



**SEMMELWEIS UNIVERSITY**

**ORGANIZATIONAL AND OPERATING RULES**

**BOOK I**

**ORGANIZATIONAL AND OPERATING ORDER**

**I 1 GENERAL PART**

**ANNEXES**

**BUDAPEST**

**2023**

## Contents

I 1 - Annex 1.....	3
<b>STANDING COMMITTEES AND OTHER COUNCILS OF THE UNIVERSITY,</b> .....	<b>3</b>
<b>1 Bodies established by law</b> .....	<b>3</b>
<i>Article 1 [Hospital Supervisory Board]</i> .....	3
<i>Article 2 [The Regional, Institutional Scientific and Research Ethics Committee of Semmelweis University]</i> .....	3
<i>Article 3 [Joint Labor Inspection Board]</i> .....	4
<i>Article 4 [Hospital Ethics Committee (Ethics Committee for Living Donor Transplantation)]</i> .....	5
<b>2 University-level standing committees</b> .....	<b>5</b>
<i>Article 5 Scientific Council,</i> .....	5
<i>Article 6 [Board of Studies and Examinations]</i> .....	5
<i>Article 7 [Ethics and Disciplinary Committee]</i> .....	5
<i>Article 8 [University Ethics Committee]</i> .....	6
<i>Article 9 [Habilitation Committee]</i> .....	6
<i>Article 10 [Quality Development and Quality Assessment Committee]</i> .....	6
<i>Article 11 [Credit Transfer Committee]</i> .....	6
<i>Article 12 [Semmelweis University Workplace Welfare Committee]</i> .....	6
<i>Article 13 [Committee for the Review of External Research]</i> .....	7
<i>Article 14 [Committee on Therapeutic Products, Antibiotics and Infection Control]</i> .....	7
<i>Article 15 [Quality Improvement Council]</i> .....	7
<i>Article 16 [University Equal Opportunities Committee]</i> .....	8
<i>Article 17 [Committee for Social and Equal Opportunities of Students (SZEB)]</i> .....	9
<i>Article 18 [Semmelweis College for Professors (PSK)]</i> .....	10
<i>Article 19 [University Innovation Committee]</i> .....	11
<i>Article 20 [Steering Committee for Vocational and Continuing Training]</i> .....	11
I 1 - Annex 2.....	13
ORGANOGRAM.....	13

## **I 1 - Annex 1**

### **STANDING COMMITTEES AND OTHER COUNCILS OF THE UNIVERSITY,**

#### **1 Bodies established by law**

##### *Article 1 [Hospital Supervisory Board]*

- (1) By Article 156 paragraph (1) of Act CLIV of 1997 on Health Care (hereinafter referred to as the "Health Care Act" or Eütv.) and Decree 23/1998 (27 December) of the Ministry of Health on the Hospital Supervisory Board, the duties related to the establishment of the Hospital Supervisory Board shall be the responsibility of the medical director of the health care institution providing inpatient care. In this context, the head of the medical profession shall ensure, per the maintainer's provisions, that the supervisory Board is established in the number of members specified in Article 156 paragraph (4) of the Act.
- (2) Functions:
  - a) to give opinions and make proposals on matters relating to the operation, maintenance, and development of the institution,
  - b) ensure liaison between the management of the institution and the public concerned,
  - c) representing the interests of the public concerned in the running of the institution,
  - d) monitor the functioning of the institution.
- (3) Composition: The Hospital Supervisory Board shall be a statutory body consisting of at least nine and not more than seventeen members, the number of which shall be laid down in the rules of procedure issued by the Chief Medical Officer. Half of the members shall be delegates of the social organizations active in the health field in the area served by the institution, and the other half shall be delegates of the institution. In all cases, the President of the Council shall be elected from among the delegates of the social organizations.
- (4) The provisions relating to the number of members and the detailed rules for the constitution and operation of the Hospital Supervisory Board shall be laid down in the rules of procedure, which the Chief Medical Officer shall adopt.

##### *Article 2 [The Regional, Institutional Scientific and Research Ethics Committee of Semmelweis University]*

- (1) The RKEB (IKEB) is
  - a) a committee of at least five members established at the University, which is governed by Article 159 paragraph (6) lit. b) of the Eütv
  - b) the Clinical Investigation of Medical Research Involving Human Subjects, Clinical Investigation of Investigational Medicinal Products for Human Use and the Rules of the

Clinical Investigation of Medical Devices for Clinical Use in Human Subjects, and the Rules of the Clinical Investigation of Medical Devices for Clinical Investigation in Human Subjects, as established by Government Decree 235/2009 (October 20)

- c) further the Decree 23/2002 (May 9) of the Ministry of Health on medical research on human subjects,
- d) and Decree 35/2005 (26 August) of the Ministry of Health on clinical investigation of investigational medicinal products for human use and the application of good clinical practice, and whose members are appointed by the Rector.

(2) Functions:

- a) <sup>1</sup>The Semmelweis University RKEB shall perform the functions of the Institutional Research Ethics Committee in connection with medical research and clinical trials at Semmelweis University and its institutions and following the Annex to Decree 23/2002 (9 May) of the Ministry of Health on medical research on human subjects, in respect of Semmelweis University and its institutions, Pest County and health care institutions under the direct supervision of the Ministry of Health in the territory of the capital.
- b) Within the scope of its regional research ethics tasks, it shall give a professional, ethical opinion on all research involving human subjects for which the law does not require that the ethical-professional opinion be provided by the Scientific and Research Ethics Committee of the Scientific Council for Health, the Clinical Pharmacology Ethics Committee and the Human Reproduction Committee.

*Article 3 [Joint Labor Inspection Board]*

- (1) The University shall establish a Joint Occupational Safety and Health Board (hereinafter referred to as the "Board") to reconcile interests concerning the conditions of safe and healthy working conditions, with the participation of employees and the employer, when the condition specified in Article 70/B paragraph (1) of Act XCIII of 1993 on Occupational Safety and Health is fulfilled.

(2) Functions:

The Board shall exercise all the functions and powers assigned to it by law, in particular:

- a) regularly, but at least once a year, to assess the development of the situation and activities in the field of occupational safety and health at the workplace and possible measures to be taken in this connection;
- b) discuss the OSH program and monitor its implementation;
- c) take a position on drafting normative internal rules concerning occupational safety and health.

(3) Composition:

---

<sup>1</sup> Modified by Senate Decision No. 4/2023 (9 February) Annex 1, Article 5 paragraph (2) Effective from: 16 February 2023

- a) The Board shall have an equal number of full members and alternate members from the employees' and employers' sides, appointed for 5 years. The alternate member shall replace the full member by proxy and take his place in the event of terminating the entire member's term of office for any reason.
- b) The Board shall be chaired alternately by the employees' and employers' representatives.
- c) The number of full and alternate members of the Board, the conditions of termination of office and recall, the rules governing the chairmanship and operation of the Board, its rules of procedure, and other procedural matters relating to the Board's activities shall be agreed between the employees' representatives and the employer, with the employer being represented by the employers' representatives on the Board at all times.
- d) The University shall provide the conditions for the functioning of the Board.

*Article 4 [Hospital Ethics Committee (Ethics Committee for Living Donor Transplantation)]*

- (1) At Semmelweis University, the Hospital Ethics Committee (Living Donor Transplantation Ethics Committee) shall be responsible, under Article 156 paragraph (6) point c) of the Eütv.
  - a) to approve in exceptional cases of organ and tissue transplantation regulated by this Act,
  - b) the institution's organizational and operational rules refer to the Committee's competence.

(2) Composition of the Committee:

The Hospital Ethics Committee shall consist of at least five and, at most, 11 members. The healthcare institution's management shall appoint its members to ensure that the composition of the Committee is such as to ensure that the matters brought before it are considered in a multifaceted manner (medical, psychological, legal, religious, etc.).

## **2 University-level standing committees**

*Article 5 Scientific Council,*

(1) Functions:

- a) to formulate strategic positions concerning the scientific work at the University,
- b) preparing the awarding of medals, prizes, and research awards.

*Article 6 [Board of Studies and Examinations]*

A committee of the Faculty is exercising the powers laid down by law and by the University regulations concerning students' academic affairs.

*Article 7 [Ethics and Disciplinary Committee]*

A committee of the Faculty established by the University Doctoral Council is exercising the powers laid down by law and the University regulations concerning students' ethical and disciplinary matters.

*Article 8 [University Ethics Committee]*

Functions:

- a) to take a position on ethical matters arising within the University,
- b) to contribute to the enforcement of patients' rights,
- c) to approve in exceptional cases of organ and tissue transplantation as provided by law,
- d) deciding on matters within the competence of the Committee under the University's Organizational and Operating Regulations, Rules of Procedure, and Code of Ethics.

*Article 9 [Habilitation Committee]*

Functions: conducting the habilitation procedure, the detailed rules of which are laid down in the University's specific regulations, which are part of the University's Regulations.

*Article 10 [Quality Development and Quality Assessment Committee]*

Functions:

- a) preparing the University's mission statement, the strategic concept indicated in the Institutional Development Plan, the tasks defined in the Statutes, and the measures to ensure consistency between quality assurance, quality control, and quality assessment,
- b) preparing the continuous updating of the quality assurance system,
- c) proposing the optimum organizational structure for the performance of the core tasks,
- d) developing human resources, defining and proposing performance-based evaluation of the teaching and research requirements,
- e) assessing the quality of continuing vocational training courses and higher vocational training courses provided under the responsibility of the institution,
- f) summarizing the results of teaching and research activities and the existence of staff and material conditions,
- g) setting university quality objectives.

*Article 11 [Credit Transfer Committee]*

A faculty committee exercises the powers provided for by law and the university regulations concerning student credit transfers.

*Article 12 [Semmelweis University Workplace Welfare Committee]*

(1) Functions:

- a) preparation of the institution's regulations on animal experiments (code of ethics),
- b) monitoring the implementation of the animal experimentation code,

- c) professional, ethical supervision of animal experiments,
- d) ensuring the provision of data related to animal experimentation
- e) organizing the education and training of persons working with animals and authorized to perform animal experiments

*Article 13 [Committee for the Review of External Research]*

Functions:

- a) to carry out an annual evaluation of the material submitted and approved for contracts submitted to the University following the Regulations on Clinical and Preclinical Research, with particular regard to whether the interests of the University have been adequately served,
- b) upon request, assist the Medical Research Adviser, as defined in the Code of Conduct for Clinical and Preclinical Research, in clarifying technical issues arising in the course of research,
- c) with the assistance of the local clinical pharmacologist, inform the relevant departments of the principles of clinical pharmacology, the clinical and preclinical research regulations, and any changes thereto, with a view to further training.

*Article 14 [Committee on Therapeutic Products, Antibiotics and Infection Control]*

Functions:

- a) to develop a proposal for the supply of medicines to the University,
- b) to assess the supply of medicines,
- c) to prepare the procurement of medicines,
- d) optimizing the use and stocking of medicines,
- e) define the University's infection control policy and strategy;
- f) develop, operate, and monitor the local antibiotic use and utilization monitor;
- g) <sup>2</sup>liaise with the National Infection Control and Antibiotic Committee and the Provincial Infection Control and Antibiotic Committee.

*Article 15 [Quality Improvement Council]*

(1) Functions:

- a) conduct management review,
- b) proposing corrective and preventive actions.

(2) Members of the Quality Development Council:

The Quality Improvement Council shall be comprised of voting, permanent members, and invited members with expertise.

---

<sup>2</sup> Modified by Senate Decision No. 4/2023 (09 February) Annex 1, Article 5 paragraph (3). Effective from: 16 February 2023

(3) <sup>3</sup>Voting members of the Quality Improvement Board are:

1. the Rector (chairman of the council)
2. the Chancellor
3. the Vice-Rector General
4. the Vice-Rector for Education
5. the Vice-Rector for Science and Innovation
6. the Vice-Rector for Clinical Affairs
7. the Vice-Rector for Strategy and Development
8. the Vice-Rector for International Education
9. the Dean of the Faculty of General Medicine
10. the Dean of the Faculty of Dentistry
11. the Dean of the Faculty of Pharmacy
12. the Dean of the Faculty of Health Sciences
13. the Dean of the Faculty of Public Health
14. the Dean of the Faculty of András Pető
15. the President of the Doctoral Council
16. The Chairman of the Clinical Centre (if the Vice-Rector of Clinical Affairs is not the same person)
17. the Director General of Medicine
18. the Director General of Finance
19. the Director General of Human Resources
20. the Director General of Technical Services
21. the Director-General for Legal Affairs and Administration
22. the Director-General for Information Technology
23. the Director-General Communication and Marketing
24. the Quality Development Manager
25. the Head of Environmental Management
26. the Head of Energy Management
27. the Data Protection Officer
28. the Director of Nursing of the Clinical Centre

(4) Permanent invitees:

- a) the Patients' Representative,
- b) the Chief Medical Officer for Hospital Hygiene,
- c) the President of the University Students' Self-Government,
- d) <sup>4</sup>the President of the Doctoral Students' Self-Government.

(5) Invited experts: external members, experts invited by the Rector

*Article 16 [University Equal Opportunities Committee]*

---



- (1) Functions: in consideration of the University's Equal Opportunities Plan:
- a) to give its opinion on the Equal Opportunities Plan and to propose its adoption and amendment to the Rector and the Chancellor;
  - b) monitor the proportional representation of men and women in university bodies and, if necessary, make proposals to the Rector and the Chancellor at the end of each academic year as part of the review of the Equal Opportunities Plan to ensure proportional representation;
  - c) make recommendations to promote equal opportunities,
  - d) comment on the "Equal Opportunities" sections of the Admission Guide;
  - e) at the end of each academic year, as part of the review of the Equal Opportunities Plan, make a proposal to the Chancellor and the Rector on the use of normative support for the study of students with disabilities, the acquisition of equipment and the improvement of staffing conditions;
  - f) as part of its opinion on the Equal Opportunities Plan, make proposals to the Rector and the Chancellor to ensure the necessary conditions for the admission of persons with disabilities who apply to the University to obtain a student status;
  - g) in the light of the budget allocated in the Equal Opportunities Plan for the year in question, make proposals to the Rector and the Chancellor on how students with disabilities can make use of the personal and technical assistance and services available and coordinate the provision of the necessary conditions;
  - h) make recommendations to the university and faculty leaders on how to improve the learning conditions of students with disabilities;
  - i) to give priority to informing disabled students about equal opportunities,
  - j) to consider requests for exemptions from course and examination requirements or other concessions for students with disabilities;
  - k) based on the recommendations of the institutional coordinator and the experts involved, make proposals to the Rector and the Chancellor for the rectification of any irregularities detected in the application of the University's equal opportunities regulations;
  - l) make recommendations on injury-specific requirements for medical, fitness, and aptitude tests;
  - m) monitor the implementation of equal opportunities and non-discrimination in all departments and employees of the University;
  - n) make recommendations on the working conditions of women, young people, people over 40 years of age, disabled people, and people with reduced working capacity, and on the working conditions of employees with children under ten years of age and single parents;
  - o) monitor the effectiveness of the implementation of the measures adopted concerning equal opportunities
  - p) acting on individual equality cases.

*Article 17 [Committee for Social and Equal Opportunities of Students (SZEB)]*

- (1) Functions:

- a) The University Social Affairs Committee shall consist of a maximum of 14 members, including the Chairperson, its Chairperson, and 1 faculty member per Faculty shall be elected by the Senate; the Student Self Government shall delegate the other 7 members.
- b) The decisions of the Board of Governors are prepared by the Board of Governors' Evaluation Working Group, whose members are delegated by the Student Council.
- c) As the body acting in the first instance, the PEB decides once every six months on the social situation of students about their entitlement to the means-tested benefits provided for in the TJSZ; to give an opinion in the first instance on the exemption from residence hall fees and, in the case of students who pay their fees, to take decisions within the Rector's competence, subject to the provisions of special regulations; to act as the body acting in the first instance in deciding on the award and amount of regular social grants, basic grants, and special social grants; to serve as the body acting in the first instance in deciding on residence hall accommodation.
- d) The members of the Assessment Preparation Team shall prepare the assessment.

*Article 18 [Semmelweis College for Professors (PSK)]*

- (1) Chairperson: the former Rector of the University, if they accept the Rector's invitation to act as Chairperson. The Chairperson shall be assisted in his/her tasks related to the organization and preparation of meetings by a university employee with a medical status appointed by the Rector.
- (2) Members shall be
  - a) ex-officio, if they do not hold a senior position at the University and accept the Rector's invitation to participate in the work of the PSK,
    - aa) former rectors of the University,
    - ab) former deans of any faculty of the University,
    - ac) former Presidents of the University Doctoral Council,
    - ad) employees of the University over 60 years of age, persons in health care service, and holders of the title of Professor Emeritus - conferred by the University - who are full members or corresponding members of the Hungarian Academy of Sciences.
  - b) members elected by election from among the University's distinguished teachers and researchers over 60 years of age who do not hold a management position at the University, Professor Emeritus, elected on the joint proposal of the Rector and the President of the PSK.
- (3) Concerning point (2)(b), in respect of lecturers-researchers with experience in conductor training, a person who has held a university or college teaching appointment and whose employment relationship with the University or its predecessor has been terminated because of retirement may be nominated as a member and elected as a member.
- (4) Functions:

The PSK is an advisory body to the Rector. At the request of the Rector

- a) to comment on the University's mission statement, development guidelines, strategic plans, and other documents of strategic importance and drafts thereof,
- b) to advise and make proposals on other matters of high priority that fall within the remit of the Senate.

*Article 19 [University Innovation Committee]*

- (1) University Innovation Committee, (hereinafter: "EIB") shall be a body with strategic responsibilities for the management of intellectual property created, owned, or used by the University and shall have the following powers:
  - a) proposing university innovation, industrial property, and exploitation concepts;
  - b) examining and deciding on the acceptance of creations, inventions, research results, ideas, and discoveries (collectively: intellectual property);
  - c) examining the protectability of intellectual works and authorizing the institution of protection proceedings under the relevant legislation;
  - d) deciding on conceptual matters relating to the exploitation of intellectual works (including decisions on the fees to be paid for such exploitation);
  - e) waiving the rights of the University in respect of the intellectual property;
  - f) authorizing the Innovation Centre to enter into commitments concerning the examination, registration, management, and maintenance of intellectual property rights in respect of intellectual property rights.
- (2) The detailed rules for the operation of the EIB are laid down in the Intellectual Property Management Regulations, which form part of the Staff Regulations. The Centre for Innovation shall provide technical support for the EIB and perform its administrative tasks.

*Article 20 [Steering Committee for Vocational and Continuing Training]*

- (1) The President 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 President of the Professional Advisory Board of the ÁOK, the Head of the Secretariat for Professional and Continuing Education of the FOK, the President 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.
- (2) The scope of activities of the Professional and Continuing Education Steering Committee shall include, inter alia, the validation of the organizers of professional continuing education courses, the development of guidelines for the admission of courses in the pre-and post-qualification scope, the definition of the registration system for continuing education points for those who choose Semmelweis University for

continuing education, the development of the financial background for the provision of continuing education.

