



Equal Opportunities Code

Effective from: 11 July 2023

Contents

- 1. GENERAL PROVISIONS 3**
- 1.1 Article 1 [Scope of the Regulations]..... 3**
- 1.2 Definitions 3**
- 2. DETAILED PROVISIONS 4**
- 2.1 General rules on equal opportunities 4**
- 2.2 Organisational system to promote equality 5**
 - 2.2.1. University Equal Opportunities Committee 5
 - 2.2.2. Institutional coordinator 7
 - 2.2.3. Faculty Coordinator..... 8
- 2.3 Procedures..... 9**
 - 2.3.1. For notifications 9
 - 2.3.2. Registration of students with disabilities 10
 - 2.3.3. Procedure for student applications 11
 - 2.3.4. Procedure in case of suspected harassment 11
- 3. ANNEXES..... 12**

The Semmelweis University (hereinafter: University) The Senate of the University has adopted Government Decree No 87/2015. (April 9.) On the execution of certain Rules of Act of Parliament CCIV (204) of 2011 hereinafter: Nftv. Vhr.), as well as the Semmelweis University Rules of Organisation and Operation - Volume I. 1 PART 1 General organisational and operational provisions Subject to the provisions of Article 3(4)(c), the following Rules are hereby adopted:

1. GENERAL PROVISIONS

1.1 Article 1 [Scope of the Regulations]

This Equal Opportunities Policy (hereinafter referred to as the Policy) covers citizens of the University, applicants for admission to the University, former students of the University or of its predecessor in law who are exempted from taking the language examination or part of the language examination required for the award of a degree, members of the body defined in point 2 of these Regulations, the activities of the University in promoting equal opportunities and all the functions and procedures of the body defined in point 2.

1.2 Definitions

Breach of the requirement of poor treatment	Direct discrimination, indirect discrimination, harassment, unlawful segregation, retaliation and orders to do so.
Medical fitness test	A medical examination to determine whether the individual's physical abilities and state of health are such that he or she is fit to perform the chosen activity and whether his or her health is not at risk.
Student with a disability	Anyone with a physical, sensory or speech disability, a multiple disability, an autism spectrum disorder or other mental disability (severe learning, attention or behavioural disability).
Disabled person	A person who has a permanent or permanent sensory, communication, physical, intellectual, psychosocial impairment, or any accumulation of these, which, in interaction with environmental, social and other significant barriers, limits or prevents effective and equal participation

in society.

Person with reduced working capacity	Anyone who has a physical or mental disability or whose chances of finding and keeping a job following medical rehabilitation may be reduced because of a physical or mental impairment.
Work-related aptitude test	An aptitude test to determine whether the candidate has the individual skills and qualities that make him/her suitable for participation in training and for the performance of the activity corresponding to the qualification obtained.
Vocational aptitude test	A form of assessment, defined by the higher education institution, which tests the skills required for the chosen qualification to determine whether the individual has the skills that can be optimally developed to successfully complete the preparation (training) phase.
Harassment	Conduct offensive to human dignity, sexual or otherwise, which is related to the protected characteristic of the person concerned and which has the purpose or effect of creating an intimidating, hostile, degrading, humiliating or offensive environment towards a person.

2. DETAILED PROVISIONS

2.1 General rules on equal opportunities

- (1) The University applies the requirements of equal treatment, non-discrimination and equal opportunities in all its activities. In particular:
 - a) recognises the equal rights of women and men and seeks to ensure gender balance in its activities;
 - b) recognises the right to employment of employees with disabilities and ensures that they are not disadvantaged in relation to their colleagues;
 - c) recognises the right to learning of students with disabilities, ensuring that they are not disadvantaged in relation to their peers;
 - d) in order to promote equal opportunities, contributes with its services to ensuring students' housing conditions, healthy living free of harmful addictions, and with its information and counselling system helps students to integrate during their studies and

- to advance their professional career after graduation;
- e) provides, as far as possible and for the duration of the student's status, students from disadvantaged backgrounds with a means of learning, on the basis of a receipt.
- (2) The University will indicate in its annual higher education admission prospectus the courses for which it requires special health, psychological or physical fitness requirements. Students who do not meet the eligibility requirements will not be admitted to these courses and, once admitted, students on these courses will not be eligible for disability-related benefits.
- (3) In individual cases where a student's disability arises after the start of their studies, the University will assist the student's progress through inter-professional opportunities.

2.2 Organisational system to promote equality

2.2.1. University Equal Opportunities Committee

- (1) The University Equal Opportunities Committee (hereinafter: Committee) is the University's body that organises and coordinates the University's activities to promote equal opportunities and deals with individual equal opportunities cases, which consists of sub-committees dealing with student and employee issues.
- (2) The subcommittee on student affairs is composed of 10 members, including the chairperson, of whom 2 are nominated by the University Student Government, 1 by the Doctoral Students' Union and 1 by the faculties.
- (3) The Subcommittee on Employee Affairs shall consist of 5 members, including the Chairperson, of whom 1 shall be nominated by the Staff Council, the Rector, the Chancellor and the President of the Clinical Centre, on the occasion of nominations made after the entry into force of these Regulations.
- (4) The Committee is chaired by the Vice-Rector for Education, who also chairs the subcommittees.
- (5) The members of the Commission are elected by the Senate for a three-year term, and the Senate decides on their recall.
- (6) The term of office of the members of the Commission shall end
- death of the member,
 - by resignation addressed to the chairman of the member committee,
 - on termination of employment, medical service or student status,
 - by the recall of the member by the Senate.
- (7) The Subcommittee on Employee and Student Affairs is composed of the Data Protection Officer and a person delegated by the Director-General for Human Resources Management.
- (8) The Commission's tasks in the field of equal opportunities include in particular:

Equal Opportunities Code

- a) gives its opinion on the Gender Equality Plan and proposes its adoption and amendment to the Rector and the Chancellor;
 - b) monitors the proportional representation of men and women in university bodies, and if necessary, at the end of each academic year - as part of the review of the Gender Equality Plan - makes a proposal to the Rector, the Chancellor and the President of the Clinical Centre to ensure proportional representation;
 - c) make recommendations to promote equal opportunities,
 - d) comment on the equal opportunities sections of the Admission Guide;
 - e) make recommendations to the university and faculty leaders on how to improve the learning conditions of students with disabilities;
 - f) to consider requests for exemptions from course and examination requirements or other concessions for students with disabilities;
 - g) makes recommendations to the Rector, the Chancellor and the President of the Clinical Centre, based on the recommendations of the Institutional Coordinator and the experts involved, to remedy any irregularities detected in the application of the University's equal opportunities regulations;
 - h) make recommendations on injury-specific requirements for medical, fitness, and aptitude tests;
 - i) monitor the implementation of equal opportunities and non-discrimination in all departments and employees of the University;
 - j) recommends working conditions for pregnant and breastfeeding women, young workers starting their careers, disabled workers and workers with reduced working capacity, and workers with children under 14 or with children alone;
 - k) monitors the effectiveness of the implementation of the measures adopted concerning equal opportunities
 - l) acts on individual equality cases.
- (9) The Commission takes its decisions at a plenary meeting attended by all members or at a subcommittee meeting.
- (10) The Commission shall act in plenary session on matters referred to in paragraph 8(a) to (b).
- (11) The subcommittee on student affairs shall act on matters referred to in paragraph 8(c) to (g) and on matters referred to in points (g) to (l) where a student is concerned.
- (12) The Employees Sub-Committee shall act in cases referred to in paragraph 8(c) and (g) to (n) where the case concerns an employee.
- (13) The detailed rules and procedures for the operation of the Commission, its meetings and its decision-making are laid down in the Commission's Rules of Procedure.
- (14) The President of the Commission:
- a) is responsible for preparing the Commission's agenda;
 - b) approves the annual work plan of the subcommittees;
 - c) reports on the work of the Commission to the Senate;
 - d) documents the Commission's decisions;
 - e) may ask an expert to answer a technical question in a case pending before the

Commission;

- f) keeps a record of the resolutions and decisions of the Committee and its subcommittees;
- g) monitors the performance of the institutional coordinator's duties;

2.2.2. Institutional coordinator

- (1) The institutional coordinator is a person with higher education and disability competences or professional experience in the field of disability, who is responsible for the implementation of the Nftv. Vhr and the tasks provided for in these Rules.
- (2) The institutional coordinator:
 - a) is acting as secretary of the Commission, assisting the President of the Commission;
 - b) may make proposals to the Rector, the Chancellor and the President of the Clinical Centre to ensure budgetary conditions and is responsible for their implementation;
 - c) supervises and monitors compliance with equal opportunities legislation and regulations at the University on the basis of a semi-annual work plan;
 - d) attends faculty information days to explain the procedures for students with disabilities;
 - e) is responsible for the preparation of proposals for the use of normative support for the study of students with disabilities, as well as for the purchase of equipment and the improvement of staffing conditions;
 - f) if necessary, provides students with disabilities with the loan of technical equipment to assist them in making their studies accessible, within the limits of the available stock;
 - g) registers students with disabilities enrolled at the University on the basis of the data provided by the faculty coordinators, and professionally supervises the content related to the data provision of the Higher Education Information System.
 - h) prepares a (partial) report to the Senate on the work of the Commission at the end of each academic year;
 - i) liaises with students with disabilities and employees with disabilities and their assistants, organises consultation opportunities at the university level requested by students and employees with disabilities;
 - j) assesses annually the needs of employees with disabilities and employers in terms of working conditions and special equipment;
 - k) records the applications for equal opportunities and the resolutions and decisions adopted in relation to them, and sends copies to the departments concerned
 - l) monitors the implementation of Commission decisions on student and employee notifications, and report to the Commission without delay after the deadline for their implementation;
 - m) prepares a proposal for an annual work plan for the Commission's work, which it submits to the Commission President for approval;
 - n) regularly informs the Director-General for Legal Affairs and Administration of the latest developments in the field of equal opportunities through weekly written reports and oral

- reports;
- o) as the "University Equal Opportunities and Gender Equality Coordinator", also fulfils the tasks of the Gender Equality Plan.
- (3) The institutional coordinator the Director-General for Legal Affairs and Administration shall exercise the powers of employer.

2.2.3. Faculty Coordinator

- (1) The Faculty Coordinator is the coordinator of the faculty's support for disabled workers and students with disabilities, who has a university degree and disability competences or professional experience in disability issues.
- (2) The faculty coordinator is appointed by the faculty dean of the faculty in question, in addition to his/her duties as faculty coordinator.
- (3) The Faculty Coordinator:
 - a) assists the work of the institutional coordinator, in particular by making suggestions for the performance of the institutional coordinator's duties;
 - b) forwards and registers equal opportunities referrals received by the faculty to the institutional coordinator;
 - c) on the basis of the voluntary reporting in Annex 1 registers students with disabilities at faculty level and transmits their data to the institutional coordinator in a summary report based on the semesterly enrolment figures, in accordance with the requirements of the Higher Education Information System;
 - d) liaises with students with disabilities and their supporters, organises faculty consultations requested by students with disabilities and informs the institutional coordinator;
 - e) assists students with disabilities in the administration of the institution and provides students with disabilities with the assistance they may need in their studies, where this is not within the Commission's remit or has already been decided by the Commission;
 - f) assesses the educational needs of students with disabilities and their teachers and report annually to the institutional coordinator;
 - g) informs lecturers, teachers and other staff involved in the administration of studies about the needs of students with disabilities in relation to lectures and practical training, the assistance, exemptions and discounts available to students with disabilities and the arrangements for providing them;
 - h) if he/she is not a member of the Commission, he/she participates in the deliberations of the Commission on a matter involving a student from a faculty or institute other than the faculty he/she represents;
 - i) monitors the implementation of the Commission's decision on complaints and requests from students with disabilities, and reports to the Commission and the institutional coordinator via the Faculty coordinator immediately after the deadline for

implementation;

- j) makes recommendations for improving the working conditions of people with disabilities working in the faculty.

2.3 Procedures

2.3.1. For notifications

- (1) In the event of a violation of the requirement of equal treatment, the aggrieved party (hereinafter referred to as the "whistleblower") may submit a written complaint to the faculty coordinator in the case of students or to the institutional coordinator in the case of employees.
- (2) The faculty or institutional coordinator examines the content of the notification and:
 - a) propose to the employer the adoption of labour law measures;
 - b) proposes to the Chancellor the necessary measures to be taken;
 - c) informs the complainant of the contact details of a forum that can help him or her to redress the violation;
 - d) initiates a mediation procedure between the notifier and the person concerned - if necessary - with the involvement of an additional expert.
- (3) The provisions of this Clause shall not affect the right of the aggrieved party to pursue a claim under the law.

2.3.2. Registration of students with disabilities

2.3.2.1. Proof of disability

- (1) The type of disability of a disabled student (applicant) is defined in the Nftv. Vhr. Article 63 paragraph (2) or by an expert opinion issued by the body specified in paragraph (3).
- (2) If the student's (applicant's) disability or special educational needs already existed during secondary education, the disability or special educational needs can be confirmed by an expert opinion issued by the county (capital) pedagogical professional service institutions and their member institutions acting as county or national expert committees.
- (3) If the student's (applicant's) disability or special educational needs already existed during secondary education, the disability or special educational needs can be confirmed by an expert opinion issued by the county (capital) pedagogical professional service institutions and their member institutions acting as county or national expert committees. (before 1 September 2020)
- (4) If the student's (applicant's) disability or special educational needs already existed during secondary education, the disability or special educational needs can be confirmed by an expert opinion issued by the county (capital) pedagogical professional service institutions and their member institutions acting as county or national expert committees. (from 1 September 2020)

2.3.2.2. Registering to record

- (1) A student with a disability is entitled to use the forms of assistance, facilities, benefits or exemptions provided by law or by the University (hereinafter together referred to as "support") if the student with a disability, registers and the acceptance of the registration is entered in the Neptun system. The registration obligation does not apply to former students.
- (2) Registration can be initiated by submitting an electronic form in the Neptun system or a downloadable printed form published on the website of the Directorate-General for Legal Affairs and Administration, in an application to the Faculty Coordinator at the time of the establishment of the student status or at any time thereafter. The registration form is accompanied by a legally binding expert opinion issued by the rehabilitation expert body. In the case of incomplete documentation, the student may be required to submit a supplementary application.
- (3) In the case of students of foreign nationality, the registration application must be accompanied by the original academic transcript issued by the foreign institution and, if not in English, a certified translation of the transcript in English or Hungarian.
- (4) The faculty coordinator and the university coordinator with delegated powers decide on the

acceptance of the registration. The faculty coordinator notifies the head of the relevant faculty department of the registration in a memo. The record contains all the information needed to register in the Neptun system. The documentation is kept in the student's personal file. The appeal against a decision by the coordinator to refuse registration is governed by paragraph 2.3.3 paragraph (4).

2.3.3. Procedure for student applications

- (1) A student with a disability is considered a student with a disability under the Nftv. Vhr. The request to benefit from the exemptions and advantages provided for in Article 62, as set out in *Annex 3*, is to be submitted on the form available in the Forms Library on the sub-website of the Directorate-General for Legal Affairs and Administration – if the registration application according to point 2.3.2.2 paragraph (2) has not been submitted previously: together with the registration application and the professional certificate attesting the type and extent of the student's disability, permanent or temporary, to the Faculty's academic department – via the Neptun system, which shall forward it to the Commission via the institutional coordinator. The uploaded request will be notified to the data subject by means of a Neptun message.
- (2) The Commission will decide on applications submitted during the parliamentary term within 30 calendar days of the date of submission. The President may extend the time limit once, in duly justified cases, for a maximum of 30 calendar days.
- (3) The Commission shall send an original copy of its decision to the student and an electronic copy of the decision to the Dean of the Faculty concerned, the relevant academic department and faculty and the coordinator of the department.
- (4) The student may appeal against the Commission's decision rejecting the application within 15 working days of receipt of the application to the Administrative and Operational Rules III.7. The Appeals Committee as defined in the Rules of Procedure. The provisions of the Regulations on the Procedure for Student Appeals shall apply to the appeals procedure, except that a faculty or institutional coordinator who has not previously been involved in the case shall be invited to the meeting of the Appeals Committee with the right to be present.
- (5) The student must inform his/her instructors at the beginning of the academic semester, but no later than 15 working days after receipt of the decision of the Commission, of the discounts and exemptions granted to him/her in the decision and of the discounts and exemptions he/she intends to use.

2.3.4. Procedure in case of suspected harassment

- (1) At the latest on the working day following the written complaint submitted by the

whistleblower to the institutional coordinator, either electronically or on paper, the employer, or in the case of students, the competent dean of the faculty, will set up a 3-person panel to investigate the facts, which may include a psychologist, a doctor and a lawyer if justified. The secretariat of the committee is provided by the relevant faculty coordinator or, in his/her absence, by the institutional coordinator.

- (2) The committee must investigate the matter and make its recommendations as soon as possible, but no later than 10 working days after the committee is set up. In justified cases (in particular, if the committee needs to hear additional witnesses or obtain other evidence to establish the facts), the employer and the dean may extend the time limit for the committee to deal with the case by a further 10 working days.
- (3) The committee's task is to determine whether the act described in the report constitutes harassment, and if so, to propose to the complainant and the employer, or in the case of students, the dean, the appropriate procedure (conciliation, initiation of ethics proceedings, or in the case of suspected criminal offences, a complaint), and to provide professional assistance to the complainant in dealing with the consequences of the harassment. The employer and the dean decide on the necessary further measures on the basis of the committee's recommendations. The person exercising the employer's authority and the dean shall inform the notifying party in writing of the action taken.
- (4) ¹
- (5) The members of the Committee and its secretaries shall be bound to secrecy with regard to all relevant information they obtain in connection with the procedure, and shall treat any personal data they obtain in the course of the procedure as confidential.
- (6) In the course of its proceedings, the Committee may examine evidence, request documents from the parties concerned, university departments and hear witnesses in order to clarify the facts. Citizens of the university are obliged to provide information to the committee and, in the event of being called as witnesses, to appear before the committee in person. The committee shall hear the witnesses and the persons concerned separately (in each other's absence), and shall order a confrontation in order to clarify any contradictions.

3. Annexes

Annex 1: Registration Form for Students with Disabilities - available from the forms library

Annex 2: Receipt - available from the forms library

Annex 3: Application - available from the forms library

Annex 4: Audit trail

¹ Repealed by Senate Decision 54/2023 (29 June) Annex 2 Article 5 Effective from: 11 July 2023

Annex 4: Audit trail

Opinion on admission information; procedure in case of application and notification; reports and statements

	process steps	preparation steps	responsibility levels					document resulting from the process
			task host	verification	control method	approval	mode of approval	
1	Opinion on the eligibility requirements for the admission notice	declaration by the Faculties of the necessary requirements	faculty/ institutional coordinator	Head of the Education Administration Office,	Checking the proposals received and consulting the Head of Service	Committee chairman	acknowledgement	Admission information
2	Submitting a student application	examination of the form	faculty / institutional coordinator	Committee chairman	document control	n/a	n/a	request forwarded to the Commission by the faculty/institutional coordinator
3	Committee decision-making	Organisation of a committee meeting	faculty / institutional coordinator	Committee chairman	Countersignature of the minutes	n/a.	n/a.	Committee decision
4	Submission of a request for student redress	Completion of the form ("fact sheet") according to Section III.7, Article 4 paragraph (3) of the Rules of Procedure	faculty / institutional coordinator	Committee chairman	signing the form	Committee chairman	signing the form	"Overruling Committee Application received - Factual outline"
5	How to make a notification	examination of the application	faculty / institutional coordinator	n/a.		n/a.		suggesting action to the employer/chancellor or informing the whistleblower of further redress mechanisms, initiating ethics committee proceedings, mediation procedure

Equal Opportunities Code

	process steps	preparation steps	responsibility levels					document resulting from the process
			task host	verification	control method	approval	mode of approval	
6	Tool hire	Based on student request	Institutional coordinator	The Director-General for Legal Affairs and Administration	Inventory, semi-annual reports	n/a	acknowledgement	Handover report
7	Mediation procedure	Proposal to the initiator	faculty/institutional coordinator	President of the Committee / Director-General for Legal Affairs	Minutes, document control	Committee	acknowledgement	Minutes of the procedure
8	Testimonials	Preparing annual reports for the Senate	Institutional coordinator	Committee chairman	Summary annual report on students with disabilities registered at the University.	Committee chairman	acknowledgement	Report on headcounts and highlights
9	Half-yearly reports	Transmission of statistical data for the reference year to OH	Institutional coordinator	The Director-General for Legal Affairs and Administration	Checking and reporting registered students by name through the F.I.R. system	Legal Director-General	acknowledgement	On a standard form and with the certificates required by law
10	Weekly reports, presentations	carrying out the tasks set out in the rules	Institutional coordinator	The Director-General for Legal Affairs and Administration	Weekly report and presentation on the tasks performed and their current status	Legal Director-General	Acknowledgement, giving instructions	Electronically, orally at a predetermined time each week