medical service contract, and a student;
  - d) the term of office of the presidents and members of standing committees shall be three years;
  - e) the presidents and members of the standing committees shall be elected by the Faculty Council, with the Dean proposing the presidents of the standing committees and their members who are university employees or members of the medical service, and the Faculty Council proposing the members of the student body;

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<sup>91</sup> Established by Senate Decision No. 70/2022. (26 September) Annex 1 Article 3 Effective from: 05 October 2022

- f) the rules of procedure of the standing committees shall be prepared by the committee and approved by the Faculty Council.
- (5) The Faculty Council may establish a temporary faculty committee in matters that do not fall within the competence of a standing committee. The rules applicable to the standing committee shall apply to the temporary committee *mutatis mutandis*.

*Article 127 [Employee forum of the educational research unit]*

- (1) The employees' forum of the department shall give its opinion:
- a) concerning applications for the post of head of the department and the post of Deputy Director,
  - b) on the vacancy for the post of professor, associate professor, senior research fellow, scientific adviser, and research professor, and the applications submitted,
  - c) proposing the award of distinctions,
  - d) applications for traineeships, clinical doctors, clinical medical specialists, senior clinical doctors, assistant lecturers, assistant professors, and master teachers, promotions, and the establishment and extension of employment contracts and health service contracts,
  - e) the employment of a replacement for an absent lecturer/researcher,
  - f) and in other cases specified in the Rules of Procedure.
- (2) Participants in the Employees' Forum:
- a) employees engaged in the activities of the teaching and research unit in the capacity of lecturer, researcher, and teacher, including full-time and part-time employees, excluding employees on long-term absence (more than 30 days),
  - b) clinical staff, excluding contract staff and staff employed on a contract basis,
  - c) professional staff, residents, and Ph.D. students involved in the activities of the teaching-research unit.
- (3) Under paragraph (2) lit. (c)
- a) those residents whose primary place of training is in the relevant department,
  - b) full-time Ph.D. students who have a subject supervisor an employed within the meaning of paragraph 2 lit. (a)-(b)
- shall be entitled to participate in the decision-making of the employee forum.
- (4) Except as provided for in paragraph (6), the opinion voting shall be carried out according to the following groups:
- a) employees employed as lecturers, researchers, teachers,
  - b) clinical staff,
  - c) professional staff, residents and Ph.D. students.
- (5) The opinion poll results shall be aggregated separately for each group. The Rector or the person exercising the power of employer shall consider the results of the expression

of opinion in each of the three groups, aggregated separately, in the exercise of the power of appointment, with the opinion of the group defined in paragraph 4 lit. (a) taking precedence in consideration of the appointment.

- (6) In the case of the Faculty of Public Health Services, the vote and the determination of the result shall be taken collectively, with the reasons for this being recorded in the minutes, if the allocation to groups as referred to in paragraph 4 cannot be interpreted in the light of the composition of the staff, i.e., the vote cannot be anonymous because of the number of groups or the difference between the opinions of the groups is not relevant given the homogeneity of the activities of the institutions.
- (7) An employee forum may also be convened by the head of the department to provide information on an important matter affecting the department or to discuss other matters.

## **16. Special provisions for interest representatives**

### *Article 128 [Employees' organizations, protection of interests, reconciliation of interests]*

- (1) The interests of the employees of the University shall be represented by the registered trade unions of the University, and the rights of participation as defined in the Labor Code and the Health Service Act shall be exercised by the Employees' Council (hereinafter jointly referred to as "interest representation organizations").
- (2) The representative organizations in paragraph (1) shall act following their own rules and regulations within the framework laid down by law.
- (3) The relationship between the University and the representative organizations, the arrangements for representation, and the reconciliation of interests shall be governed by the collective agreement concluded with the trade unions and the collective agreement concluded between the University and them.
- (4) The University trade unions, if they have a certified membership of more than 10% of the employees and are entitled to conclude a collective agreement, shall delegate two members to the Senate. The trade unions and the Employees' Council may send one permanent invitee to the Faculty Council meeting, who shall not have the right to vote. The University trade unions may send one permanent invitee to the Institutional Council, who shall not have the right to vote.
- (5) The head of an interest representation organization shall not be a senior or senior manager of the University; a senior or senior manager shall not hold a management position in an interest representation organization.



- (6) In the event of the need for a meeting of interest representatives, the union's leadership or, depending on the level of competence, the head of the department/institute, the Dean, the Rector, or the chancellor shall be responsible for the meeting. If a trade union initiates negotiations with senior managers and executives of the University, the Representative Trade Union shall be informed.
- (7) On the initiative of the representative trade union, an Institutional Interest Conciliation Council shall operate at the University.

*Article 129 [Representatives for occupational safety and health and the occupational safety and health committee*

- (1) Employees at the University shall have the right to elect representatives for occupational safety and health to represent their rights and interests in connection with safe and healthy working conditions. The candidates' nomination rules shall be agreed upon between the employees' representatives and the employer.
- (2) When the number of OSH representatives reaches 3, an OSH committee (hereinafter referred to as "the Committee") may be established in accordance with the provisions of the OSH Act, which shall exercise the rights of the OSH representative when they concern all employees.
- (3) The Labor Representative, or, where established, the Commission, shall act on matters within its competence as laid down in the legislation on labor protection and the Labor Protection Regulations.
- (4) The University shall provide the necessary means for the work of the OHS Committee, in particular the operational, technical, and material conditions and the relevant professional standards.
- (5) For the purpose of reconciling the interests of employees and the employer in relation to safe and healthy working conditions at the University, a Joint Health and Safety Board (hereinafter referred to as the "Board") is established in accordance with the provisions of SZMSZ I.1 Annex 1.

*Article 130 [Tasks, decision-making, and opinion-giving powers of the Student Self Government]*

- (1) The Semmelweis University shall have a self-governing student body to represent students' interests as part of the University. All students - except for doctoral students - shall be members of the student self-government and be eligible for election. The student council may exercise the powers set out in these regulations if
  - a) it has elected its officers, and its statutes have been approved, and

- b) at least twenty-five percent of the university's full-time students have verified their participation in the elections of the student government.
- (2) The student self-government shall inform the Rector in writing of the final results of the student self-government elections and the election of its officers immediately, but not later than seven days after the results have become final. The information shall include in particular to the following:
  - a) the proportion of full-time students of the University who have been certified as having participated in the elections,
  - b) the experience gained in the conduct of the elections, and
  - c) any problems that may have arisen during the elections and how they were handled.
- (3) The statutes of the student self-government shall determine the rules of operation of the student government. The Statutes shall be adopted by the Assembly of Delegates of the Student Self-Government and shall become effective upon approval by the Senate. The Senate shall declare its approval of the Statutes at the first meeting following the thirtieth day after their submission.
- (4) The University shall provide the conditions for the operation of the student self-government and the performance of its duties, the lawful use of which and the lawful operation of the student government shall be subject to control by the University. The student self-government may use the premises and equipment of the University free of charge for the performance of its functions, provided that this does not restrict the operation of the University.
- (5) The student self-government shall decide on using the funds available for its operation. No instructions may be given to the student government in its advocacy activities.
- (6) The student self-government shall exercise the right of consent in the adoption and amendment of the administrative and operational regulations in the following scope:
  - a) the rules on remuneration and benefits,
  - b) the arrangements for student consultation on teaching work,
  - c) the rules governing the teaching and examination procedure.
- (7) The student self-government shall be involved in the student's opinion on the teaching work of the lecturers and shall have the right of consent in the use of funds allocated for youth policy and student purposes.
- (8) The student self-government may express its opinion and make proposals on all issues related to the operation of the University and students.

- (9) The Student Self-Government shall supervise the various groups involved in the public activities of the University, in particular those referred to in paragraph (10). It shall exercise this supervision based on regulations adopted by its Assembly of Delegates and approved by the Rector. Where the primary purpose of such groups is to represent the interests of international students of Semmelweis University, the Vice-Rector for International Education shall supervise them, subject to the same rules for their registration and the suspension of their activities.
- (10) A voluntary group, regardless of the form in which it operates, is any group outside the University organization that carries out public, sporting, cultural, educational, or other activities at the University.
- (11) Any citizen of the University may be a member of a voluntary group.
- (12) The participation of at least 5 persons is required to form a voluntary group.
- (13) The Rector may request information on the work of the voluntary group.
- (14) The Student Self-Government shall keep a register of the voluntary groups, which will be open to the public. It shall be accessible to the employees of the University, persons in the health service, and students.
- (15) If members suspend or terminate the operation of a group, they shall notify the Rector and the Student Government in writing within 8 days of the decision.
- (16) If a self-activating group is engaged in activities detrimental to the interests of the University, the Rector may suspend the University-affiliated activities of the self-activating group. The Rector's decision on suspension and its reasons shall be communicated in writing to the leader of the self-activating group.

### **17. Certain other provisions relating to employment**

#### *Article 131 [System of data processing and data transmission]*

- (1) The University shall keep records of data that are essential for the proper functioning of the University, for the exercise of employer's rights, for the organization of training, and which are necessary for the assessment and verification of entitlement to benefits provided for by law and the University's Rules of Organization and Operation. For the latter purpose, the University processes the data from which it is possible to establish the identity of the beneficiary and their entitlement to the benefit.
- (2) The University shall keep a register of enrolled students. The University shall issue a student registration form, which shall contain the student's data and data relating to the

continuation of studies and the fulfillment of obligations arising from the student's status.

- (3) The University shall process the personal data of employees and students only in connection with employment, the establishment and fulfillment of benefits, obligations, the fulfillment of civil rights and obligations, for reasons of national security, or to manage records specified by law, to the extent appropriate for the purpose and for the purpose for which they are processed. The personal data of employed persons may be processed for ten years from the termination of employment unless otherwise provided for by social security rules. Students' personal data may be processed for eighty years from the termination of their student status.
- (4) The Rector, the chancellor, and, within the power of attorney, the manager or other employee authorized by them shall be entitled to transfer data. The procedures for the processing and transferring of data shall be governed by specific University regulations adopted by the Senate.
- (5) In the case of voluntary provision of data, the data subject shall be informed that participation in the provision of data is not compulsory.
- (6) Based on voluntary data provision, the University shall perform the career track tasks, in which the labor market situation of those who have obtained a certificate or diploma at the University shall be monitored.
- (7) Annex 3 of the Nftv. defines the data that may be processed by the University, which may be used for statistical purposes and may be transmitted for statistical purposes in a way that does not allow for personal identification.
- (8) The University shall provide data to the higher education information system operated by the National Higher Education Information Center, which shall contain, within the framework of a central register, data on the maintenance, institutional, employment, students, lecturers, and other employees required for planning at the national economic level. The University is not responsible for the lawfulness of data processing within the higher education information system framework. The data subject has the right to access the higher education information system regarding his or her data, request the rectification of his or her data, and request the deletion of his or her data, except for data processing required by law. The data subject may exercise these rights not at the University but the National Higher Education Information Center.
- (9) The institutional OM-identifier of Semmelweis University is the National Higher Education Information Center: F162576.

- (10) Upon request, the University shall issue a teaching and researcher's identity card (hereinafter referred to as "teaching identity card") to all employed lecturers and researchers. The National Center for Higher Education Information shall have the Lecturer Identity Card prepared and send it to the holder through the University. The Lecturer Identity Card shall contain the number of the card, the holder's name, their mother's name, place and date of birth, the name, address and OM number of the University, the holder's photograph and signature. The Lecturer Identity Card must be applied for per the legal requirements. The University is authorized to forward the data required for the application.
- (11) The University shall issue student cards to students. The student enrolled at the University shall initiate the application for a student card electronically in the University's study system. If the student does not have access to the study system, they shall apply for a student card via the University. The body responsible for the operation of the higher education information system shall ensure the preparation of the student card, which shall be sent to the student via a data processor. The student card contains the student card number, the student's name, date and place of birth, address, signature, photograph, identification number, name and address of the higher education institution, expiry date of the student card, validity date, type of student card, date of issue, unique identifier for the card, and the work schedule. The student card may also contain additional - non-personal - data necessary to benefit from discounts. The student card must be applied for as required by law. The University is entitled to transmit the data required for the production of the card.
- (12) The University shall provide the National Higher Education Information Center with data to register the diplomas and doctoral degrees awarded.
- (13) The basic rules of the University's records management shall be laid down in the University's records management regulations, subject to the provisions of the law, and shall be adopted by the Chancellor.

*Article 132 [Transitional provisions]*

- (1) An agreement between the University and the Institutional Trade Union on the organization and functioning of the Institutional Interest Conciliation Council according to Section I. 1, Article 128 paragraph (6) of the SzMSz shall be concluded by 1 January 2023.
- (2) The successor institution shall be responsible for all matters relating to documents relating to students who were students of the Faculty of Physical Education and Sport Sciences of Semmelweis University until 31 August 2014, in particular the making of copies or duplicates, the correction or replacement of documents, certification or issue

of documents. If there is no successor to the defunct department, this task shall be carried out by the department designated by the Vice-Rector for Education.

- (3) The Staff Council shall be entitled to elect two members of the Senate established on 1 July 2019 in other positions, employing a by-election, under its own rules of procedure, provided that the members so elected must meet the conditions for membership of the Senate laid down in the Staff Regulations. The representative of the Staff Council shall notify the President of the Senate of the result of the election.

*Article 133 [Transitional provisions applicable in a particular legal order and a health crisis]*

- (1) During the period of a particular legal order or a health crisis, in order to ensure the adequate performance of the tasks provided for in the relevant legislation, the Rector shall set up an operational management board at the university level, with the composition determined by them, with the Chancellor being a member of the board.
- (2) The Rector and the Chancellor shall manage the institution per the applicable emergency and disaster management rules in a crisis as defined in paragraph (1).
- (3) The body specified in paragraph (1) shall evaluate and analyze the information obtained during the particular legal order or health emergency, coordinate the management tasks within the university organization, and make professional proposals to the Rector and the Chancellor for the necessary measures to be taken, based on which instructions, information, and notices shall be issued by the persons specified in Section I. 1, Article 3, paragraph (4), lit. d) of the SZMSZ.
- (4) The instruction referred to in paragraph (3) shall include, where justified, the temporary amendment of the university's internal regulations. If an amendment to the regulations, in particular concerning a possible amendment to the Regulations for Studies and Examinations in Part III. 2 of the SZMSZ in connection with distance learning, requires the consent of the HÖK/DÖK as defined in the Nftv., it may exercise its right of consent without notice, but within a maximum of 72 hours, after which it shall be deemed to have been given.
- (5) The Directorate-General for Marketing and Communication shall ensure that the citizens of the University are kept informed.
- (6) The detailed rules applicable in the case referred to in paragraph (1) shall be laid down in the University's Disaster Prevention and Civil Protection Regulations.
- (7) If telecommunication facilities are available, the meetings of the Senate and the Rector's Cabinet and, subject to the Rector's instructions, the meetings of other university decision-making bodies may be held by telecommunication.

- (8) Notwithstanding Article 25 paragraph (5) of Part I.1 of the Statutes, the Senate may decide on proposals without holding a meeting during the period specified in paragraph (1), employing a special voting procedure.
- (9) Voting under subsection (8) shall be authorized by the Rector and shall be specified in the authorization:
- a) the method of voting,
  - b) the agenda,
  - c) the period in days for the conduct of the vote, which shall not be less than one working day.
- (10) The technical management of the special voting procedure shall be carried out by the Secretary-General of the Senate, under the authority of the Rector, while ensuring the confidentiality of the voting.
- (11) The Rector shall send the agenda of the particular vote, the question to be decided, or the proposal together with the documents necessary for its decision to the Senate and the Board of Trustees members. The members of the Senate shall be responsible for ensuring that no third party has access to the documents sent to them during the voting procedure concerning the documents relating to the vote under the special voting procedure and the vote cast. The question to be decided or the proposal to be tabled shall also be uploaded to the Senate database.
- (12) The rules of the special voting procedure set out in this section shall apply to decisions to be taken by other bodies of the University on matters of a personal nature, provided that the authorization under subsection (8) specifying the method of voting and a power of attorney in the name of the person named by the President for the technical conduct of the vote, shall be issued by the President of the body concerned.