



SEMMELWEIS UNIVERSITY

ORGANIZATIONAL AND OPERATING RULES

BOOK I

ORGANIZATIONAL AND OPERATING ORDER

I. 1 GENERAL PART

GENERAL ORGANIZATIONAL AND OPERATING RULES

BUDAPEST

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SEMMEWEIS UNIVERSITY ORGANIZATIONAL AND OPERATING RULES

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.) in its Article 57 under "Private Higher Education Institutions", 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 Medicine (abbreviation: ÁOK)
Address: 1085 Budapest Üllői út 26.
- Faculty of Health Sciences (abbreviation: ETK)
Address: 1088 Budapest, Vas u. 17
- Faculty of Health and Public Administration (rövidítése: EKK)
Address: 1125 Budapest, Kútvölgyi út 2.
- Faculty of Dentistry (abbreviation: FOK)
Address: 1085 Budapest, Üllői út 26.
- Faculty of Pharmaceutical Sciences (rövidítése: GYTK)
Address: 1085 Budapest Üllői út 26.
- ¹András Petó 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 Medicine (ÁOK) is the Faculty of Medicine of the Nagyszombat, 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 Health and Public Administration, 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 Faculty of Dentistry of the Budapest University of Medical Sciences, founded in 1955,
 - e) the Faculty of Pharmacy (GYTK) is the successor of the Faculty of Pharmacy established in 1955 at the Budapest University of Medicine.
- (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, 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.

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

- c) Ilyefalva-Ilieni, 527105 Ilieni Str. Bisericii nr. 403. jud. Covasna, Romania
- d) Hviezdoslavo námestie 14. Bratislava 81102,
- e) Subotica, 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) ²organizational policy documents:
 - ba) the University Strategy,
 - bb) the Institutional Development Plan,
 - bc)
 - bd)
 - be) ³
 - c) ^{4,5}according to a hierarchy of internal regulatory standards:
 - ca) Senate Decision
 - cb) Organizational and Operating Order (SZMSZ) and its Annexes
 - cc) regulations and policies, including the University's Code of Ethics and the Image Manual
 - cd) instructions
 - ce) data protection notice, privacy notice, data protection enforcement notice
 - cf) quality procedure,
 - cg) 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,

² Modified by Senate Decision 95/2024 (4 November) Annex 1 Article 1 paragraph (1). Effective from: 1 March 2025

³ Repealed by Senate decision 29/2023 (24 April) Annex 4 Article 1 paragraph (1) Effective from: 3 May 2023

⁴ Modified by Senate Decision 95/2024 (4 November) Annex 1 Article 1 paragraph (1). Effective from: 1 March 2025

⁵ Modified by Senate decision 118/2024 (December 16) Annex 1 Article 1 paragraph (1). Effective from: 2 March 2025

- 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)⁶in the case of instructions at a departmental level, by the Dean of the University, Chairman of the EDT in their capacity.
Given the complexity of the measure concerned, a joint instruction may be issued.
- e) ⁷ normative material which the DPO may issue on his or her own authority documents:
 - ea) The data protection notice is a normative regulatory document issued by the data protection officer, which contains general information addressed to the university or one of its organizational units/departments, specific departments, or specific groups of employees. The data protection notice contains generally applicable guidelines for managing risks arising during a particular practice/process in order to reduce data protection risks related to the university's operations
 - eb) A data protection notice is a normative regulatory document issued shall specify the professional data protection measure(s) necessary to reduce the risk, the deadline for their implementation, and shall monitor and evaluate their implementation.
aimed at to take specific professional data protection measures. In the data protection request, the data protection officer shall specify the professional data protection measure(s) necessary to reduce the risk, the deadline for their implementation, and shall monitor and evaluate their implementation.
 - ec) The data protection implementation instruction is a normative regulatory document issued by the data protection officer for the entire university,

⁶ Modified by Senate decision 48/2023 (25 May) Annex 1, Article 1 paragraph (1) Effective from: 3 June 2023

⁷ Modified by Senate decision 118/2024 (16 December) Annex 1 Article 1 paragraph (2). Effective from: 2 March 2025

applicable to specific groups of employees/employees/organizational units/specialized areas, which specifies the measures/implementation obligations arising from an official decision affecting the university, the deadline for implementation, is set by the DPO and monitors and evaluates its implementation.

- f) board rules of procedure and board decisions: the board rules of procedure contain the rules governing the operation, duties and powers of the university-level and faculty-level committees, on the basis of which board decisions are made,
 - g) 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) Detailed provisions on the consultation, adoption, amendment, publication and review of internal standards are set out in the Code of Conduct for the preparation of regulatory documents.
- (6) ^{8,9,10,11}In the case of internal rules adopted after 1 March 2025 and prepared by the JIF on the basis of a correlation, the place of publication of the internal rule referred to in points b) to d) and (ea) of paragraph (4) shall be the repository database. Until such time as the database providing the legal deposit service does not contain all the internal rules referred to in points b) to d) and (ea) of paragraph (4), the publication of all the rules shall also be ensured on the JIF website, taking into account the provisions of this Article.
- (7) ^{12,13} The published internal standard, at the discretion of the authorizing officer
- a) public document: subject to publication by law or, at the University's discretion, available to University citizens and 3. persons.

⁸ Modified by Senate Decision 48/2023 (25 May) Annex 1, Article 1 paragraph (1) Effective from: 3 June 2023

⁹ Modified by Senate Decision 95/2024 (4 November) Annex 1 Article 1 paragraph (2), which was repealed by Senate Decision 9/2025 (28 February) Article 2 paragraph (3) Effective from: 1 March 2025

¹⁰ Modified by Senate decision 118/2024 (16 December) Annex 1 Article 1 paragraph (3), repealed by Senate Decision 9/2025 (28 February) Article 2 paragraph (3) Effective from: 1 March 2025

¹¹ Modified by Senate Decision 9/2025 (28 February) Annex 1 Article 1 paragraph (1). Effective from: 1 March 2025

¹² Established by Senate Decision 95/2024 (4 November) Annex 1 Article 1 paragraph (2), which was repealed by Senate Decision 9/2025 (28 February) Article 2 paragraph (3) Effective from: 1 March 2025

¹³ Established by Senate Decision 9/2025 (28 February) Annex 1 Article 1 paragraph (2). Effective from: 1 March 2025

- b) non-public document: available only to university citizens on the university intranet.
- (8) ^{14,15} A link to the JIF sub-site or to the repository database may be published on the website of another University department.
- (9) ¹⁶The non-public rules may be provided to the University's contractual partner under an obligation of confidentiality, if the contract requires the partner to comply with them.

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.

¹⁴ Established by Senate Decision 95/2024 (4 November) Annex 1 Article 1 paragraph (2), which was repealed by Senate Decision 9/2025 (28 February) Article 2 paragraph (3) Effective from: 1 March 2025

¹⁵ Established by Senate Decision 9/2025 (28 February) Annex 1 Article 1 paragraph (2). Effective from: 1 March 2025

¹⁶ Established by Senate Decision 9/2025 (28 February) Annex 1 Article 1 paragraph (2). Effective from: 1 March 2025

- (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) extends to 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 first language 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, specializt doctor, specializt dentist, specializt 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, child care center 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. The costs of its tasks, operation and development are covered in the university budget, which is drawn up annually.
- (11) ¹⁷The 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.

¹⁷ Modified by Senate Decision No. 4/2023 (9 February) Annex 1, Article 1 Effective from: 16 February 2023

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) ¹⁸Coat of Arms of the University: Standing shield with tapering base and divided field above, below blue shield-head, a natural arm in white cloth extending from the right forearm in a blue shield-head holding a golden-brown bound stapled book; 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 beech branch 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 Crown, and on her right knee, the child Jesus, covered at the waist with a white robe,

¹⁸ Modified by Senate Decision No. 139/2021 (20 December) Annex 1 Effective from: 30 December 2021

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 with each other with regard to the tasks of the departments within the Clinical Center.

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

The detailed employment rules, selection and promotion rules, responsibilities and rights and obligations of teachers and researchers are set out in the employment requirements, which form part of the Organizational and Operational Rules.

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) have their human rights respected, be free to express their views without prejudice to the rights of others, and make proposals within the framework of the organizational and operational rules regarding the content and use of the University and its educational/residential/leisure and community services provided to students,
 - b) to receive an education that is appropriate to their abilities, skills and, within the University's training structure, to their individual interests, which will facilitate their development and the future practice 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 students' union, and doctoral students' union 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, the supreme self-governing governing body of Semmelweis University, is vested with the decision-making, proposal, opinion and control rights of the higher education institution, and it is vested with the rights stipulated in the Fundamental Law. The Senate sets the University's educational and research tasks and controls 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 & Business Development
 - 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 adopts the RDI Strategy in line with the Institutional Development Plan.
- (4) ¹⁹The Senate proposes the content of the Rector's call for applications, evaluates the applications, elects the Rector-designate, and assesses the Rector's leadership. The

¹⁹ Modified by Senate Decision No. 95/2022 (2 November) Article 4. Effective from: 2 November 2022

Senate shall lay down the detailed rules for the election of the rector-designate in accordance with the Annex to the SZMSZ of the Senate, Part I 2.

- (5) The Senate shall approve the University's
- a) academic/educational/training program,
 - b) Organizational and Operational Regulations, Doctoral Rules, 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 lit. a) to i) and may decide in respect of lit. 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) the asset management plan for the assets placed at the disposal of the University and the use of the real estate assets owned/managed by the University,
 - c) ²⁰on the naming of the University's organization, its organizational units, including the English and German language definitions, its reorganization, its dissolution, the creation of organizational units,
 - 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.

²⁰ Modified by Senate Decision 29/2023 (24 April) Annex 4 Article 2, Effective from: 3 May 2023

- (10) The Senate also has the power to
- a) ²¹initiating the launch or termination of training courses, determining the own expense price of training courses,
 - 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

²¹ Modified by Senate Decision 96/2025 (3 November) Annex 3 Article 1 paragraph (1). Effective from: 6 November 2025

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) lit. 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) ²²The members of the Senate are elected.
- (2) ²³General elections to the Senate shall be held every five years. The whole Senate as a body is elected for a five-year term, but the term of office of the representative of the student and doctoral student council is limited to 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 Senate members
 - a) ²⁴the 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 Article and adopted by the Senate and shall form Chapter I of Part I 3 of the SZMSZ (hereinafter referred to as the "Election Rules"),
 - b) concerning student members, the Statutes of the Students' Union (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)

²² Modified by Senate Decision 54/2025 (26 June) Annex 1 Article 1 paragraph (1). Effective from: 2 August 2025

²³ Modified by Senate Decision No. 28/2023 (24 April) Annex 1, Effective from: 1 May 2023

²⁴ Modified by Senate Decision No. 28/2023 (24 April) Annex 1, Effective from: 1 May 2023

- e) ²⁵ and Annex to Part I.2 of the SZMSZ concerning the election of the rector candidate,
- f) ²⁶ as regards the Chancellor, Article 21/A

contain provisions.

(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 Senate members is based on the following democratic principles:

- a) ²⁷the 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 Students' Union, 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) ²⁸
- g) ²⁹if, due to a change in their employment relationship or health care service relationship, he/she can no longer be included in the group pursuant to paragraph (6) of Article 22 or in the electoral district pursuant to paragraph (2) of Article 3 of Part I.3 of the SzMSz in whose register he/she was included at the time of his/her election, including if, in the case of a person elected pursuant to paragraph (3) a) of Article 9 of Part I.3 of the SzMSz, his/her managerial mandate referred to therein ceases,,

²⁵ Established by Senate Decision 54/2025 (26 June) Annex 1 Article 1 paragraph (2). Effective from: 2 August 2025

²⁶ Established by Senate Decision 54/2025 (26 June) Annex 1 Article 1 paragraph (2). Effective from: 2 August 2025

²⁷ Modified by Senate Decision No. 28/2023 (24 April) Annex 1, Effective from: 1 May 2023

²⁸ Repealed by Senate Decision 54/2025 (26 June) Annex 1, Article 1 paragraph (3). Effective from: 2 August 2025

²⁹ Modified by Senate Decision No. 28/2023 (24 April) Annex 1, Effective from: 1 May 2023

- h) if, for any reason, they do 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 Labour 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.
 - k) ³⁰in the case of the Rector and the Chancellor, upon the termination of their senior management mandate.
- (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 21/A ³¹[Special rules for the election of the Chancellor as a member of the Senate]

- (1) The Senate shall decide on the election of the Chancellor as a member of the Senate, who is appointed by the maintainer pursuant to Part II.1, Article 42, paragraph (3) of the SZMSZ, taking into account the provisions of paragraphs (2) to (4).
- (2) The maintainer shall inform the President of the Senate of the Chancellor's appointment within 15 days, who shall place the proposal for the election of the Chancellor as a member of the Senate on the agenda of the next Senate meeting.
- (3) At its meeting referred to in paragraph (2), the Senate shall hear the introduction and program of the chancellor, followed by the opinions of the chair of the Board of Trustees and the rector.
- (4) The Senate shall decide on the election of the chancellor appointed by the maintainer by secret ballot; the election of the chancellor requires the votes of more than half of the members of the Senate.

Article 22 [Composition of the Senate]

- (1) ³²Members 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, medical service or other position at the University.

³⁰ Established by Senate Decision 54/2025 (26 June) Annex 1, Article 1 paragraph (3). Effective from: 2 August 2025

³¹ Established by Senate Decision 54/2025 (26 June) Annex 1 Article 1 paragraph (4). Effective from: 2 August 2025

³² Modified by Senate Decision No. 28/2023 (24 April) Annex 1, Effective from: 1 May 2023

- (2) ³³The Senate shall consist - of 45 members, provided that the Chancellor elected by the Senate as a member of the Senate pursuant to paragraph (3) of Article 42 of Part II.1 of the Szmsz has been elected by the Senate. The number of seats shall be understood to mean the number of seats which may be filled pursuant to paragraphs (4) to (5) of Article 22, i.e. the number of seats which may be obtained by virtue of office and by election and delegation as a result of election.
- (3) If, on the basis of election or delegation, a member of the Senate is unable to exercise his or her rights due to the absence of a regular election or delegation – including cases where the student council or doctoral student council is not entitled to delegate a member to the Senate due to failure to meet the legal requirements – the quorum of the Senate and the voting ratio required for a decision shall be determined without the member in question.
- (4) ³⁴A Member of the Senate
- a) and the rector supported by the Senate during the rector election and appointed by the President of the Republic based on the decision of the maintaining Board of Trustees,
 - b) the chancellor appointed by the Board of Trustees and elected by the Senate.
- (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) ³⁵From 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) 3 lecturers, researchers and teachers of the Faculty of Health Sciences,
 - c) 3 lecturers, researchers and teachers of the Faculty of Public Health Services,
 - d) 3 lecturers, researchers and teachers of the Faculty of Dentistry,
 - e) 3 lecturers, researchers and teachers of the Faculty of Pharmacy,
 - f) 7 teachers, researchers and lecturers from the Clinical Center, as well as teachers, researchers and lecturers who are members of the Board of the Clinical Center,
 - g) 3 lecturers, researchers and teachers of the András Pető Faculty,

³³ Modified by Senate Decision 54/2025 (26 June) Annex 1 Article 1 paragraph (5). Effective from: 2 August 2025

³⁴ Modified by Senate Decision 54/2025 (26 June) Annex 1 Article 1 paragraph (6). Effective from: 2 August 2025

³⁵ Modified by Senate Decision No. 28/2023 (24 April) Annex 1, Effective from: 1 May 2023

- h) 1 member of the Doctoral Council, as well as from other members of the teaching staff, researchers and teachers shall be elected.
- (7) ³⁶From the groups referred to in paragraphs (6) a), 1 person and from 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 [Substitution of the Rector and the Chancellor, the invited guests]

- (1) ³⁷In the event of the Rector being prevented from attending, being affected or temporarily unable to fill a particular senior management position, the Vice Rector General may replace him/her in the Senate. In the absence of the Chancellor, a senator with voting rights may replace him on the basis of a special authorization; if the authorized person is not a senator, the specially authorized person may replace him in the Senate with the right to participate in deliberations. If the representation of the Rector or the Chancellor cannot be ensured within the substitution framework, the substitution shall be governed by Article 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 is himself a member of the Senate.
- (2) ^{38,39}The President of the Senate invites the following to attend the Senate meeting in a consultative capacity
- a) the Vice-Rector if they are not a member of the Senate,
 - 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,

³⁶ Modified by Senate Decision No. 28/2023 (24 April) Annex 1, Effective from: 1 May 2023

³⁷ Modified by Senate Decision No. 82/2024 (3 October) Annex 1 Article 13. Effective from: 1 November 2024

³⁸ Modified by Senate Decision 100/2021 (30 September) Annex, Article 1 paragraph 1. Effective from: 2 October 2021

³⁹ Modified by Senate Decision No. 82/2024 (3 October) Annex 1 Article 14. Effective from: 1 November 2024

- 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 Strategic Organization Development,
- g) the Director-General for Finance and Asset Management,
- h) the Director-General for Budget and Control,
- i) the Director-General of Technical Affairs,
- j) the Director General for Legal and Administrative Affairs,
- k) the Director-General for Human Resources,
- l) the Director-General for Information Technology,
- m) the Director-General for Marketing and Communication,
- n) the former Rector, who shall retire from office for one term,
- o) the President and members of the Public Utilities Supervisory Committee,
- p) such other persons as the President of the Senate may deem appropriate,
- q) 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 Article I.2.1 of the Rules of Procedure.
- (2) The schedule of electronic voting shall be divided into the following stages:
 - a) decision-making phase concerning the convening of a consultation and Senate meeting (hereinafter: consultation phase), for which at least three full working days (a total of 72 hours) must be provided, during which any member of the Senate may initiate a decision on the matter at the 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 modified. The opinion stage replaces the consultation procedure in SZMSZ Article 3 of Part I 2 of the SZMSZ 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), Article I.2, of the SZMSZ 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 modified, 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 maintainer in writing of the suspension or closure 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) lit. 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 paragraph (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 students' union,
- 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) ⁴⁰
- (5) ⁴¹
- (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.

⁴⁰ Repealed by Senate Decision 95/2022. (2 November) Article 5 Effective from: 2 November 2022

⁴¹ Repealed by Senate Decision 95/2022. (2 November) Article 5 Effective from: 2 November 2022

- (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' Union,
 - 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;operate in a professional and lawful manner to ensure that they comply with 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 Students' Union and the Doctoral Students' Union 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 Centre 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 in charge for the operations 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) ⁴²shall 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) shall 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 institution, in order to ensure the financial conditions, which shall be a condition for the validity of such measures,
 - c) shall 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) lit. 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.

⁴² Modified by Senate Decision 100/2021 (30 September) Annex 1 Article 2 Effective from: 2 October 2021

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 & Business Development, 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 Article 29 of Part I. 1 to their general deputy Rector 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) ⁴³coordinating programs on the environment and sustainability,
- m) ⁴⁴coordinating university fundraising activities,
- n) ⁴⁵ other duties as determined by the Rector.

(5) The Vice-Rector for Science and Innovation & Business Development shall

- a) deputising for the Rector and representing the University in external professional bodies on scientific and professional matters,
- b) ^{46,47} coordinating the University's scientific, research and development and innovation activities, with the support and management of the Vice-Rector for Science and Innovation & Business Development,
- 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.

⁴³ Established by Senate Decision 52/2023 (29 June), Annex, Article 1, paragraph (2). Effective from: 1 July 2023

⁴⁴ Established by Senate Decision 52/2023 (29 June), Annex, Article 1, paragraph (2). Effective from: 1 July 2023

⁴⁵ The numbering has been modified by Senate Decision 52/2023 (29 June), Annex, Article 1 paragraph (2). Effective from: 1 July 2023

⁴⁶ Modified by Senate decision 70/2022 (26 September) Annex 1 Article 2 paragraph 1 Effective from: 15 October 2022

⁴⁷ Modified by Senate Decision No. 44/2023 (25 May) Annex 1, Article 1 paragraph (1) Effective from: 1 June 2023

- (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,
 - 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 34⁴⁸ [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 of Human Resources,
 - b) the Director General of Finances and Asset Management
 - c) the Director General for Budget and Controlling,
 - d) the Director-General for Legal and Administrative Affairs,
 - e) ⁴⁹the Director General of Technical Services
 - f) ⁵⁰ the Director-General for Information Technology,
- (2) In the event of the absence of the Chancellor, he may issue a specific order on the exercise of powers relating to the arrangements for substitution. 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:

⁴⁸ Modified by Senate Decision No. 82/2024 (3 October) Annex 1 Article 15. Effective from: 1 November 2024

⁴⁹ Established by Senate Decision 118/2024 (16 December) Annex 1 Article 2 paragraph (1). Effective from: 20 December 2024

⁵⁰ Established by Senate Decision 118/2024 (16 December) Annex 1 Article 2 paragraph (1). Effective from: 20 December 2024

- 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 organizational units that are organizationally independent and perform key tasks, whether essential or functional, for the operation of the University,
 - e) ⁵¹the Doctoral School of Semmelweis University (hereinafter referred to as the Doctoral School), 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) the Directorates and (main) department(s) of the Directorates General,
 - b) the (main) department(s) and/or unit(s) of the Directorates
 - c) 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.
- (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.

⁵¹ 48/2023 (25 May) Annex 1, Article 1 paragraph (2) Effective from: 3 June 2023

- (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) ⁵²The basic structure of the central departments:
 - a) central departments performing the essential tasks of the University,
 - b) central departments with a functional function (hereinafter referred to as 'central functional departments'),
 - 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) ⁵³The central departments responsible for the performance of the University's core tasks:
 - A) ⁵⁴*Central department for education organization, development and student support*

⁵² Modified by Senate decision 118/2024 (16 December) Annex 1 Article 3 paragraph (1). Effective from: 20 December 2024

⁵³ Modified by Senate decision 118/2024 (16 December) Annex 1 Article 3 paragraph (2). Effective from: 20 December 2024

⁵⁴ Modified by Senate decision 109/2025 (27 November) Annex 1 Article 2 paragraph (1). Effective from: 28 November 2025

- a) the Education Administration Office,
- b) Doctoral Office
- c) Center for Educational Development, Methodology and Organization,
- d) Center for International Student Training,
 - da) Directorate for International Studies,
- e) ⁵⁵International Relations and Alumni Directorate,
- f) Center for Vocational and Continuing Education,
- g) ⁵⁶National Medical and Pharmaceutical Final Examination Board Coordination Office,
- h) ⁵⁷⁵⁸Directorate of Support Services and Student Relations.

B) Departments of the Scientific Research and Innovation Directorate

- a) Center for Epidemiology and Surveillance
- b) Biobank Network,
- c) Center for Pharmacology and Pharmaceutical Research Development,
- d) Center for Translational Medicine
- e) Laboratory Animal Science Coordination Center.
- f) Tender Management 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.
- d) János Neumann Institute of Data Science
- e) Richter Department
- f) Department of Military, Disaster and Law Enforcement Medicine
- g) Institute of Biostatistics and Network Science.

(4) ⁵⁹ 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) ⁶⁰The central functional departments

- a) ⁶¹Directorates-General
 - aa) Directorate General of Strategic Organizational Development

⁵⁵ Modified by Senate Decision 31/2025 (17 April) Annex 1 Article 1 paragraph (1) Effective from: 1 June 2025

⁵⁶ Modified by Senate Decision 104/2022 (19 December) Annex 1 Article 1 paragraph 1 Effective from: 1 January 2023

⁵⁷ Established by Senate Decision 29/2023 (23 April) Annex 1 Article 1 paragraph (1) Effective from: 1 September 2023

⁵⁸ Modified by Senate Decision 109/2025 (27 November) Annex 1 Article 2 paragraph (2) Effective from: 28 November 2025

⁵⁹ Modified by Senate Decision No. 42/2025 (29 May) Annex 1 Article 1 paragraph (2). Effective from: 1 August 2025

⁶⁰ Clarified based on the authorization set out in Article 2 lit. a) of Senate Decision No. 118/2024 (16 December).

⁶¹ Modified by Senate Decision No. 82/2024 (3 October), Annex 1 Article 16. Effective from: 1 November 2024

- ab) Directorate General of Finances and Asset Management
 - ac) Directorate General of Budget and Controlling
 - ad) Directorate General of Human Resources
 - ae) Directorate General of Legal and Administrative Affairs
 - af) Directorate General of Technical Affairs
 - ag) ⁶²Directorate General of Information Technology,
 - ah) ⁶³Directorate-General for Marketing and Communication.
 - b) ⁶⁴Directorates
 - ba) Directorate of Internal Audit
 - bb) ⁶⁵Directorate of Procurement.
 - bc) Directorate of Student Residences
 - bd) Central Archives
 - be) Central Library,
 - bf) Semmelweis Center for Health Promotion
 - bg) Teacher Training Center
 - (6) ⁶⁶ Other central departments:
 - a) Rector's Cabinet Office,
 - b) Rector's Program Office
 - c) Chancellor's Cabinet,
 - d) 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, technical, facilities management, operations, logistics, services, procurement, and public procurement activities are carried out by central departments under the control of the Chancellor. Through these central departments, the Chancellor ensures the operational tasks and powers laid down in the Statutes.
- 1. ⁶⁷⁶⁸Central departments for education organization, development and student support**

Article 37 [Office for Educational Administration]

⁶² Established by Senate Decision No. 100/2021 (30 September) Annex, Article 1, paragraph (3). Effective from: 2 October 2021

⁶³ Modified by Senate Decision 100/2021 (30 September) Annex, Article 1, paragraph (3). Effective from: 2 October 2021

⁶⁴ Modified by Senate decision 118/2024 (16 December) Annex 1 Article 3 paragraph (3). Effective from: 20 December 2024

⁶⁵ Established by Senate Decision No. 104/2022 (19 December) Annex, Article 1, paragraph (3). Effective from: 1 January 2023

⁶⁶ Modified by Senate Decision No. 42/2025 (29 May) Annex 1, Article 1 paragraph (3). Effective from: 1 August 2025

⁶⁷ Based on the authorization set out in Article 2 lit. a) of Senate Decision No. 118/2024 (16 December) was brought into formal compliance.

⁶⁸ Modified by Senate decision 109/2025 (27 November) Annex 1 Article 2 paragraph (3). Effective from: 28 November 2025

- (1) ⁶⁹The 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 govern 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 Office for Educational Administration is the Registrar.
- (4) ⁷⁰The Office for Educational Administration is the central department of the Education Management Administration with autonomous budget management powers.
- (5) The Office for Educational Administration 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 Office for Educational Administration,
 - d) perform central, academic, and other general and specific administrative tasks relating to students, courses,
 - e) is responsible for the professional operation of the NEPTUN Unified System of Higher Education Studies and performs the related educational tasks,
 - f) ⁷¹revise, as necessary, the university regulations relating to education and academic administration,
 - g) ⁷²provides secretarial services for the Review Committee, participates in the preparation of the Committee's decisions,
 - h) performs tasks related to the organization of preparatory courses for the advanced-level high school graduation exam,
 - i) coordinates the central admission procedures and organizes and conducts the higher education admission professional examination, within the powers defined by the legislation on admission procedures,

⁶⁹ Clarified based on the authorization set out in Article 2 lit. a) of Senate Decision No. 118/2024 (16 December).

⁷⁰ Clarified based on the authorization set out in Article 2 lit. a) of Senate Decision No. 118/2024 (16 December).

⁷¹ Modified by Senate Decision No. 139/2021 (20 December) Annex 1 Effective from: 30 December 2021

⁷² Modified by Senate decision 109/2025 (27 November) Annex 1 Article 2 paragraph (4). Effective from: 28 November 2025

- j) ⁷³⁷⁴ prepares scholarship payment items based on data provided by the Support Services and Student Relations Directorate, places them in a transfer file, and forwards them to the Directorate-General for Finance and Asset Management, where the items are transferred. The Directorate of Supporting Services and Student Relations has the right of access to check the status of items in the Neptun Academic System,
- k) ensure the central implementation of the Student Requirements Framework 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) ⁷⁵

Article 38 [Doctoral Office]

- (1) ⁷⁶The work of the EDT and the Doctoral School is supported by the Doctoral Office in accordance with 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) ⁷⁷The Doctoral Office is a central department of the Directorate for Educational Management with autonomous framework management powers, which are exercised under the authority of the President of the EDT.
- (5) Doctoral Office
 - a) ⁷⁸performs preparatory, administrative and management tasks related to the operation of the Doctoral School;
 - 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' Union;
 - e) ensures the bookbinding of theses;

⁷³ Modified by Senate Decision No. 82/2024 (3 October) Annex 1 Article 17 Effective from: 1 November 2024

⁷⁴ Modified by Senate Decision 109/2025 (27 November) Annex 1 Article 2 paragraph (5) Effective from: 28 November 2025

⁷⁵ Repealed by Senate decision 109/2025 (27 November) Annex 1 Article 2 paragraph (6) Effective from: 28 November 2025

⁷⁶ Modified by Senate decision 48/2023 (25 May) Annex 1, Article 1 paragraph (3) Effective from: 3 June 2023

⁷⁷ Clarified based on the authorization set out in Article 2 lit. a) of Senate Decision No. 118/2024 (16 December).

⁷⁸ Senate Decision No. 48/2023 (25 May) Annex 1, Article 1 paragraph (4) Effective from: 3 June 2023

- 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 Center) is a central organizational unit of the educational management administration, which carries out educational service activities supporting the educational activities of the University, which are related to its core task, including the operation of the e-learning system of the University and the Semmelweis Central Identification System (SeKA/EduID).
- (2) The activities of the Center are guided by the Rector. 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) ⁷⁹ in cooperation with the Directorate-General for Information Technology, it professionally manages the supplementary IT user identification system, the SEKA system, which plays a role in certain services of the University.
 - j) ⁸⁰ 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),

⁷⁹ Modified by Senate Decision No. 9/2026 (29 January) Annex 1 Article 1 paragraph (1) Effective from: 1 February 2026

⁸⁰ Modified by Senate Decision 100/2021 (30 September) Annex Article 1 paragraph (4). Effective from: 2 October 2021

- 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 [Centre for International Student Training]

- (1) ⁸¹The Center of International Training Programs (hereinafter referred to in this Article as Centre) is the central department of the University's educational administration, which is responsible for the essential tasks related to 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) lit. 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
 - aa) preparing decisions on strategic matters, organizing and taking decisions on operational matters concerning international students,
 - ab) ⁸²performs administrative tasks related to economic-financial and HR functions, with the possibility of derogation from this general rule 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,

⁸¹ Clarified based on the authorization set out in Article 2 lit. a) of Senate Decision No. 118/2024 (16 December).

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

- 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) li. a) ab), ad) to ai) 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.

Article 41⁸³ [International Relations and Alumni Directorate]

- (1)⁸⁴⁸⁵ The Directorate of International Relations and Alumni Affairs is the central organizational unit of the University's educational administration, which performs the basic tasks of the University. Its primary tasks are the development and support of the University's Alumni community, as an exclusive activity within the University's organization, the establishment and maintenance of live relations with its members, the management of the University's career activities, the development of the University's

⁸³ Modified by Senate Decision 31/2025 (17 April) Annex 1 Article 1 paragraph (2) Effective from: 1 June 2025

⁸⁴ Clarified based on the authorization set out in Article 2 lit. a) of Senate Decision No. 118/2024 (16 December).

⁸⁵ Modified by Senate Decision No. 31/2025 (17 April) Annex 1 Article 1 paragraph (2) Effective from: 1 June 2025

international relations, the development of international mobility activities, the implementation of mobility programs.

- (2) ⁸⁶The activities of the Directorate for International Relations and Alumni are directed by the Rector, with the participation of the Deputy Rector for Education for student mobility and the Deputy Rector for Strategy and Development for teacher and professional mobility.
- (3) ⁸⁷The International Relations and Alumni Directorate is headed by the Director of International Relations and Alumni.
- (4) ^{88,89}The Directorate of International Relations and Alumni Affairs is the central department of the Directorate for Education Administration with autonomous budget management powers.
- (5) ^{90,91}The International Relations and Alumni Directorate is responsible for the following:
 - a) to define the University's international strategy and development directions, as well as the professional content of international cooperation and agreements, to maintain relations with international partners, to provide professional support in the framework of the international strategy and its implementation, and to supervise the faculties' departments responsible for international relations,
 - b) ⁹²to develop the University's international network of contacts, performing tasks related to international exchange/mobility programs—including Erasmus+ and the Pannonia Scholarship Program, international cooperation agreements, and mobility programs based on international short-term programs—and developing the professional content of international exchange programs and mobility programs,
 - c) responsibilities relating to membership of international higher education organizations,
 - d) professional and organizational tasks related to official international travel of university leaders,
 - e) coordinating legal tasks related to the conclusion of international agreements,
 - f) supporting and coordinating the professional activities of the departments in relation to points a) to f),
 - g) 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

⁸⁶ Modified by Senate Decision 31/2025 (17 April) Annex 1 Article 1 paragraph (3) Effective from: 1 June 2025

⁸⁷ Modified by Senate Decision 31/2025 (17 April) Annex 1 Article 1 paragraph (3) Effective from: 1 June 2025

⁸⁸ Clarified based on the authorization set out in Article 2 lit. a) of Senate Decision No. 118/2024 (16 December).

⁸⁹ Modified by Senate Decision No. 31/2025 (17 April) Annex 1 Article 1 paragraph (3) Effective from: 1 June 2025

⁹⁰ Modified by Senate Decision No. 50/2024 (27 June) Annex 1 Article 1 Effective from: 6 July 2024

⁹¹ Modified by Senate Decision No. 31/2025 (17 April) Annex 1 Article 1 paragraph (3) Effective from: 1 June 2025

⁹² Modified by Senate Decision No. 14/2026 (26 February) Annex 1 Article 2 paragraph (1). Effective from: 3 March 2026

- with the University, to create and maintain an Alumni community for this purpose and to strengthen the ties with the University,
- h) 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,
 - i) monitoring the career paths of graduates, operating the graduate career tracking system, liaising with businesses and employers,
 - j) fundraising, organizing financial support and other resources for the operation of the alumni community and the achievement of the University's objectives,
 - k) 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,
 - l) publishing materials related to its activities and operating other communication and information platforms.
- (6) ⁹³The International Relations and Alumni Directorate 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 [Legal 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) organizes the University's continuing professional education activities as defined by law, and performs certain tasks related to higher education in healthcare and continuing professional education in healthcare, excluding the exercise of employer rights in the case of residents and central interns.
- (2) ⁹⁴The Center for Vocational and Continuing Education is the central organizational unit of the University's educational administration with autonomous framework management powers, under the direction of the Rector and the professional supervision of the Vice-Rector for Education and the 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 43

⁹³ Modified by Senate Decision No. 31/2025 (17 April) Annex 1 Article 1 paragraph (3) Effective from: 1 June 2025

⁹⁴ Clarified based on the authorization set out in Article 2 lit. a) of Senate Decision No. 118/2024 (16 December).

- (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 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 system entry procedure,
 - 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) Monitors the fulfillment of data reporting obligations related to vocational training by training institutions.

- (4) ⁹⁵Liaise with the Director General of Budget and Controlling to monitor, open and schedule the use of public subsidies to the University for vocational training (in particular, the payment of fees to tutors, mentors and candidates)
- (5) ⁹⁶ Prepares the university's reports on public funding for vocational training in cooperation with the professional committees, the Director-General for Budget and Controlling, the Director-General for Human Resources and other relevant departments.
- (6) It shall perform the statutory university tasks relating to continuing vocational training in the health sector (licensing).
- (7) Coordinates 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 connection between mandatory professional continuing education and the operational register stipulated in the law on healthcare, in justified cases, the Professional and Continuing Education Center shall issue awareness-raising information to continuing education students that goes beyond the legal requirements.
- (11) ⁹⁷The Vocational and Continuing Education Center is responsible for the operation of the vocational training committees established by the University, and the rules of

⁹⁵ Modified by Senate Decision No. 82/2024 (3 October) Annex 1 Article 18 paragraph (1). Effective from: 1 November 2024

⁹⁶ Modified by Senate Decision No. 82/2024 (3 October) Annex 1 Article 18 paragraph (2). Effective from: 1 November 2024

⁹⁷ Established by Senate Decision No. 126/2025 (18 December) Annex 1 Article 1 paragraph (2). Effective from: 22 December 2025

procedure governing the operation of the vocational training committees are approved by the director of the Vocational and Continuing Education Center. Within the University, the professional management of vocational training is carried out by the Vocational Training Committee.

- (12) ⁹⁸The tasks of the vocational training committee(s) with regard to the vocational qualifications specified by law are, in particular:
- a) Contributing as an expert in the process of qualification as a specialized training center, at the request of the National Directorate General of Hospitals,
 - b) continuously reviewing the content of the training programs laid down by law and the intervention lists for each qualification established by the Minister, and making proposals for their amendment,
 - c) proposes the examiners for each qualification,
 - d) monitors the progress of candidates' vocational training, determines the training plan for candidates, and modifies it, if necessary,
 - e) approves the completion of the training program for the purpose of admitting candidates to the professional examination, and arranges for the issue of a certificate of completion of the training,
 - f) liaises with the training places and the tutors assigned to the candidates,
 - g) organizing and conducting the partial examinations in vocational training and administering the examinations.
- (13) ⁹⁹The President of the Vocational Training Board is appointed by the Rector, on the proposal of the Director of the Center for Vocational and Continuing Training, for a term of 5 years, with the possibility of recall at any time.

Article 44 [Special provisions for the Center for Vocational and Continuing Training]

- (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) operates and convenes the Vocational and Continuing Training Steering Committee in order to prepare decisions, recommendations and resolutions.
- (2) ^{100,101}The chair of the Vocational and Continuing Education Operational Committee is the head of the Vocational and Continuing Education Center, and its members are

⁹⁸ Established by Senate Decision No. 126/2025 (18 December) Annex 1 Article 1 paragraph (2). Effective from: 22 December 2025

⁹⁹ Established by Senate Decision No. 126/2025 (18 December) Annex 1 Article 1 paragraph (2). Effective from: 22 December 2025

¹⁰⁰ Modified by Senate Decision No. 139/2021 (20 December) Annex 1 Effective from: 30 December 2021

¹⁰¹ Modified by Senate Decision No. 126/2025 (18 December) Senate Resolution Annex 1 § 1 (1). Effective from: 22 December 2025

- a) ¹⁰² Chair of the Dentistry Article of the Operational Committee for Professional and Continuing Education,
- b) the President of the Committee for Professional and Continuing Education of the GYTK,
- c) The Director of the Directorate-General for Budget and Control or their delegate,
- d) the Director of the Education Network Management Directorate or their delegate,
- e) the President of the Clinical Center or their delegate,
- f) and the person or persons appointed by the Rector.

Article 45 [National Office for the Coordination of Medical and Pharmaceutical Final Examination Boards]¹⁰³

- (1) ¹⁰⁴The National Office for the Coordination of Medical and Pharmaceutical Final Examination Boards is the central unit of the University's educational administration, which performs the basic tasks of the University and is responsible for the central tasks related to the organization and administration of written final examinations at the four universities of medicine, dentistry and pharmacy.
- (2) The Rector shall govern the activities of the National Office for the Coordination of Medical and Pharmaceutical Final Examination Boards. The Rector shall be assisted by the Vice-Rector for Education in exercising their management powers.
- (3) Head of the National Office for the Coordination of Medical and Pharmaceutical Final Examination Boards is the Secretary of the National Office for the Coordination of Medical and Pharmaceutical Final Examination Boards (hereinafter: Secretary).
- (4) The National Office for the Coordination of Medical and Pharmaceutical Final Examination Boards is a central unit of the education administration with autonomous budget management powers.
- (5) The functions of the National Office for the Coordination of Medical and Pharmaceutical Final Examination Boards shall be:
 - a) operational tasks:
 - aa) preparation of the decisions of the National Office for the Coordination of Medical and Pharmaceutical Final Examination Boards,
 - ab) preparation of the budget of the National Office for the Coordination of Medical and Pharmaceutical Final Examination Boards,
 - ac) coordination and liaison with the members of the Board,
 - ad) publishing of the decisions of the National Office for the Coordination of Medical and Pharmaceutical Final Examination Boards,

¹⁰² Modified by Senate Decision No. 14/2026 (26 February) Annex 1, Article 1 paragraph (1). Effective from: 3 March 2026

¹⁰³ Modified by Senate Decision No. 104/2022 (19 December) Annex 1 Article 2. Effective from: 1 January 2023

¹⁰⁴ Clarified pursuant to the authorization set out in Article 2 lit. a) of Senate Decision No. 118/2024 (16 December).

- 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.
 - bg) written final exams can be paper-based or electronic,
 - bh) monitoring and supervising the operation of the electronic examination system.
- 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 deans' offices and academic departments of admission cutoff scores 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 to the members of the National Office for the Coordination of Medical and Pharmaceutical Final Examination Boards.
- d) Any other assignment, task or activity received from the Vice-Rector for Education for the performance of a task falling within the scope of their activities.

*Article 46*¹⁰⁵¹⁰⁶¹⁰⁷¹⁰⁸¹⁰⁹

*Article 47*¹¹⁰¹¹¹ [*Directorate of Support Services and Student Relations*]

- (1) The Support Services and Student Relations Directorate (THI) is the central organizational unit for educational organization, educational development, and student support. Its primary functions are to enhance the student experience, strengthen the University's reputation and attractiveness, support student organizations and

¹⁰⁵ Repealed by Senate Decision No. 44/2023 (25 May) Annex 1, Article 3 paragraph (2) Effective from: 1 June 2023

¹⁰⁶ Repealed by Senate Decision No. 70/2022 (26 September) Annex 1 Article 2 paragraph (4) Effective from: 15 October 2022

¹⁰⁷ Established by Senate Decision No. 29/2023 (23 April) Annex 1 Article 1 paragraph (2) Effective from: 1 September 2023

¹⁰⁸ Pursuant to the authorization set out in Article 2 lit. a) of Senate Decision No. 118/2024 (16 December), the provisions concerning the organizational unit have been relocated and clarified.

¹⁰⁹ Repealed by Senate Decision No. 109/2025 (27 November) Annex 1 Article 2 paragraph (7) Effective from: 29 November 2025

¹¹⁰ Repealed by Senate Decision No. 44/2023 (25 May) Annex 1, Article 3 paragraph (2) Effective from: 1 June 2023

¹¹¹ Established by Senate Decision No. 109/2025 (27 November) Annex 1 Article 2 paragraph (8) Effective from: 28 November 2025

independent groups, and facilitate the integration of domestic and international students into the university community.

(2) The Rector governs the activities of the THI.

(3) The THI is headed by the Director.

(4) (4) The THI is a central department for the organization, development and support of education, with autonomous budgetary powers.

(5) Functions of the THI:

- a) supporting and organizing student communication and information,
- b) supporting and organizing the integration of Hungarian and international students,
- c) organizing student mentoring for university entry and student life,
- d) supporting and organizing the student life path,
- e) providing administrative and staff support for the activities of the Student Council and voluntary groups,
- f) developing, implementing, and giving preliminary opinions on measures to increase student satisfaction
- g) providing services to students, including visiting students and, where relevant, students from the University's post-secondary institutions, as detailed in its regulations,
- h) collecting and transmitting data to other university departments in the context of its activities, in order to support them in the performance of their tasks,
- i) providing services to university applicants and potential applicants,
- j) setting up and operating a drop-out detection and intervention system,
- k) registering the groups referred to in paragraphs (9) and (10) of Article 126, maintaining relations with them, enforcing the strategic aspects of the university in their operation, evaluating their operation for the rector on an annual basis,
- l) ensures that student benefits are provided in line with the university's strategic objectives, performs preparatory tasks related to the regulation and assessment of student benefits, performs central coordination and organizational tasks related to student finances that fall outside the remit of the Directorate General for Budget and Controlling, performs central organizational and information tasks related to student benefits, supports the central decision-making mechanism related to student benefits, provides administrative support for the tasks of the bodies with competence in this area as defined in the SZMSZ, coordinates the process of budget allocation for student benefits in cooperation with the Directorate-General for Budget and Controlling, prepares the decisions of these bodies and prepares the expenditure,
- m) participation in the coordination of talent management activities and the University's relations with secondary schools.

(6) The Student Benefits Coordination Unit is a department of the THI.

2. ¹¹²*Central Administrative Units for Science, Research, and Innovation*

Article 48 [Center for Epidemiology and Surveillance]

- (1) The Center for Epidemiology and Surveillance (hereinafter referred to as the 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 governed by the Rector and headed by the Director.
- (3) ¹¹³The Center is the central department of the Scientific Research and Innovation Directorate with autonomous budget management 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 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/triggers 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.

¹¹² Pursuant to the authorization set out in Article 2 lit. a) of Senate Decision No. 118/2024 (16 December) was brought into formal compliance.

¹¹³ Clarified pursuant to the authorization set out in Article 2 lit. a) of Senate Decision No. 118/2024 (16 December).

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 task of the Biobank Network is to coordinate and harmonize the operation of biobanks, and to regulate their operating conditions and tasks.
- (3) ¹¹⁴The Biobank Network is a central unit of the Scientific Research and Innovation Directorate without an autonomous budget, but it is entitled to carry out funding 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 detailed rules for the operation of the Biobank Network, a detailed description of tasks, details of the organizational structure with the powers associated with the tasks, signing and issuing rights, and the rules for joining the Biobank Network.

Article 49/A ¹¹⁵[Center for Pharmacology and Pharmaceutical Research and Development]

- (1) To maximize the opportunities for collaboration between education and research in pharmacology and RDI services (core facilities) and efficiently use resources, the University shall establish a Pharmacology and Pharmaceutical Research and Development Center.
- (2) The Rector shall govern the Center for Pharmacology and Drug Research and Development, under the professional supervision of the Vice-Rector for Science and Innovation.
- (3) The management of the Center for Pharmacology and Pharmaceutical Research and Development shall be entrusted – in a 12-months rotating system - to the Head of the Institute of Pharmacology and Pharmacotherapy as well as the delegated person of the Dean of the GYTK and approved by the Rector, in co-chair positions.

¹¹⁴ Clarified pursuant to the authorization set out in Article 2 lit. a) of Senate Decision No. 118/2024 (16 December).

¹¹⁵ Established by Senate Decision No. 43/2023 (25 May) Article 2 paragraph (1). Effective from: 2 June 2023

- (4) ¹¹⁶The Center for Pharmacology and Pharmaceutical Research and Development shall be a central department of the scientific research and innovation administration with no powers.
- (5) The functions of the Center for Pharmacology and Pharmaceutical Research Development shall be:
- a) Regarding harmonization of educational tasks
 - aa) coordination of the undergraduate curriculum based on the syllabus and competency framework
 - ab) coordination and development of graduate programs, PhD courses, and vocational training programs
 - b) Regarding research cooperation
identification of synergies, implementation of joint research projects
the support of establishment, development, and promotion of core facilities
technical support for the creation of patents.
- (6) Participants in the Center for Pharmacology and Drug Research and Development shall be the following:
- a) Department of Pharmacology and Pharmacotherapy (ÁOK)
 - b) Department of Pharmacodynamics (GYTK)
 - c) Department of Organic Chemistry (GYTK)
 - d) Department of Pharmaceutics of Pharmacology (GYTK)
 - e) Department of Pharmacognosy (GYTK)
 - f) University Pharmacy – Department of Pharmacy Administration (GYTK)
 - g) Department of Pharmaceutical and Medicinal Chemistry (GYTK)
 - h) Center for Health Care Technology Assessment and Analysis
 - i) Richter Department,
 - j) ¹¹⁷Institute for Clinical Data Provision.

Article 50 ¹¹⁸[Center for Translational Medicine]

- (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.

¹¹⁶ Clarified pursuant to the authorization set out in Article 2 lit. a) of Senate Decision No. 118/2024 (16 December).

¹¹⁷ Established by the Senate Decision No. 33/2025 (17 April) Article 2 Effective from: 29 April 2025

¹¹⁸ Pursuant to the authorization set out in Article 2 lit. a) of Senate Decision No. 118/2024 (16 December), the provisions concerning the organizational unit have been relocated and clarified.

- (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 Translational Medicines Center is a central unit of the scientific research and innovation management with autonomous framework management 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) assists 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) develops and coordinates training in clinical research methodologies initiated by researchers,
 - c) develops and runs a complex program of medical and health care Ph.D. training,
 - d) helps to link basic and clinical research to directly translate research findings into patient care.

Article 51¹¹⁹ [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.

¹¹⁹ Pursuant to the authorization set out in Article 2 lit. a) of Senate Decision No. 118/2024 (16 December), the provisions concerning the organizational unit have been relocated and clarified.

- (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 (LACC) is a scientific research and innovation administration with autonomous framework management powers central organizational unit.
- (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) professional advice on the submission of applications for animal ethics approval to the Workplace Animal Welfare Committee.

Article 52^{120,121} [Tender Management Center]

- (1) The Tender Management Center (hereinafter: PMK) is the central organizational unit of the University the central organizational unit (the central organizational unit of the science, research and innovation administration) responsible for the management of research, development and innovation (hereinafter referred to as "research, development and innovation") funded by the university at national, EU and other international level: RDI proposals and the management of such bids, as well as the high-quality management of the University's RDI proposal portfolio.

¹²⁰ Established by Senate Decision No. 44/2023 (25 May) Annex 1 Article 1 paragraph (2) Effective from: 1 June 2023

¹²¹ Pursuant to the authorization set out in Article 2 lit. a) of Senate Decision No. 118/2024 (16 December), the provisions concerning the organizational unit have been relocated and clarified.

- (2) The Rector shall direct the PMK. In exercising their management powers, the Rector is aided by the Vice-Rector for Science and Innovation.
- (3) In the performance of the tasks related to the management of the PMK, and the Scientific and research and innovation central departments, the central departments implementing the projects departments, and the central departments under the Chancellor's direction cooperate.
- (4) PMK is headed by its Director.
- (5) The PMK is the central unit of the scientific research and innovation management with autonomous budget management powers.
- (6) The tasks of the PMK shall include in particular:
 - a) to inform the University departments about RDI funding opportunities
 - b) to provide information on the KFI program to the KFI departments of the KFI departments administrative support for the tender indicator commitments the provision of expectations and regulations of the sponsors;
 - c) providing administrative support for the submission of grant applications, coordinating the preparation of the University's high priority strategic proposals, submitting proposals;
 - d) monitoring the achievement of agreed milestones and committed indicators at the project implementation stage, providing central project management for high priority strategic proposals of the University;
 - e) during the maintenance phase of the proposals, the preparation of reports and coordination and submission to the sponsor;
 - f) facilitating the increase in the number of applications submitted and maximizing the receipt of proposals and expenditures;
 - g) maximizing the number and amount of sponsor contribution of international proposals;
 - h) establish and maintain close relations with national and international grantors, funders, and financiers;
 - i) preparing reports within the scope of their competence on the University's grant activities.
- (7) The Senate shall lay down the detailed rules and tasks concerning the application activities as laid down in the Rules for Applicants adopted by the Commission.

3. ¹²²*The central education and research departments*

Article 53 ¹²³[Health Care Technology Assessment and Analysis Center]

- (1) The Health Care Technology Assessment and Analysis Center (hereinafter referred to in this Article as the: Center) is a central teaching and research unit that also provides professional support to other University departments. 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 a central education and research department with autonomous budget management 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) in the case of technologies and services that are of strategic importance to the University but do not receive public funding, coordinates the compilation of the technology assessment documentation required for the grant application, in close cooperation with the relevant clinics and other organizational units.

¹²² Pursuant to the authorization set out in Article 2 lit. a) of Senate Decision No. 118/2024 (16 December) was brought into formal compliance.

¹²³ Pursuant to the authorization set out in Article 2 lit. a) of Senate Decision No. 118/2024 (16 December), the provisions concerning the organizational unit have been relocated and clarified.

Article 54¹²⁴ [Institute of Languages for Specific Purposes]

- (1) The Institute of Languages for Specific Purposes 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) The Institute of Languages for Specific Purposes 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 Languages for Specific Purposes shall be the Director.
- (4) The Institute of Languages for Specific Purposes is a central educational department with autonomous budget management powers.
- (5) The tasks of the Institute of Languages for Specific Purposes 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 as a foreign language proof-reader, and translator where appropriate, in the performance of the University's tasks,
 - e) ¹²⁵deciding on matters specified in the study and examination regulations with postgraduate courses organized by the Institute of Languages for Specific Purposes.

Article 55¹²⁶ [Physical Education and Sports Center]

- (1) The Physical Education and Sports Center (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.

¹²⁴ Pursuant to the authorization set out in Article 2 lit. a) of Senate Decision No. 118/2024 (16 December), the provisions concerning the organizational unit have been relocated and clarified.

¹²⁵ Established by Senate Decision No. 139/2021. (20 December) Annex 1 Effective from: 30 December 2021

¹²⁶ Pursuant to the authorization set out in Article 2 lit. a) of Senate Decision No. 118/2024 (16 December), the provisions concerning the organizational unit have been relocated and clarified.

- (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 is a central education and research department with autonomous budget management powers.
- (6) The TSK is responsible for the organization of physical education classes for students, other recreational and competitive sports activities at the University and within the University, including the operation of sports facilities.

Article 56¹²⁷¹²⁸ [János Neumann Institute of Data Science]

- (1) The Neumann János Institute for Data Science is a central educational-research unit with autonomous framework management authority for the core mission of the University, whose mission is to integrate innovative data science approaches, new molecular fingerprinting/profiling and proven diagnostic techniques into health datasets, enabling comprehensive assessment of human health and early detection of conditions leading to serious chronic health conditions.
- (2) The János Neumann Institute of Data Science is governed by the Rector.
- (3)¹²⁹ The János Neumann Institute of Data Science is headed by the Director.
- (4) The tasks of the János Neumann Institute of Data Science are in particular:
 - a) conducting its own research on molecular phenotyping, causal links to health information,
 - b)¹³⁰ digitization of health data is the transformation of analogue or unstructured health data into structured digital formats for improved accessibility, analysis and decision making,
 - c) applying artificial intelligence to data analysis and identifying areas where blood-based methods can bring significant advances in screening and diagnostics
 - d) educating and examining undergraduate and postgraduate students in health data science.

¹²⁷ Established by Senate Decision No. 104/2024 (25 November) Annex 1 Article 1 Effective from: 1 December 2024

¹²⁸ Pursuant to the authorization set out in Article 2 lit. a) of Senate Decision No. 118/2024 (16 December), the provisions concerning the organizational unit have been relocated.

¹²⁹ Modified by Senate Decision No. 19/2025. (27 March) Annex 1 Article 1 paragraph (1). Effective from: 4 April 2025

¹³⁰ Modified by Senate Decision No. 19/2025. 27 March) Annex 1 Article 1 paragraph (2). Effective from: 4 April 2025

- (5) The János Neumann Institute of Data Science shall initiate the start of a new course through the Deputy Rector for Education, taking into account the statutory conditions for registration of the course.
- (6) ¹³¹With regard to the tasks set out in point b) of paragraph (4) and the first turn of point c), the Institute for Clinical Data Provision, as a department of the János Neumann Institute of Data Science, shall perform the following tasks:
- a) organizing the data generated in the IT systems used by the clinic, organizing the data in a data warehouse, database maintenance, with particular regard to the data in the MedSolution system,
 - b) design, maintenance and development of standardized code repositories and databases.
- (7) ¹³²In addition to the tasks set out in paragraph (6), the Institute for Clinical Data Provision shall also perform the following tasks:
- a) providing data to internal and external partners for health research,
 - b) operating and providing a data collection and structured inventory system as a service to internal and external partners,
 - c) providing advice and opinions on medical IT purchases and developments,
 - d) carry out independent medical and medical informatics research and development,
 - e) e) medical support for the transplant referral and care support IT system.
- (8) ¹³³The Institute for Clinical Data Provision is headed by the Director of the Institute for Clinical Data Provision, over whom the Director General of the János Neumann Institute of Data Science exercises full authority, and the President of the Clinical Center exercises professional supervision over the implementation of the Institute's tasks in the context of healthcare. The Director responsible for clinical data shall exercise the rights of an employer in respect of the employees of the Institute for Clinical Data Provision and shall have the power of independent commitment in relation to the tasks set out in paragraph (7). In the case of paragraph (7) lit. d), the Director responsible for clinical data shall be entitled to initiate the authorization procedure, provided that he informs the Director General and the Rector of the technical content of the authorization procedure prior to the initiation of the authorization procedure for research.

Article 57 ^{134,135,136} *Richter Department*

¹³¹ Established by Senate Decision No. 19/2025 (27 March) Annex 1 Article 1 paragraph (3). Effective from: 4 April 2025

¹³² Established by Senate Decision No. 19/2025 (27 March) Annex 1 Article 1 paragraph (3). Effective from: 4 April 2025

¹³³ Established by Senate Decision No. 19/2025 (27 March) Annex 1 Article 1 paragraph (3). Effective from: 4 April 2025

¹³⁴ Repealed by Senate Decision No. 44/2022 (23 June) Annex 1 Article 1 paragraph (1). Effective from: 24 June 2022

¹³⁵ Established by Senate Decision No. 29/2023 (23 April) Annex 3 Article 1 paragraph (1). Effective from: 3 May 2023

¹³⁶ Pursuant to the authorization set out in Article 2 lit. a) of Senate Decision No. 118/2024 (16 December), the provisions concerning the organizational unit have been relocated and clarified.

- (1) The Richter Department shall be a central educational-research unit with autonomous framework management powers, which is entitled to start training courses after fulfilling the conditions for the start of training courses set by law and the internal norms of the University, and which is mainly engaged in the teaching and examination of undergraduate and postgraduate students in the field of pharmaceutical research and development.
- (2) The Rector shall govern the Richter Department. The Rector shall be assisted by the Vice-Rector for Education in exercising their management powers.
- (3) A Head of Department shall lead the Richter Department.
- (4) The tasks of the Richter Department, as defined in Article 102, shall include in particular:
 - a) to provide students with innovative knowledge, as defined in the training program, which covers current issues and the knowledge base of pharmaceutical research and development,
 - b) to provide students with knowledge of the process, elements, and knowledge base of pharmaceutical R&D, including preclinical research, small molecule development, registration issues at a basic level, and different drug modalities,
 - c) chemical starting points, the search for new targets, screening of pharmacological molecules, pharmacokinetics and metabolism in research, in vivo disease models, translational research in the pharmaceutical industry, safety pharmacology in research,
 - d) helping students to enter an influential career in pharmaceutical research.
- (5) The Richter Department shall initiate the start of a new course through the Vice Rector of Education, taking into account the conditions for registration of the course laid down in the legislation.

Article 58¹³⁷¹³⁸ [Department of Defence, Disaster Management and Public Order Protection Medicine]

- (1) The Department of Defense, Disaster and Public Order Protection-Medicine shall be a department of the University with autonomous budget management powers for the performance of the University's core tasks as a central department of education and research with the following main tasks: education and examination of undergraduate and postgraduate students, in the following subjects: obligations in defence, public order protection, disaster management and counter-terrorism,

¹³⁷ Established by Senate Decision No. 3/2024 (25 January) Annex 1 Effective from: (25 January) Annex 1 Effective from: 1 February 2024

¹³⁸ Pursuant to the authorization set out in Article 2 lit. a) of Senate Decision No. 118/2024 (16 December), the provisions concerning the organizational unit have been relocated.

protection of critical health system elements and health emergency response.

- (2) The Department of Military, Disaster, and Law Enforcement Medicine shall be governed by the Rector.
- (3) The head of the Department of Military, Disaster, and Law Enforcement Medicine shall be styled as the Head of department.
- (4)¹³⁹ Tasks of the Department of Defense, Disaster and Civil Protection - Medical Sciences - as set out in Article 102. - in particular:
 - a) to provide students with the management and organizational skills and knowledge of the principles and medical procedures of compromise medicine applicable in health emergencies
 - b) description and demonstration of the procedures to be followed in a health emergency, including the framework and practical application of emergency activities
 - c) introducing students to disaster management at prehospital and hospital levels.
- (5) Launching of new training courses in the field of Department of Military, Disaster, and Law Enforcement Medicine And the registration and conditions of the training taking into account the conditions, through the Vice-Rector for Education.

¹⁴⁰¹⁴¹ *Article 59 [Institute of Biostatistics and Network Science]*

- (1) The aim of the Institute of Biostatistics and Network Science is to expand the portfolio of Semmelweis University by biostatistical, data science and network science research and education activities related to biomedical and health science research, thus contributing to the international reputation of the University and to the expansion of our achievements in the field of health data science.
- (2) The Institute of Biostatistics and Network Sciences is governed by the Rector. The Vice-Rector for Science and Innovation shall assist the Rector in exercising their management powers.
- (3) The Institute of Biostatistics and Network Sciences is directed by a Director.

¹³⁹ Modified by Senate Dision 43/2025 (29 May) Annex 1 Article 2 paragraph (1). Effective from: 18 June 2025

¹⁴⁰ Established by Senate Decision No. 57/2024 (27 June) Annex 1 Article 1 Effective from: 6 July 2024

¹⁴¹ Pursuant to the authorization set out in Article 2 lit. a) of Senate Decision No. 118/2024 (16 December), the provisions concerning the organizational unit have been relocated.

- (4) The Institute of Biostatistics and Network Sciences shall be a central educational-research unit with autonomous framework management powers, which is entitled to start training courses after fulfilling the conditions thereto set by law and the internal norms of the University.
- (5) The Director and the departments of the Scientific-Research-Innovation Directorate, the Faculties of the University and the central departments under the direction of the Chancellor shall cooperate in the management of the Institute of Biostatistics and Network Sciences.
- (6) The tasks of the Institute of Biostatistics and Network Science:
 - a) high quality education in the field of health data science, develops and subsequently maintains bachelor and master courses in health data science in English;
 - b) conducts its own research in the field of biostatistics, data science and network science, using the rich data resources of Semmelweis University and conducting independent data collection;
 - c) guides the work of PhD students in the field, strives for active domestic and international application activity and the development of cooperation in the field;
 - d) provides methodological support for data-intensive biomedical and health sciences research that requires high quality data science methods, with a particular focus on the application of computer vision, natural language processing, predictive analytics, artificial intelligence and network science.
- (7) The Institute of Biostatistics and Network Sciences shall initiate the start of a new training course through the Vice-Rector for Education, taking into account the conditions for registration of the course set by law.

Central Functional Organizational Units

Article 60¹⁴²¹⁴³ [Directorate General of Strategic Organizational Development]

- (1) The Directorate General of Strategic Organizational Development is a central functional department under the direct control of the Rector, with autonomous financial framework management, which carries out data analysis for strategic decisions concerning human resources for the teaching and research departments, the Clinical Center and the functional departments under the Rector's control, designing and developing the performance analysis and performance appraisal system, supporting change management, supporting the management selection process and talent management, and running the Family Friendly University Program for the whole university organization.

¹⁴² Established by Senate Decision No. 81/2024 (3 October) Annex 1 Article 1. Effective from: 1 November 2024

¹⁴³ Pursuant to the authorization set out in Article 2 lit. a) of Senate Decision No. 118/2024 (16 December), and as a result of the structural changes, the Article numbering has been clarified in accordance with the Hungarian alphabetical order.

- (2) The Directorate General for Strategic Organizational Development is headed by the Director General.
- (3) Departments within the Directorate General for Strategic Organizational Development are as follows:
 - a) Directorate for Strategic Data Analysis
 - b) Competence Center
 - c) Center for Family-friendly Policies,
- (4) The Directorate of Strategic Data Analysis is an organizational unit under the direct authority of the Director-General for Organizational Development and is headed by the Director.
- (5) The tasks of the Directorate of Strategic Data Analysis with regard to the education-research departments, the Clinical Center and the functional departments under the Rector's control are in particular:
 - a) performs data analysis and processing to support the preparation and implementation of strategic level management decisions,
 - b) planning the organizational structure of Semmelweis University in line with its strategic goals, under the control of the Education and Research, the Clinical Center and the Rector, and proposing changes to increase its efficiency, if necessary,
 - c) carry out a departmental performance analysis based on data from existing databases, as referred to in lit. b), and contribute to the overall assessment of the department's performance,
 - d) to develop and operate a performance evaluation system in line with the strategic goals of Semmelweis University in order to motivate and enhance the achievement of individual and institutional performance targets in the organizational units under point b).
- (6) The Competence Center is an organizational unit under the direct authority of the Director-General for Strategic Organizational Development and is headed by the Director.
- (7) The tasks of the Competence Center include in particular are as follows:
 - a) for the education and research departments, the Clinical Center and the functional departments under the rector's control
 - aa) contributes to the management of the onboarding process, taking into account the specific professional requirements of the disciplines concerned and the professional and managerial requirements necessary to ensure effective operation,
 - ab) supports the management selection process and talent management, and carries out tasks related to competence management, including the development and operation of a career and talent management strategy.
 - ac) develops a change management framework and ensure its implementation in the university organization.
 - b) operates and develops an internal training system for the whole University.

- (8) The Center for Family-friendly Policies is an organizational unit under the direct authority of the Director General of Strategic Organizational Development and is headed by the Director.
- (9) In particular, the Center for Family-friendly Policies shall carry out the following tasks:
- a) tasks related to developing and ensuring employee well-being (Center for Family-friendly Policies Program),
 - b) organizing certain university services, programs and training to promote equal opportunities,
 - c) tasks related to the organization of Employer Branding,
 - d) tasks related to the acquisition and management of certificates, liaising with external partners,
 - e) organizing the internal communication of the Family-friendly Policies Program.

Article 60/A. ¹⁴⁴¹⁴⁵[*Special rules for the Directorate General for Strategic Organizational Development*]

- (1) ¹⁴⁶The Directorate General for Strategic Organizational Development shall, within the scope of its tasks defined in Article 60, cooperate and coordinate with the organizational units directly related to the performance of its tasks, in particular with the professional organizational units responsible for the operation of the University's management, human resources, medical, study and academic performance measurement database(s) and record-keeping system(s), which support the performance of its tasks and provide data in order to fulfil the analytical tasks necessary for the preparation and implementation of management decisions at the strategic level.
- (2) ¹⁴⁷The Directorate General for Strategic Organizational Development, in its functions under Article 60 paragraph (5) lit. d) and Article 60 paragraph (7), and the Directorate General for Human Resources Management, in its functions under Article 65 paragraph (2) lit. aa)-ac) and b), in order to achieve consistency in the implementation of university objectives
- a) cooperate on an ongoing basis,
 - b) share the data available to them, coordinate data analysis and processing,
 - c) provide an opportunity for the mutual expression of professional opinion in the strategic decision-making process and, where appropriate, for its inclusion in the preparatory document,

¹⁴⁴ Established by Senate Decision No. 81/2024 (3 October) Annex 1 Article 1. Effective from: 1 November 2024

¹⁴⁵ Pursuant to the authorization set out in Article 2 lit. a) of Senate Decision No. 118/2024 (16 December), and as a result of the structural changes, the Article numbering has been clarified in accordance with the Hungarian alphabetical order.

¹⁴⁶ Modified by Senate Decision No. 43/2025 (29 May) Annex 1 Article 2 paragraph (3). Effective from: 18 June 2025

¹⁴⁷ Modified by Senate Decision No. 43/2025 (29 May) Annex 1 Article 2 paragraph (4). Effective from: 18 June 2025

- d) and together ensure that strategic management decisions are prepared and implemented in line with the university's objectives.

*Article 61*¹⁴⁸

*Article 61/A*¹⁴⁹¹⁵⁰ [*A Directorate-General for Finance and Asset Management*]

- (1) The Directorate General of Finances and Asset Management is a central functional unit of the University, under the direct control of the Chancellor, with autonomous framework management powers, which performs the tasks related to the management of the University in accordance with these Regulations.
- (2) The Directorate General of Finances and Asset Management is headed by the Director General of Finances and Asset Management. The Directorate General of Finances and Asset Management is responsible for the management of the Directorate General of Finances and Asset Management, through the Directorates, which are responsible for the activities of the specialized areas and the implementation of decisions concerning those activities, and for directly supervising the Head of the Department for the Supervision of Financial Management.
- (3) The Directors are responsible for the direct professional management of the Heads of Department, who are in charge of the departments within the Directorates.
- (4) The Director General of Finances and Asset Management is directly responsible for coordinating and recording the commitment and counterpart authorizations of decentralized management bodies.
- (5) The Director General for Finances and Asset Management is responsible, in their general duties, for
 - a) the establishment and maintenance of financial and accounting rules, the preparation of internal policies and other regulatory documents; the preparation of university reports in accordance with legal requirements;
 - b) performing tasks relating to the management of property, excluding the management of property by the Directorate General for Legal and Administrative Affairs.
 - c) ensuring compliance with the financial and accounting rules in accordance with internal regulations,
 - d) the financial control and accountability of priority projects,
 - e) for providing data and reporting in relation to its powers.

¹⁴⁸ Repealed by Senate Decision 82/2024 (3 October) Annex 1 Article 1. Effective from: 1 November 2024

¹⁴⁹ Pursuant to the authorization set out in Article 2 lit. a) of Senate Decision No. 118/2024 (16 December), and as a result of the structural changes, the Article numbering has been clarified in accordance with the Hungarian alphabetical order.

¹⁵⁰ Established by Senate Decision No. 82/2024 (3 October) Annex 1 Article 2. Effective from: 1 November 2024

Article 61/B¹⁵¹¹⁵² [Directorate General of Budget and Controlling]

- (1) The Directorate General of Budget and Controlling is a central functional unit of the University, under the direct control of the Chancellor, with autonomous budget management powers, which performs the tasks related to the management of the University in accordance with these Regulations.
- (2) The Directorate General of Budget and Controlling is headed by the Director General of Budget and Controlling. The Director General of Budget and Controlling is responsible for the management of the Directorate General of Budget and Controlling, through the Directorates and Block Directorates, which are responsible for the activities of the professional areas and the implementation of decisions concerning the activities, and for the direct management of the financial and revenue staff of the Directorate General of Medical Quality Assurance.
- (3) The Directors are responsible for the direct professional management of the Heads of Unit in the Directorates and in the Block Directorates.
- (4) The Director General of Budget and Controlling is responsible for the following general tasks
 - a) providing controlling,
 - b) the planning, development and operation of the management information system,
 - c) planning the budget, implementing changes, transfers and uses not requiring amendments to the budget and justified by management circumstances (hereinafter together referred to as "management"), preparing the University's asset management plan;
 - d) the management of the economic departments of the University's decentralized management and operation units, which are part of the economic organization,
 - e) for providing data and reporting in relation to its powers.
 - f) preparation, monitoring and financial reporting tasks related to the public education funding contract.

Article 62¹⁵³

Article 62/A¹⁵⁴¹⁵⁵ [Departments within the Directorate-General for Finances and Asset Management]

¹⁵¹ Established by Senate Decision No. 82/2024 (3 October) Annex 1 Article 3. Effective from: 1 November 2024

¹⁵² Pursuant to the authorization set out in Article 2 lit. a) of Senate Decision No. 118/2024 (16 December), and as a result of the structural changes, the Article numbering has been clarified in accordance with the Hungarian alphabetical order.

¹⁵³ Repealed by Senate Decision 82/2024 (3 October), Annex 1 Article 4. Effective from: 1 November 2024

¹⁵⁴ Established by Senate Decision No. 82/2024 (3 October) Annex 1 Article 5. Effective from: 1 November 2024

¹⁵⁵ Pursuant to the authorization set out in Article 2 lit. a) of Senate Decision No. 118/2024 (16 December), and as a result of the structural changes, the Article numbering has been clarified in accordance with the Hungarian alphabetical order.

Central departments under the authority of the Director-General for Finance and Asset Management

- a) Directorate of Finance,
- b) Directorate of Property Management.
- c) Directorate of Tender and RDI Network Management, including
 - ca) Financial Management Office — RDI Tenders,
 - cb) Financial Management Office — RDI Organizations
- d) ¹⁵⁶ Department for the Supervision of Financial Management.

Article 62/B ^{157,158} [Departments within the Directorate-General for Budget and Controlling]

Units performing tasks in the area of controlling and economic networks under the authority of the Director-General for Budget and Controlling

- a) Directorate of Controlling,
- b) Directorate for Health Network Management, comprising
 - ba) Directorate of the Central Clinical Block,
 - bb) Directorate of the Outer Clinical Block,
 - bc) Directorate of the Tömő utca Clinical Block,
 - bd) Directorate of the Városmajor Clinical Center,
 - be) Directorate of the Corvin Clinical Block,
 - bf) Directorate of the Szent Rókus Clinical Block
 - bg) Directorate of Merényi Clinical Block,
 - bh) Directorate of Amerikai út Clinical Block,
 - bi) Directorate of the Medical Rehabilitation Block,
 - bj) ¹⁵⁹ Directorate of the Szent Lukács Clinical Block
 - bk) ^{160,161} Directorate of the Pediatric Center,
 - bl) ¹⁶² Financial Management Unit - Semmelweis Health Center, Gödöllő.
- c) Directorate of Educational Networking Management, including
 - ca) Directorates of Financial Affairs of the Faculties ÁOK, EKK, ETK, FOK, GYTK, PAK
 - cb) Financial Management Unit – Center of International Training Programs
 - cc) Financial Management Unit of the Central Library,

¹⁵⁶ Established by Senate Decision 118/2024 (16 December) Annex 1 Article 2 paragraph (2). Effective from: 20 December 2024

¹⁵⁷ Established by Senate Decision No. 82/2024 (3 October) Annex 1 Article 6. Effective from: 1 November 2024

¹⁵⁸ Pursuant to the authorization set out in Article 2 lit. a) of Senate Decision No. 118/2024 (16 December), and as a result of the structural changes, the Article numbering has been clarified in accordance with the Hungarian alphabetical order.

¹⁵⁹ Established by the 7/2025 (28 February) Annex 1 Article 1 Effective from: 1 March 2025

¹⁶⁰ Established by Senate Decision No. 43/2025 (29 May) Annex 1 Article 1 paragraph (1). Effective from: 18 June 2025

¹⁶¹ Modified by Senate Decision 88/2025 (25 September) Annex 1 Article 1 Applicable pursuant to Article 7 paragraph (1) of the Rules on Regulations for the Preparation of Regulatory Documents: 2 October 2025

¹⁶² Established by the 64/2025 (28 August) Annex 1 Article 1. Effective from: 1 September 2025

- cd) Financial Management Unit of the Directorate of the Student Residences,
- ce) Financial Management Unit of the Directorate for the Management of Vocational Training Institutions,
- cf) Financial Management Unit of Doctoral Schools,
- cg) Financial Management Unit of the Center for Physical Education and Sport.
- ch) Financial Management Unit of the Center for Professional and Continuing Training,
- d) Central Directorate of Economic Network Management.

*Article 63*¹⁶³

*Article 63/A*¹⁶⁴¹⁶⁵ [*Assignments of the departments of the Directorate General of Finances and Asset Management*]

- (1) The tasks of the departments managed by the Director-General for Economic Affairs, responsible for finance and asset management:
- a) The Directorate of Finances is a central horizontal functional unit under the authority of the Director of Finance, with autonomous financial framework management powers, whose assignments are:
 - aa) the establishment and enforcement of financial and accounting rules, the preparation of internal regulatory documents;
 - ab) the preparation of university reports;
 - ac) ensuring liquidity, managing the cash supply, accounting for forints and foreign currencies,
 - ad) management of receivables and payables,
 - ae) financial control and accounting of tenders and projects,
 - af) ensuring the accounting of economic events following the University's chart of accounts, in compliance with the accounting rules in force,
 - ag) ensuring the timely registration of changes in the University's assets and those of third parties,
 - ah) carrying out its duties under the inventory rules, in particular preparing and submitting for approval the inventory control plan and notifying the heads of departments and heads of economic areas of the order to take inventory,
 - ai) ensure that accounting records are duly kept,
 - aj)¹⁶⁶ manages the tasks set out in Part I 1 of the SZMSZ, Article 87 lit. e).

¹⁶³ Repealed by Senate Decision No. 82/2024 (3 October) Annex 1 Article 7 Effective from: 1 November 2024

¹⁶⁴ Established by Senate Decision No. 82/2024 (3 October) Annex 1 Article 8 Effective from: 1 November 2024

¹⁶⁵ Pursuant to the authorization set out in Article 2 lit. a) of Senate Decision No. 118/2024 (16 December), and as a result of the structural changes, the Article numbering has been clarified in accordance with the Hungarian alphabetical order.

¹⁶⁶ Modified by Senate Decision No. 43/2025 (29 May) Annex 1 Article 2 paragraph (4). Effective from: 18 June 2025

- b) The Directorate of Property Management is a department under the authority of the Director, whose tasks are:
 - ba) professional preparation of the documents - not including contracts - required for the utilization of university property, and the management of tenders;
 - bb) a uniform and electronic up-to-date register of the University's premises where organizations operate;
 - bc) ¹⁶⁷ensuring the management of the university's premises, registering accommodation requests, contributing to the preparation of the Chancellor's summary position for the Rector's assessment of accommodation requests;
 - bd) operating the Central Warehouse, ensuring the supply of general stock and non-medical consumables to all departments within the University;
 - be) performing the tasks related to scrapping (operation of the Scrapping Committee)
 - bf) professional preparation of the rental of real estate necessary for the operation of university departments, not including the contracting process,
 - bg) acts on behalf of the University in the transfer of University property, and represents the University in matters relating to the exercise of ownership of condominium property,
 - bh) managing transactions relating to the recovery of assets that have become redundant but can still be used,
 - bi) prepare the sale of the University's movable and immovable property.

- c) The Directorate of Tender and RDI Network Management is an organizational unit under the authority of the Director, whose tasks are:
 - ca) contributes to the preparation of strategic decisions relating to the management and operation of the Chancellor's portfolio in the context of the activities within their area of responsibility,
 - cb) proposes amendments to certain regulatory documents, the drafting of regulations or the adoption of proprietary decisions, as defined in Article 3, lit. c) cc) to cf),
 - cc) exercises general supervision over the management tasks of departments and coordinates with the heads of departments exercising professional direction,
 - cd) assists the Rector, the President of the Clinical Center and the Chancellor in the management and operation of the departments,
 - ce) performs the economic tasks related to the University's international, EU and national grant activities, as well as the management of the Financial Management Office – RDI Tenders and the Financial Management Office – RDI Organizations.

¹⁶⁷ Modified by Senate Decision No. 5/2025 (23 January) Annex 1 Article 1 paragraph (1). Effective from: 30 January 2025

Article 63/B¹⁶⁸¹⁶⁹ [Assignations of the departments of the Directorate General for Budget and Controlling]

- (1) Functions of the departments managed by the Director General for Economic Affairs, as responsible person for the budget and controlling as follows:
- a) ¹⁷⁰The Directorate for Controlling is a central vertical functional unit with autonomous framework management authority, operating under the direct authority of the Deputy Director-General for Budget and Controlling, and with the following tasks:
 - aa) planning and monitoring the implementation of the budget by collecting and processing management information, preparing and supporting management decisions and preparing management reports,
 - ab) monitoring the framework management plans, the annual institutional budget plan and its implementation, and ensuring and controlling the conditions for framework management,
 - ac) to perform tasks related to staffing and salary planning for the University's employees and the fulfilment of the plan, to carry out regular and non-regular data reporting tasks in this context, to provide professional support for the operation of the modules of the integrated management system related to staffing and salary management
 - ad) manages the Data Warehouse-type Management Information System (AVIR),
 - ae) Power BI system development and operation, access and rights management,
 - af) managing and servicing external data requests related to management.

 - b) ¹⁷¹The Directorates of Network Management are central vertical functional departments under the authority of the Director of Network Management, with autonomous framework management powers. Their general duties in respect of the departments under their control pursuant to § 62/B a) to d):
 - ba) contributes to the preparation of strategic decisions relating to the management and operation of the Chancellor's portfolio in the context of the activities within their area of responsibility,
 - bb) proposes amendments to the organizational and operational rules, drawing up regulations or taking ownership decisions,
 - bc) exercises general supervision over the management tasks of departments and coordinates with the heads of departments exercising professional direction,
 - bd) assists the Rector, the President of the Clinical Center and the Chancellor in the management and operation of the departments,

 - c) Specific provisions for network management directorates:
 - ca) the Director of Healthcare Network Management,

¹⁶⁸ Established by Senate Decision No. 82/2024 (3 October) Annex 1 Article 9 Effective from: 1 November 2024

¹⁶⁹ Pursuant to the authorization set out in Article 2 lit. a) of Senate Decision No. 118/2024 (16 December), and as a result of the structural changes, the Article numbering has been clarified in accordance with the Hungarian alphabetical order.

¹⁷⁰ Modified by Senate Decision 9/2025 (28 February) Annex 1 Article 3 paragraph (1). Effective from: 1 March 2025

¹⁷¹ Modified by Senate decision 43/2025 (29 May) Annex 1 Article 1 paragraph (2). Effective from: 18 June 2025

- caa) ¹⁷²shall provide the professional direction and supervision of the operation of the block directorates specified in points ba) to bk) of Article 62/B,
 - cab) at the request of the President of the Clinical Center, provide data related to the management of the health network units and prepare analyzes for the Clinical Center on the management tasks of the health services units,
 - cac) ¹⁷³carries out the management tasks of the Clinical Center and other departments as decided by the Chancellor in his/her rules of procedure.
 - cad) is assisted by a core team of staff to provide data and analysis related to health services to the Clinical Center. The President of the Clinical Center may request the data and analyzes referred to in lit. cab) directly from the Director of Health Network Management, while informing the Chancellor.
- cb) Head of the Education Network Management Directorate
- cba) provide the professional direction and supervision of the operation of the economic offices and faculty finance directorates specified in points ca) to ch) of Article 56/B,
 - cbb) with the help of the staff team, performs the economic and administrative tasks related to dual training, in cooperation with the Directorate of Nursing Management and Healthcare Professional Training and the Directorate of Vocational Training Institutions,
 - cbc) exercise functional supervision of the Child Care Center.
- cc) ¹⁷⁴The Head of the Central Directorate of Economic Network Management is in charge of the Chancellor's Office, the Chancellor's Secretariat, the Directorate of Procurement, the Directorate General of Human Resources, the Directorate General for Legal and Administrative Affairs, the Central Archives, the Office for Educational Administration and the Center for Educational Development, Methodology and Management, the Department of Department of Military, Disaster, and Law Enforcement Medicine, the Directorate of Property Management, the Directorate-General for Technical Affairs and the Directorate-General for Information Technology.

Article 64 ¹⁷⁵

¹⁷² Modified by Senate Decision No. 43/2025 (29 May) Annex 1 Article 1 paragraph (2). Effective from: 18 June 2025

¹⁷³ Modified by Senate Decision No. 9/2025 (28 February) Annex 1 Article 3 paragraph (2). Effective from: 1 March 2025

¹⁷⁴ Modified by Senate Decision 9/2025 (28 February) Annex 1 Article 3 paragraph (3). Effective from: 1 March 2025

¹⁷⁵ Repealed by Senate Decision 82/2024 (3 October) Annex 1 Article 10. Effective from: 1 November 2024

Article 64/A¹⁷⁶¹⁷⁷ [Special rules for the Directorate General of Finances and Asset Management]

- (1) The details of the tasks of the Directorate General of Finances and Asset Management are set out in the Financial Policies and in the organizational rules of procedure.

Article 64/B¹⁷⁸ [Special rules for the Directorate General of Budget and Controlling]

- (1) The details of the tasks of the Directorate General for Budget and Controlling are set out in the Financial Policies and in the organizational rules of procedure.
- (2) ¹⁷⁹The 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 Budget and Controlling, the Director-General for Technology Affairs for operational tasks and the Director General of Human Resources for labor tasks, on the basis of the professional and methodological guidelines. A Block Directorate is the organizational unit that facilitates the implementation of the integrated management and concentrated economic and technical tasks of departments operating on the same site or on different sites that are organizationally grouped together but on different sites.

Article 65 [Legal status and assignments of the Directorate General of Human Resources]

- (1) ¹⁸⁰¹⁸¹The Directorate General of Human Resources 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 of Human Resources carries out the full range of professional tasks related to the exercise of the employment powers of the Rector, the Chancellor and the President of the Clinical Center.

¹⁷⁶ Established by Senate Decision No. 82/2024 (3 October) Annex 1 Article 11. Effective from: 1 November 2024

¹⁷⁷ Pursuant to the authorization set out in Article 2 lit. a) of Senate Decision No. 118/2024 (16 December), and as a result of the structural changes, the Article numbering has been clarified in accordance with the Hungarian alphabetical order.

¹⁷⁸ Established by Senate Decision No. 82/2024 (3 October) Annex 1 Article 12. Effective from: 1 November 2024

¹⁷⁹ Modified by Senate Decision 9/2025 (28 February) Annex 1 Article 3 paragraph (4). Effective from: 1 March 2025

¹⁸⁰ Modified by Senate Decision No. 139/2021 (20 December) Annex 1 Effective from: 30 December 2021

¹⁸¹ Modified by Senate Decision 9/2025 (28 February) Annex 1 Article 3 paragraph (5). Effective from: 1 March 2025

- (2) ^{182, 183}¹⁸⁴The assignments of the Directorate General of Human Resources are in particular:
- a) to facilitate the development of the University's human resources strategy and the implementation of related organizational development tasks, and in this context to support the work of the Directorate-General for Strategic Organizational Development;
 - b) operating and continuously improving the job classification system,
 - c) managing the career planning, selection (recruitment) and onboarding process,
 - d) contributing to the competence management activities and performance management tasks, including the operation of a target-oriented remuneration (target bonus) system to motivate and enhance the achievement of individual and institutional performance targets,
 - e) developing the employment requirements system and implementing the resulting tasks, supporting the exercise of employer's rights by the Rector, the Chancellor and the President of the Clinical Center,
 - f) performing professional and legal tasks related to the University's employees in the field of labor law, as well as regular and non-regular operational tasks related to the payroll and fringe benefits accounting,
 - g) conducting applications for leading posts as well as posts of senior lecturer and senior lecturer-researcher, ensuring the conditions necessary for the successful evaluation of applications, preparing proposals in personnel matters within the competence of the Senate,
 - h) keeping personnel records relating to the employees of the University issuing certificates of employment and medical service to its employees,
 - i) providing professional-methodological guidance and support to staff performing HR tasks in the Directorate General for Budget and Controlling and in the organizational units operating under the Directorate-General for Finance and Asset Management,
 - j) the implementation of internal communication related to human resources management tasks,
 - k) performing other tasks related to the declaration of assets, the awarding of distinctions within its competence and other tasks defined in the internal regulatory documents of the University.

Article 65/A ¹⁸⁵[Organizational structure of the Directorate General of Human Resources]

- (1) The Director General shall be the head of the Directorate General of Human Resources. The Director General performs his/her duties under the direction and control of the Chancellor.

¹⁸² Modified by Senate Decision No. 52/2022 (28 July) Annex 1 Article 4 paragraph (1) Effective from: 1 August 2022

¹⁸³ Modified by Senate Decision No. 25/2024 (25 April) Annex Article 1 paragraph (1). Effective from: 1 May 2024

¹⁸⁴ Modified by Senate Decision 9/2025 (28 February) Annex 1 Article 3 paragraph (6). Effective from: 1 March 2025

¹⁸⁵ Pursuant to the authorization set out in Article 2 lit. a) of Senate Decision No. 118/2024 (16 December), and as a result of the structural changes, the Article numbering has been clarified in accordance with the Hungarian alphabetical order.

- (2)^{186, 187}¹⁸⁸ Departments of the Directorate General of Human Resources:
a) Directorate of Employment Management,
b) Payroll and HR Process Management Directorate.

*Article 65/B*¹⁸⁹¹⁹⁰ [Tasks of the departments of the Directorate General for Human Resources]

- (1)¹⁹¹
(2)¹⁹²

*Article 66*¹⁹³

*Article 67*¹⁹⁴ [Legal status and functions of the Directorate General for Legal Affairs and Administration]

The Directorate General for Legal and Administrative Affairs is the 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 organizes, manages and supervises the administrative functions of the University, and oversees the University's data protection and patient rights activities.

*Article 67/A*¹⁹⁵ [Organization of the Directorate General for Legal Affairs and Administrative Affairs]

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

¹⁸⁶ Modified by Senate Decision No. 52/2022 (28 July) Annex 1 Article 4 paragraph (2) Effective from: 1 August 2022

¹⁸⁷ Modified by Senate Decision No. 25/2024 (25 April) Annex Article 1 paragraph (2). Effective from: 1 May 2024

¹⁸⁸ Modified by Senate Decision 9/2025 (28 February) Annex 1 Article 3 paragraph (7). Effective from: 1 March 2025

¹⁸⁹ Repealed by Senate Decision 25/2024 (25 April) Annex Article 1 paragraph (3). Effective from: 1 May 2024

¹⁹⁰ Pursuant to the authorization set out in Article 2 lit. a) of Senate Decision No. 118/2024 (16 December), and as a result of the structural changes, the Article numbering has been clarified in accordance with the Hungarian alphabetical order.

¹⁹¹ Modified by Senate Decision No. 52/2022 (28 July) Annex 1 Article 4 paragraph (3) Effective from: 1 August 2022

¹⁹² Modified by Senate Decision No. 52/2022 (28 July) Annex 1 Article 4 paragraph (3) Effective from: 1 August 2022

¹⁹³ Repealed by Senate Decision 52/2022 (28 July) Annex 1 Article 4 paragraph (4) Effective from: 1 August 2022

¹⁹⁴ Pursuant to the authorization set out in Article 2 lit. a) of Senate Decision No. 118/2024 (16 December), and as a result of the structural changes, the Article numbering has been clarified in accordance with the Hungarian alphabetical order.

¹⁹⁵ Pursuant to the authorization set out in Article 2 lit. a) of Senate Decision No. 118/2024 (16 December), and as a result of the structural changes, the Article numbering has been clarified in accordance with the Hungarian alphabetical order.

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

Article 67/B¹⁹⁶ [Tasks of the Directorate General for Legal and Administrative Affairs]

- (1) General functions of the Directorate General for Legal and Administrative Affairs,
- 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 and Administrative Affairs 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 their 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,

¹⁹⁶ Pursuant to the authorization set out in Article 2 lit. a) of Senate Decision No. 118/2024 (16 December), and as a result of the structural changes, the Article numbering has been clarified in accordance with the Hungarian alphabetical order.

- 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) ¹⁹⁷proposing 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) ¹⁹⁸in 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. Its current tasks do not extend to fulfilling 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; liaises 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) drafts agreements and contracts which do not fall within the remit of another department, including in particular various cooperation agreements and letters of intent,
 - d) performs legal tasks related to NGOs,

¹⁹⁷ Modified by Senate Decision No. 4/2023 (9 February) Annex 1 Article 3 Effective from: 16 February 2023

¹⁹⁸ Modified by Senate Decision No. 4/2023 (9 February) Annex 1 Article 3 Effective from: 16 February 2023

- e) ¹⁹⁹assists in the legal control of certain material prepared by the Directorate General of Marketing and Communication, in particular as regards external relations and information,
 - f) assist in the preparation of contracts for clinical trials and giving opinions on them,
 - g) assists in the legal aspects of the investigation of patient complaints,
 - h) assists in the conclusion of financing contracts, contracts for collaborators and clinical trial contracts,
 - i) monitors 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 administration of administrative and official matters, - not including the matters specified in Article 37 paragraph (5) lit. b) — shall act on behalf of the Chancellor in official matters on behalf of the University, shall maintain continuous contact with the authorities acting in administrative matters concerning the University.
- (4) ²⁰⁰The Director responsible for civil and economic legal affairs shall direct the following:
- a) provides the University's general civil and contractual legal services, ensuring the provision of legal expertise in the conclusion of contracts, excluding procurement, and cooperating with the Directorate of Procurement when necessary,
 - b) develops the system of legal compliance in the maintenance of contractual relations related to the University's involvement, prepares the model contracts used by the University and manages the University's contract management system (ESZER),

¹⁹⁹ Modified by Senate Decision 100/2021 (30. September) Annex, Article 1 paragraph (5) Effective from: 2 October 2021

²⁰⁰ Modified by Senate decision 104/2022 (19 December) Annex 1 Article 4 paragraph (1) Effective from: 1 January 2023

- 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 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, both legally protectable and non-protectable, and to facilitate the creation of enterprises that make use of such intellectual property),
- 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) develops the University's contracting arrangements and monitors their implementation,
- j) ²⁰¹under the direction of the Chancellor, manages the constitutional and statutory documents of the companies established with the participation of the University's owners, and handles legal matters relating to them; is responsible for the registration of the current basic data of the companies,
- 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;

²⁰¹ Modified by Senate Decision No. 54/2023 (29 June) Annex 1 Article 1 paragraph (1). Effective from: 11 July 2023

- q) keeps register on the University's immovable property,
 - r) provides data related to university assets,
 - s) works closely with the Legal Director of the Litigation and 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 of Litigation, as a department of the Directorate General for Legal and Administrative Affairs, 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 Directorate of Litigation 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 of Human Resources shall give their opinion and position on the subject matter,
 - j) cooperates with the Directorate of 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 and Administrative Affairs.

(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 paragraph (6) lit. a) to c),
- d) in the event of a settlement, to decide on the amount of the settlement,
- e) the Directorate of Litigation shall carry out its administrative functions and prepare its decisions.

(8) A legal managing director shall be responsible for the legal tasks of clinical research:

- a) ²⁰²shall manage the conclusion of contracts and framework cooperation agreements to facilitate the implementation of clinical research,
- 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 Organization and Administration Center 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;

²⁰² Modified by Senate Decision 104/2022 (19 December) Annex 1 Article 4 paragraph (2) Effective from: 1 January 2023

- 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 of Legal and Administrative Affairs, 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 Szent Rókus Clinical Block.

(10) Center for Data Protection and Patients' Rights:

- a) The Center for Data Protection and Patients' Rights 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) Assignments of the Data Protection and Patients' 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 patient rights representatives at the University.

67/C²⁰³ [Special provisions concerning the Directorate General for Legal and Administrative Affairs]

- (1) Equal Opportunities Coordinators shall perform their duties under the direct authority of the Director-General for Legal Affairs and Administration.
- (2) The detailed task definition list 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 68 [Legal status and tasks of the Directorate General of Technical Affairs]

- (1) The Directorate General of Technical Affairs is the central functional and service unit of the University, under the direct control of the Chancellor, which organizes and performs the operational and internal service tasks of the University, with autonomous budget management.
- (2) ^{204, 205}The Directorate General of Technical Affairs 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 course of implementing the operational, operational and service development plan, it continuously manages and organizes the University's technical, operational and internal service tasks, 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 driver service, and takes the necessary decisions within its own competence.
- (3) Ensures the operation of the Environmental Management (EMS) and Energy Management (EIR) Systems in relation to the University's Integrated Management System (IMS), supervises the work of the University Environmental Management Manager and the University Energy Management Manager.

²⁰³ Clarified based on the authorization set out in Article 2 lit. a) of Senate Decision No. 118/2024 (16 December), and as a result of the structural changes, the Article numbering has been clarified in accordance with the Hungarian alphabetical order.

²⁰⁴ Modified by Senate Decision 100/2021 (30 September) Annex Article 1 paragraph (6). Effective from: 2 October 2021

²⁰⁵ Modified by Senate Decision No. 44/2022 (23 June) Annex 1 Article 2 paragraph (1) Effective from: 1 July 2022

Article 68/A²⁰⁶ [Organizational structure of the Directorate General of Technical Affairs]

- (1) The Head of the Directorate General of Technical Affairs shall be styled the Director General of Technical Affairs.
- (2) The organizational units of the Directorate General of Technical Affairs are as follows:
 - a) Directorate of Investment and Maintenance,
 - b) Directorate of Security Management
 - c) ²⁰⁷
 - d) Directorate of Services.

Article 68/B ²⁰⁸ [Functions of the departments of the Directorate General of Technical Affairs]

- (1) The Directorate of Investment and Maintenance 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 properties, whether used for storage purposes only or without any other function,
 - g) ²⁰⁹ the operation of a dispatch center (Operational Control Center) responsible for receiving, recording, forwarding and organizing the handling of notifications of utility failures, malfunctions and other technical reports at Semmelweis University.
- (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

²⁰⁶ Pursuant to the authorization set out in Article 2 lit. a) of Senate Decision No. 118/2024 (16 December), and as a result of the structural changes, the Article numbering has been clarified in accordance with the Hungarian alphabetical order.

²⁰⁷ Repealed by Senate Decision 100/2021 (30 September) Annex, Article 1 paragraph (7) Effective from: 2 October 2021

²⁰⁸ Pursuant to the authorization set out in Article 2 lit. a) of Senate Decision No. 118/2024 (16 December), and as a result of the structural changes, the Article numbering has been clarified in accordance with the Hungarian alphabetical order.

²⁰⁹ Established by Senate Decision No. 109/2025 (27 November) Annex 1 Article 1 paragraph (2) Effective from: 2 December 2025

- b) Carrying out and organizing standardization reviews for contact, fire and lightning protection.

(3) ²¹⁰

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

- 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) ²¹¹
- c) ²¹²
- d) the operation of facilities not belonging to other departments owned or managed by the University which accommodate the above functions
- e) ²¹³
- f) operation and management of the University resorts, handling administrative matters related to guest traffic.

Article 68/C²¹⁴ [Special rules for the Directorate General for Technical Affairs]

(1) ²¹⁵To 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 task of the working group is to organize the processes of the EIR System and to conduct internal audits.

(2) The Directorate of Investment and Maintenance carries out its tasks relevant to the University's strategy in collaboration with the Vice-Rector for Strategy and Development, and keeps them informed.

Article 69 ²¹⁶ [Legal status and functions of the Directorate General of Information Technology]²¹⁷

²¹⁰ Repealed by Senate Decision 100/2021 (30 September) Annex, Article 1 paragraph (8) Effective from: 2 October 2021

²¹¹ Repealed by Senate Decision No. 44/2022 (23 June) Annex 1 Article 2 paragraph (2) Effective from: 1 July 2022

²¹² Repealed by Senate Decision No. 44/2022 (23 June) Annex 1 Article 2 paragraph (2) Effective from: 1 July 2022

²¹³ Repealed by Senate decision 109/2025 (27 November) Annex 1 Article 1 paragraph (1). Effective from: 2 December 2025

²¹⁴ Pursuant to the authorization set out in Article 2 lit. a) of Senate Decision No. 118/2024 (16 December), and as a result of the structural changes, the Article numbering has been clarified in accordance with the Hungarian alphabetical order.

²¹⁵ Modified by Senate Decision 29/2023 (24 April) Annex 4 Article 1 paragraph (2) Effective from: 3 May 2023

²¹⁶ Pursuant to the authorization set out in Article 2 lit. a) of Senate Decision No. 118/2024 (16 December), and as a result of the structural changes, the Article numbering has been clarified in accordance with the Hungarian alphabetical order.

²¹⁷ Established by Senate Decision No. 100/2021 (30 September) Annex, Article 1 paragraph (9) Effective from: 2 October 2021

- (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 budget management.
- (2) The Directorate General of IT prepares the plan for the University's IT operation and service provision and service development activities and manages the implementation of the relevant tasks, and by performing these tasks ensures the smooth, orderly and professional operation of the University's IT infrastructure, takes the necessary decisions - in consultation with the professional areas - and coordinates the activities of the IT service units operating within the University's organizational units.

Article 69/A [The functions and organizational structure of the Directorate General of Information Technology]^{218,219}

- (1) The Head of the Directorate General of Information Technology shall be styled as the Director General.
- (2) The Deputy Director General of Information Technology shall be the Deputy Director-General. In their joint absence, the Director General of Information Technology may issue specific instructions for exercising powers relating to the deputizing arrangements.
- (3) The departments of the Directorate General of Information Technology are the following:
 - a) Directorate for Basic IT Infrastructure and Key Applications
 - b) Directorate of IT Customer Support
 - c) Directorate of IT Development
 - d) ²²⁰Information Security Directorate
 - e) ²²¹Amerikai úti Regional Information Technology Directorate,
 - f) ²²²Regional IT Directorate for Medical Rehabilitation.
 - g) ²²³ IT Service Organization Directorate.
- (4) The departments of the Directorate General for Information Technology, as defined in paragraph (3), shall be headed by Directors.

²¹⁸ Established by Senate Decision No. 100/2021 (30 September) Annex, Article 1 paragraph (9) Effective from: 2 October 2021

²¹⁹ Modified by Senate Decision No. 139/2021 (20 December) Annex 1 Effective from: 1 January 2022

²²⁰ Established and numbering modified by Senate Decision No. 9/2025 (28 February) Annex 1 Article 2 paragraph (1). Effective from: 1 March 2025

²²¹ Established by Senate Decision No. 10/2024 (29 February) Annex 1 Article 2 paragraph (1) Effective from: 1 March 2024

²²³ Modified by Senate Decision No. 9/2026 (29 January) Annex 1 Article 1 paragraph (2) Effective from: 1 February 2026

- (5) The functions of the Directorate General for Information Technology shall be:
- a) General tasks of the Directorate General for Information Technology:
 - 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.
 - 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 up with the continuous changes in the IT operating environment, in cooperation with the other university departments, ensures the continuous training and motivation of the staff of the Directorate-General, as well as the development and, if necessary, the restructuring of the established organization in order to maintain effective supportive organizational conditions,
 - ag)²²⁴ ²²⁵ through the Information Security Officer, performs tasks related to the protection of the University's electronic information systems.
 - b) The Directorate for Basic IT Infrastructure and Key Applications manages the University's IT core infrastructure, which includes the physical network infrastructure and the key applications that play a priority role in its operation. 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,
 - be) management of licenses,

²²⁴ Established by Senate Decision 9/2025 (28 February) Senate Decision Annex 1 Article 2 paragraph (2). Effective from: 1 March 2025

²²⁵ Modified by Senate decision 109/2025 (27 November) Annex 1 Article 3 paragraph (3) Effective from: 2 December 2025

- 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
 - ce) ²²⁶ professionally manages the University's unified IT user identification system, the S(emmelweis) I(nformatics) A(identification) system,
- d) the Directorate of 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) In the development projects, it cooperates with the Customer Support and Core Infrastructure Operations Directorates, and transfers the results of the development projects to them for use and operation.
- e) ²²⁷The Directorate of Information Security manages, organizes and coordinates the university's information security tasks, which include:
 - ea) ²²⁸
 - eb) monitors the University's IT systems from an information security perspective,
 - ec) develops compliance with the legislation;
 - ed) decides on matters of escalation or exception handling, issues statements,
 - ee) ²²⁹

²²⁶ Modified by Senate Decision No. 9/2026 (29 January) Annex 1 Article 1 paragraph (3) Effective from: 1 February 2026

²²⁷ Established and numbering modified by Senate Decision No. 9/2025 (28 February) Annex 1 Article 2 paragraph (3). Effective from: 1 March 2025

²²⁸ Repealed by Senate Decision 109/2025 (27 November) Annex 1 Article 3 paragraph (4) Effective from: 2 December 2025

²²⁹ Repealed by Senate Decision No. 109/2025 (27 November) Annex 1 Article 3 paragraph (4) Effective from: 2 December 2025

- f) ²³⁰The tasks of the Amerikai út Regional IT Directorate
 - fa) the operation of the entire IT infrastructure of the site,
 - fb) the full local provision of IT services; and
 - fc) participate in the development of central IT services by representing local needs.
 - g) ²³¹The Regional IT Directorate for Medical Rehabilitation is responsible for the following functions:
 - ga) the operation of the entire IT infrastructure of the site,
 - gb) the full local provision of IT services; and
 - gc) participate in the development of central IT services by representing local needs.
 - h) ²³²The IT Service Organization Directorate organizes and develops
 - ha) the coordinated implementation of projects typically involving multiple IT professional areas, the harmonization of individual professional considerations and user needs
 - hb) the implementation of ad hoc priority tasks with significant impact
 - hc) the approximation and standardization of the basic service characteristics of the complex IT service portfolio, while coordinating quality management principles and professional specifics.
 - hd) the unification and operation of the administrative and registration background supporting the provision of the IT service portfolio.
- (6) The Directorate-General for Information Technology maintains continuous contact and cooperates with the University's DPO through the information security officer. The DPO shall reply to the DPO's request, with simultaneous notification to the Director General of Information Technology, within the time limit indicated by the DPO.

Article 70 ²³³[Directorate General of Marketing and Communication]²³⁴

- (1) The Directorate General of Marketing and Communication (hereinafter referred to as MKFI) is a central functional organizational unit under the direct control of the Rector, with autonomous framework management powers, whose tasks include in particular the University's press activities, communication tasks, certain University tasks related to the organization of central events, and the cultivation of the University's traditions as a result of communication and event organization activities, as well as the development of a uniform image related to the University's domestic and international image. The MKFI is responsible for the institution's general PR and marketing activities.

²³⁰ Established by Senate Decision No. 10/2024 (29 February) Annex 1 Article 2 paragraph (2). Effective from: 1 March 2024

²³¹ Established by Senate Decision No. 10/2024 (29 February) Annex 1 Article 2 paragraph (2). Effective from: 1 March 2024

²³² Modified by Senate Decision No. 9/2026 (29 January) Annex 1 Article 1 paragraph (4) Effective from: 1 February 2026

²³³ Pursuant to the authorization set out in Article 2 lit. a) of Senate Decision No. 118/2024 (16 December), and as a result of the structural changes, the Article numbering has been clarified in accordance with the Hungarian alphabetical order.

²³⁴ Established by Senate Decision No. 100/2021 (30 September) Annex, Article 1 paragraph (10) Effective from: 2 October 2021

- (2) The MKFI is headed by the Director General.
- (3) The Directorates under the MKFI are:
 - a) Directorate of Communication,
 - b) Directorate of Event Management,
 - c) Directorate of Semmelweis Brand and Marketing.
- (4) Directorate of Communication (hereinafter referred to as the KI) acts under the direct control of the Directorate General of 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 of 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 Egyetem 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 of 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 (merchandise) system, the design of representative university souvenirs, and the production of samples,
 - e) on the basis of requests from the departments, examining the legal use of the corporate identity elements by third parties outside the University, preparing a proposal for a decision for the Rector,
 - f) ²³⁵to exercise the right of prior control and approval over the activities of the Directorates of the Directorate General of Marketing and Communication, the Directorate of International Relations and Alumni Affairs, the Board of Directors, the Students' Union and Semmelweis Publishing and Multimedia Studio Ltd. in relation to the use of the University's corporate identity in order to ensure the uniform image of the University.

²³⁵ Modified by Senate Decision 31/2025 (17 April) Annex 1 Article 1 paragraph (4) Effective from: 1 June 2025

*Article 71*²³⁶ [Legal status of the Directorate of Internal Audit]

- (1) The Directorate of Internal Audit 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 Directorate of Internal Audit is the Director.

*Article 71/A*²³⁷²³⁸ [Assignments of the Directorate of Internal Audit]²³⁹

The functions of the Directorate of Internal Audit shall be the following:

- a) to inform the Chancellor of the findings of the audit and, if necessary, initiate action with the heads of the departments concerned, taking into account paragraph (2) of Article 71/B,
- b) at the request of the Chancellor, conducts (targeted) audits at the University's organizational units and at institutions maintained or managed by the University, provided that in cases falling within the scope of the Rector's responsibilities, the Rector and in cases falling within the remit of the clinical center, the President of the clinical center may request the Chancellor to conduct a (targeted) audit.
- 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) performs the tasks assigned to it by the Internal Audit Manual.

*Article 71/B*²⁴⁰ [Special provisions concerning the Directorate of Internal Audit]²⁴¹

- (1) The Directorate of Internal Audit 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 Directorate of Internal Audit'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.

²³⁶ Pursuant to the authorization set out in Article 2 lit. a) of Senate Decision No. 118/2024 (16 December), and as a result of the structural changes, the Article numbering has been clarified in accordance with the Hungarian alphabetical order.

²³⁷ Pursuant to the authorization set out in Article 2 lit. a) of Senate Decision No. 118/2024 (16 December), and as a result of the structural changes, the Article numbering has been clarified in accordance with the Hungarian alphabetical order.

²³⁸ Modified by Senate Decision No. 43/2025 (29 May) Annex 1 Article 2 paragraph (5). Effective from: 18 June 2025

²³⁹ Modified by Senate Decision No. 139/2021 (20 December) Annex 1 Effective from: 30 December 2021

²⁴⁰ Pursuant to the authorization set out in Article 2 lit. a) of Senate Decision No. 118/2024 (16 December), and as a result of the structural changes, the Article numbering has been clarified in accordance with the Hungarian alphabetical order.

²⁴¹ Modified by Senate Decision No. 139/2021 (20 December) Annex 1 Effective from: 30 December 2021

- (2) The Directorate of Internal Audit 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.
- (3) The Directorate of Internal Audit, with the approval of the Chancellor, prepares an Internal Audit Manual, which contains the audit methods and procedures for internal audit.

Article 72 ²⁴² [*Directorate of Procurement*]²⁴³

The Directorate of Procurement is a central functional unit under the direct authority of the Chancellor, operating under the direction of the Director of Procurement, with autonomous budget management powers, whose tasks are:

- a) to perform planning tasks related to (public) procurement, to prepare 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 their own authority by the Chancellor at the request of the initiating department,
- d) preparing individual contracts resulting from procurement procedures, in cooperation with the JIF in the case of model contracts, and, where necessary, providing legal countersignature and representation of the University in procurement-related appeals,
- e) recording and registering in the SAP system the contracts concluded due to (public) procurement procedures carried out by the Directorate of Procurement.
- f) if there is a request for a new model contract, prepare its text and initiate its publication,
- g) ensure the performance in the ESZER of tasks relating to the assessment and modification of individual claims relating to model contracts by the operating department,
- h) send contracts resulting from procurement procedures, excluding procedures under lit. e), to the JIF contract registry system (SZTÁR),
- i) develops its procedures and then manages the development of a short, medium and long-term procurement strategy and the organization of procurement on a scheduled basis, in cooperation with the departments concerned,
- j) develops and manages the procurement coordination activities related to procurement, and supports the procurement preparation and/or management functions of the departments in terms of procurement knowledge,

²⁴² Pursuant to the authorization set out in Article 2 lit. a) of Senate Decision No. 118/2024 (16 December), and as a result of the structural changes, the Article numbering has been clarified in accordance with the Hungarian alphabetical order.

²⁴³ Established by Senate Decision No. 104/2022 (19 December) Annex 1 Article 5. Effective from: 1 January 2023

- k) develops the procedures and manages the organization of the work of the decision-making bodies in the field of procurement, using effective decision-making methods in the work of the bodies,
- l) liaising with contractors where necessary, negotiating and arranging the most advantageous procurement arrangements for the University in order to ensure efficient procurement procedures.

Article 73²⁴⁴ [Directorate of Student Residences]

- (1) The Directorate of Student Residences (hereinafter in this Article also referred to as: KI) is the central functional unit 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,

²⁴⁴ Pursuant to the authorization set out in Article 2 lit. a) of Senate Decision No. 118/2024 (16 December), and as a result of the structural changes, the Article numbering has been changed to correspond the Hungarian alphabetical order, and parallelly, the provisions relating to the organizational unit have been clarified.

- 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 (4 April) 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) János Balassa Residence Hall
- b) János Bókay Sr. Residence Hall
- c) Gábor Kátai Residence Hall
- d) Lajos Markusovszky Residence Hall
- e) ²⁴⁵
- f) ²⁴⁶
- g) Frigyes Korányi College for Advanced Studies
- h) Ignác Semmelweis College for Advanced Studies
- i) ²⁴⁷János Selye College for Advanced Studies for Doctoral Students,
- j) ²⁴⁸ Central Nursing Residence.

(9) Functions of the Student Residence Halls:

- 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 Residence Halls 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) Assignations of the Colleges for Advanced Studies

²⁴⁵ Repealed by Senate Decision 25/2024 (25 April) Annex Article 2 paragraph (1). Effective from: 1 May 2024

²⁴⁶ Repealed by Senate Decision 25/2024 (25 April) Annex Article 2 paragraph (1). Effective from: 1 May 2024

²⁴⁷ Modified by Senate Decision No. 139/2021 (20 December) Annex 1 Effective from: 30 December 2021

²⁴⁸ Modified by Senate Decision No. 25/2024 (25 April) Annex Article 2 paragraph (2). Effective from: 1 May 2024

- a) The University, building on the general principles of Student Residences, shall operate a qualified Colleges for Advanced Studies 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 Colleges for Advanced Studies is to provide high-quality professional education by developing their professional program, helping to nurture the talents of 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 rules of procedure of the KI include the principles of the democratic functioning of certain forums and bodies related to the operation of student community life, and the rights and responsibilities exercised jointly by the KI and the Students' Union in this area.

*Article 74*²⁴⁹[*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 directly govern 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 storage and archiving tasks in accordance with the legislation in force.

²⁴⁹ Pursuant to the authorization set out in Article 2 lit. a) of Senate Decision No. 118/2024 (16 December), and as a result of the structural changes, the Article numbering has been clarified in accordance with the Hungarian alphabetical order.

Article 75²⁵⁰ [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. 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 functional unit under the direct control of the Rector, with autonomous management powers.
- (2) The Vice 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) coordinates the operation of the University's library system, exercising professional supervision over the libraries of the faculty and the libraries of the individual departments.

Article 76²⁵¹ [Semmelweis Center for Health Promotion]

- (1) The Semmelweis Center for Health Promotion shall be a central organizational unit of the University, a project organization that coordinates the university's health promotion activities.

²⁵⁰ Pursuant to the authorization set out in Article 2 lit. a) of Senate Decision No. 118/2024 (16 December), and as a result of the structural changes, the Article numbering has been changed to correspond the Hungarian alphabetical order, and parallelly, the provisions relating to the organizational unit have been clarified.

²⁵¹ Pursuant to the authorization set out in Article 2 lit. a) of Senate Decision No. 118/2024 (16 December), the provisions concerning the organizational unit have been relocated and clarified.

- (2) The Rector shall govern the activities of the Semmelweis Center for Health Promotion. The Vice-Rector for Strategy and Development shall assist the Rector in exercising their management powers.
- (3) The Semmelweis Center for Health Promotion shall be headed by the Head of the Center.
- (4) The Semmelweis Center for Health Promotion shall have autonomous budget management powers.
- (5) The functions of the Semmelweis Center for Health Promotion 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 the concept for the development of the University's health promotion activities, with the aim of making the University a modern health promotion university.

Article 77²⁵² [Legal status of the Teacher Training Center]

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

Article 77/A²⁵³ [Functions of the Teacher Training Center]

Functions 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 the organization of theoretical and practical training is provided by the Teacher Training Center.

Article 77/B²⁵⁴ [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.

²⁵² Pursuant to the authorization set out in Article 2 lit. a) of Senate Decision No. 118/2024 (16 December), the provisions concerning the organizational unit have been relocated and clarified.

²⁵³ Pursuant to the authorization set out in Article 2 lit. a) of Senate Decision No. 118/2024 (16 December), and as a result of the structural changes, the Article numbering has been clarified in accordance with the Hungarian alphabetical order.

²⁵⁴ Pursuant to the authorization set out in Article 2 lit. a) of Senate Decision No. 118/2024 (16 December), and as a result of the structural changes, the Article numbering has been clarified in accordance with the Hungarian alphabetical order.

- (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.

4. ²⁵⁵²⁵⁶ Other central departments

Article 78 [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;

²⁵⁵ Pursuant to the authorization set out in Article 2 lit. a) of Senate Decision No. 118/2024 (16 December) was brought into formal compliance.

²⁵⁶ Pursuant to the authorization set out in Article 2 lit. a) of Senate Decision No. 118/2024 (16 December) and as a result of the structural changes, the numbering of Articles 78 through 130 has been revised according to the Hungarian alphabetical order.

- 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 related to the activities of the Rector and the Deputy Rectors, and performing the duties of the Rector's personal secretary,
- m) ^{257,258}
- n) tasks supporting the work of the Public Benefit Supervisory Committee.

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

(5) The deputy principal 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 Cabinet Office,
- b) General Secretariat of the Senate,
- c) Rector's Secretariat,
- d) Secretariat of the Vice-Rectors,
- e) ²⁵⁹Center for the Vice-Rector for Science and Innovation & Business Development
- f) Office of the Vice-Rector for Strategy and Development,
- g) ^{260, 261},
- h) ²⁶²
- i) ²⁶³Cabinet for Strategy and Development.

(7) The Rector's Cabinet Office 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 Office is headed directly by the Head of the Rector's Cabinet.

(8) ²⁶⁴The 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.

²⁵⁷ Modified by Senate Decision No. 139/2021 (20 December) Annex 1 Effective from: 30 December 2021

²⁵⁸ Repealed by Senate Decision 81/2024 (3 October) Annex 1 Article 2 paragraph (1). Effective from: 1 November 2024

²⁵⁹ Modified by Senate decision 70/2022 (26 September) Annex 1 Article 2 paragraph (5) Effective from: 15 October 2022

²⁶⁰ Established by Senate Decision No. 139/2021. (20 December) Annex 1 Effective from: 30 December 2021

²⁶¹ Repealed by Senate Decision 81/2024 (3 October) Annex 1 Article 2 paragraph (2). Effective from: 1 November 2024

²⁶² Repealed by Senate Decision 31/2025 (17 April) Annex 1 Article 1 paragraph (5) Effective from: 1 June 2025

²⁶³ Established by Senate Decision 52/2023 (29 June), Annex, Article 1, paragraph (1). Effective from: 1 July 2023

²⁶⁴ Modified by Senate Decision No. 139/2021 (20 December) Annex 1 Effective from: 30 December 2021

- (9) ²⁶⁵The 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 Cabinet, 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-Rectors shall be a central functional unit of the Rector's Cabinet.
- (15) The Secretariat of the Vice-Rectors is responsible for the administrative, management and administrative tasks related to the work of the Vice Rector General, the Vice Rector for Education, the Vice Rector for Strategy and Development and the Vice Rector for Science and Innovation, in particular for preparatory, organizational, liaison and administrative tasks.
- (16) ²⁶⁶The Vice-Rector for Science and Innovation Center for the Vice-Rector for Science and Innovation & Business Development is a central functional organizational unit within the Rector's Cabinet with an independent budget management, which performs decision-supporting, opinion-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 & Business Development Center is 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 & Business Development is headed by a Director.

²⁶⁵ Modified by Senate Decision No. 139/2021 (20 December) Annex 1 Effective from: 30 December 2021

²⁶⁶ Modified by Senate decision 70/2022 (26 September) Annex 1 Article 2 paragraph (6) Effective from: 15 October 2022

- (17) ²⁶⁷The assignments of the Center for Vice-Rector for Science and Innovation & 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 Vice-Rector for Science and Innovation, acting within the scope of their responsibilities as defined in these regulations, shall coordinate university projects referred to their authority and monitor the implementation of related operational tasks;
 - e) ²⁶⁸supports the operation of the standing and ad hoc committees for scientific research, development and innovation activities, and keeps records of the decisions taken in these areas;
 - 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,
 - k) ²⁶⁹performing administrative tasks for the Center for Pharmacology and Drug Research and Development
 - l) ²⁷⁰²⁷¹organizing and conducting external and internal education, training and events with regard to Part I.1 Article 101 paragraph (8) of the SZMSZ -, curriculum development, research, analyzes and studies, publishing;
 - m) ²⁷²all tasks related to the preparation, submission and management of all Proof of Concept applications;
 - n) ²⁷³handling the registration of intellectual creations by university citizens;

²⁶⁷ Modified by Senate decision 70/2022 (26 September) Annex 1 Article 2 paragraph (6) Effective from: 15 October 2022

²⁶⁸ Modified by Senate Decision No. 44/2023 (25 May) Annex 1, Article 1 paragraph (5) Effective from: 1 June 2023

²⁶⁹ Established by Senate Decision No. 43/2023 (25 May) Article 3 Effective from: 02 June 2023

²⁷⁰ Established by Senate Decision No. 44/2023 (25 May) Senate Decision Annex 1, Article 1 paragraph (6) Effective from: 1 June 2023

²⁷¹ Modified by Senate Decision No. 43/2025 (29 May) Annex 1 § 2 (6). Effective from: 18 June 2025

²⁷² Established by Senate Decision No. 44/2023 (25 May) Senate Decision Annex 1, Article 1 paragraph (6) Effective from: 1 June 2023

²⁷³ Established by Senate Decision 9/2026 (29 January) Annex 1 Article 2 paragraph (5) Effective from: 4 February 2026

- o) ²⁷⁴preparing proposals related to the tasks of the University Innovation Committee (EIB);
- p) ²⁷⁵performing administrative tasks related to intellectual property;
- q) ²⁷⁶preliminary screening of university publications, TDK, PhD lecture abstracts; professional compilation of industrial property rights applications;
- r) ²⁷⁷preparing reports on its activities relating to the administration of intellectual property.

(17a)²⁷⁸²⁷⁹

(18) ²⁸⁰The Vice-Rector's Office for Strategy and Development is part of the Rector's Office, a decision-preparing, opinion-forming and proposal-making department. The Office of the Vice-Rector for Strategy and Development is headed by the Vice-Rector for Strategy and Development and managed by the Head of the Office.

(19) ²⁸¹The tasks of the Vice-Rector for Strategy and Development include in particular:

- a) acting within the scope of their responsibilities as Vice-Rector for Strategy and Development as defined in these regulations, preparing and reviewing decisions related to their responsibilities, making recommendations, and monitoring the implementation of decisions;
- b) supporting the operation of the standing and ad hoc committees within the remit of the Vice Rector for Strategy and Development, and keeping records of decisions in this area,
- c) liaising and cooperating with the heads of public education and vocational training institutions maintained by the University,
- d) participation in the coordination of programs related to the environment and sustainability,
- e) running projects and campaigns related to university fundraising activities,
- f) preparing proposals for the Rectors' Conference and the Senate,
- g) identifying industrial players and financial investors interested in the portfolio and establishing sales opportunities;

²⁷⁴ Established by Senate Decision 9/2026 (29 January) Annex 1 Article 2 paragraph (5) Effective from: 4 February 2026

²⁷⁵ Established by Senate Decision 9/2026 (29 January) Annex 1 Article 2 paragraph (5) Effective from: 4 February 2026

²⁷⁶ Established by Senate Decision 9/2026 (29 January) Annex 1 Article 2 paragraph (5) Effective from: 4 February 2026

²⁷⁷ Established by Senate Decision 9/2026 (29 January) Annex 1 Article 2 paragraph (5) Effective from: 4 February 2026

²⁷⁸ Established by Senate Decision No. 44/2023 (25 May) Annex 1, Article 1 paragraph (7) Effective from: 1 June 2023

²⁷⁹ Repealed by Senate Decision 9/2026 (29 January) Annex 1 Article 2 paragraph (6) Effective from: 4 February 2026

²⁸⁰ Modified by Senate Decision No. 52/2023 (29 June) Annex, Article 1 paragraph (3). Effective from: 1 July 2023

²⁸¹ Modified by Senate Decision No. 52/2023 (29 June) Annex, Article 1 paragraph (4). Effective from: 1 July 2023

h) is the Department of Quality Assurance, which continuously develops and operates the quality assurance system (MIR, ISO 9001, MEES) for all the University's departments, and for this purpose it conducts regular audits and organizes training courses.

(20) ^{282,283}

(21) ^{284, 285}

(22) ²⁸⁶

(23) ²⁸⁷

(24) ^{288,289} The Strategic and Development Cabinet is a central functional unit within the Rector's Office, which is responsible for the coordination and management of development and other projects of strategic importance at the university level. The Cabinet for Strategy and Development is headed by the Rector. The Vice-Rector for Strategy and Development shall assist the Rector in exercising their management powers. The Strategy and Development Cabinet is headed by the Chief Operating Officer and is composed of the Dean of the Faculty of Medicine, the Head of the Directorate General for Marketing and Communication and the Cabinet for Strategy and Development.

(25) ²⁹⁰The tasks of the Strategy and Development Cabinet include in particular:

- a) contributing to the planning and implementation of development projects and other projects of strategic importance at university level,
- b) monitoring of development and other projects of strategic importance at university level, monitoring the implementation of the related operational tasks,
- c) liaising and cooperating with external parties involved in projects under a), internal university departments and their managers,
- d) the management of matters of priority importance and professional tasks determined by the Rector.

Article 78/A²⁹¹ [The Rector's Program Office]

²⁸² Established by Senate Decision No. 139/2021. (20 December) Annex 1 Effective from: 30 December 2021

²⁸³ Repealed by Senate Decision 81/2024 (3 October) Annex 1 Article 2 paragraph (3). Effective from: 1 November 2024

²⁸⁴ Established by Senate Decision No. 139/2021. (20 December) Annex 1 Effective from: 30 December 2021

²⁸⁵ Repealed by Senate Decision 81/2024 (3 October) Annex 1 Article 2 paragraph (3). Effective from: 1 November 2024

²⁸⁶ Repealed by Senate Decision 31/2025 (17 April) Annex 1 Article 1 paragraph (6) Effective from: 1 June 2025

²⁸⁷ Repealed by Senate Decision 31/2025 (17 April) Annex 1 Article 1 paragraph (7) Effective from: 1 June 2025

²⁸⁸ Established by Senate Decision 52/2023 (29 June) Annex, Article 1 paragraph (5) Effective from: 1 July 2023

²⁸⁹ Modified by Senate Decision No. 81/2024 (3 October) Senate Decision Annex 1 Article 2 paragraph (4). Effective from: 1 November 2024

²⁹⁰ Established by Senate Decision 52/2023 (29 June) Annex, Article 1 paragraph (5) Effective from: 1 July 2023

²⁹¹ Established by the 42/2025 (29 May) Annex 1 Article 1 paragraph (1). Effective from: 1 August 2025

- (1) The Rector's Program Office is a central functional organizational unit under the direct control of the Rector, with independent budget management powers, which performs tasks directly related to the Rector's programs and their preparation, as well as tasks directly supporting the Rector's work, coordinating his or her tasks, making proposals, and performing administrative tasks.
- (2) The Rector's Program Office is headed by a Director.
- (3) The activities of the director of the Rector's Program Office are governed by the Rector.
The Director
 - a) manages the Rector's Program Office in accordance with the instructions and guidelines received from the rector who oversees its activities in accordance with the law and university regulations, organizes and supervises the performance of the tasks of the Rector's Program Office,
 - b) is responsible for the performance of the tasks of the Rector's Program Office,
 - c) directs the activities of the Rector's assistant(s) and determines their work schedule.
 - d) in order to perform his/her duties effectively, participates in meetings of the Rector's Cabinet, the Strategy and Development Cabinet, and all other programs organized by the Rector at the University and outside the University.
- (4) Under the direction of the director, the Rector's Program Office performs the following tasks in particular:
 - a) coordinates, records, and organizes the Rector's programs, monitors deadlines and agreed dates;
 - b) performs administrative tasks related to the Rector's direct work and tasks specified directly by the Rector, including, in particular, coordination, preparation, organization, liaison, and administrative tasks;
 - c) within the scope of its tasks, ensures the preparation and continuous performance of administrative and coordination tasks related to the Rector's work and personal administration;
 - d) organizes the preparation of matters kept within the Rector's personal competence;
 - e) participates in providing information about the Rector's official activities and programs;
 - f) ensures the performance of tasks related to the preparation of the Rector;
 - g) prepares and coordinates negotiation and background materials, professional materials, and preparatory materials for the Rector, performs administrative tasks related to these, as well as administrative and organizational tasks related to these, and ensures their collection and systematization;
 - h) participates in the preparation and organization of domestic and international official programs of the Rector, visits, negotiations, events, and major university events, cooperates and coordinates tasks related to their implementation;
 - i) within the scope of its tasks, the Office ensures the preparation and continuous performance of representation tasks and protocol activities related to the Rector's interpersonal communication;
 - j) also handles all matters assigned to it by the Rector;

- k) in order to ensure the effective performance of the Rector's duties, may, with the Rector's authorization, request measures and documents from the heads of organizational units, other specified persons, and organizations;
- l) in order to carry out its tasks effectively, maintains continuous and direct contact and cooperates with all departments of the University, in particular with the Rector's Office, the Directorate General of Marketing and Communication, the Head of the Secretariat of the Director's Office of the Heart and Vascular Center, the heads of the departments directly and indirectly under the Rector's control, the secretariats of the departments, the Vice-Rector, the representatives of the maintainer, the Chancellor, the heads of the departments under the Chancellor's control, and external partners.

Article 79 [The Chancellor's Cabinet]²⁹²

- (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.
- (3) The Head of the Chancellor's Office shall be styled as the Head of 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 80 [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.

²⁹² Modified by Senate Decision No. 139/2021 (20 December) Annex 1 Effective from: 30 December 2021

- (3) The Head of the Chancellor's Secretariat shall be the Head of the Secretariat.

12 Organizational frame for patient care

Article 81 [Legal status and functions of the Clinical Center]²⁹³

- (1) ²⁹⁴As part of the University, Semmelweis University has a Clinical Centre, which is a legal entity and does not perform the functions of a county administrative institution, for the provision of health care services, coordination of patient care and training. The Clinical Centre provides the regional health care service according to the Health Care Act, participates in the care of patients according to the different levels of progressive care, manages and organizes the medical professional activities of the University related to the provision of health care, clinical education, and organizes and carries out clinical scientific-research activities. The clinical center includes diagnostic and other departments involved in the organization of the health service.
- (1a) ²⁹⁵The organizational unit called Health Centre within the Clinical Centre is an integrated organizational unit, which includes public health, preventive and health promotion professional tasks, also providing outpatient specialized care, and which aims to create an effective professional link between clinical care and regional health care by performing related methodological, preventive and health promotion tasks.
- (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.
- (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) ^{296,297}The other departments are the Office of the President of the Clinical Center and the Directorate-General of Medicine.

²⁹³ Modified by Senate Decision No. 139/2021 (20 December) Annex 1 Effective from: 30 December 2021

²⁹⁴ Modified by Senate Decision No. 4/2023 (9 February) Annex 1, Article 5 paragraph (1). Effective from: 16 February 2023

²⁹⁵ Established by Senate Decision 64/2025 (28 August) Annex 1 Article 2 Effective from: 1 September 2025

²⁹⁶ Modified by Senate Decision No. 25/2024 (25 April) Annex Article 3 paragraph (1). Effective from: 1 May 2024

²⁹⁷ Modified by Senate decision 118/2024 (16 December) Annex 1 Article 4 paragraph (1). Effective from: 20 December 2024

Article 82 [Management and administration of the Clinical Center]²⁹⁸

- (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 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) enters into a healthcare service contract with the approval of the rector,
 - c) proposes the conclusion of an agreement on changes in the provision of public health services,
 - d) proposes changes to the capacity and scope of the clinical center,
 - e) directs the activities of the head of the patient care unit concerning their duties in the provision of health care services,

²⁹⁸ Modified by Senate Decision No. 139/2021 (20 December) Annex 1 Effective from: 30 December 2021

- f) professionally governs the health care-related tasks of the Pető András Rehabilitation and Health Care Department of the Center for Conductive Education,
 - g) exercises 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 perform teaching, research, and preventive healthcare activities,
 - n) ²⁹⁹ 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 Medical Director-Generals of the Clinical Blocks assist the Clinical Center President in carrying out their duties as follows:
- a) Medical Director-General of the Central Clinical Block
 - b) Medical Director-General of the External Clinical Block,
 - c) Medical Director-General of the Pediatric Clinical Center
 - d) Medical Director-General of the Heart and Vascular Center,
 - e) Medical Director-General of the Szent Rókus Clinical Block,
 - f) ³⁰⁰Medical Director-General of the Merényi Clinical Block,
 - g) ³⁰¹Medical Director-General of the Clinical Block Amerikai út,
 - h) ³⁰²Medical Director-General of the Medical Rehabilitation Block,
 - i) ³⁰³ Medical Director-General of the Szent Lukács Clinical Block.
- (10) The Medical Director-General of the Clinical Block reports regularly to the President of the Clinical Center on the tasks performed.

Article 83 [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,

²⁹⁹ Established by Senate Decision No. 44/2022 (23 June) Annex 1 Article 1 paragraph (2) Effective from: 24 June 2022

³⁰⁰ Established by Senate Decision No. 10/2024 (29 February) Annex 1 Article 3 Effective from: 1 March 2024

³⁰¹ Established by Senate Decision No. 10/2024 (29 February) Annex 1 Article 3 Effective from: 1 March 2024

³⁰² Established by Senate Decision No. 10/2024 (29 February) Annex 1 Article 3 Effective from: 1 March 2024

³⁰³ Established by the 7/2025 (28 February) Annex 1 Article 2. Effective from: 1 March 2025

- 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 member from the health care sector delegated by the Council of Employees.
- (3) ³⁰⁴ 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 them
 - c) the Director-General of Strategic Organizational Development,
 - d) the Director-General of Finance and Asset Management
 - e) the Director General for Budget and Controlling,
 - f) the Director-General for Human Resources,
 - g) the Director General for Legal and Administrative Affairs,
 - h) the Director-General of Technology Affairs,
 - i) ³⁰⁵ the Director-General for Information Technology,
 - j) ³⁰⁶ the Director-General of 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 84 [Presidential Board of the Clinical Center]

- (1) The President of the Clinical Center shall be assisted by the Presidential Board of the Clinical Center (hereinafter referred to as the Board).
- (2) ^{307,308} The Board shall be a body of at least 8 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 are 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

³⁰⁴ Modified by Senate Decision No. 82/2024 (3 October) Senate Decision Annex 1 Article 20 Effective from: 1 November 2024

³⁰⁵ Established by Senate Decision No. 100/2021 (30 September) Annex, Article 1 paragraph (12). Effective from: 2 October 2021

³⁰⁶ Established by Senate Decision No. 100/2021 (30 September) Annex, Article 1 paragraph (12). Effective from: 2 October 2021

³⁰⁷ Modified by Senate Decision No. 139/2021 (20 December) Annex 1 Effective from: 30 December 2021

³⁰⁸ Modified by Senate Decision No. 25/2024 (25 April) Annex Article 3 paragraph (3). Effective from: 1 May 2024

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 Board shall consist of the Vice-President General, the Vice-President(s), a representative of the Clinical Center's pharmaceutical supply unit, and shall ensure that a recognized representative of health economics and management education, employed by the University, participates in the work of the Board. Other members of the Board 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 Healthcare Network Management,
 - e) ³⁰⁹any other person invited by the President.

- (4) The powers of the Board 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,
 - 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 85 [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.

³⁰⁹ Established by Senate Decision No. 139/2021. (20 December) Annex 1 Effective from: 30 December 2021

- (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) takes part in the preparation of rules and regulations,
 - d) ³¹⁰prepares proposals for the Faculty Council, the Rector's Meeting and the Senate,
 - e) carries out all tasks assigned to them by the President of the Clinical Center and, in their capacity as Deputy President, by the Director-General of Medical Quality Assurance,
 - f) keeps a record of the decisions of the Council and the Bureau of the Clinical Center and make them public.

Article 86 [The Directorate General of Medical Quality Assurance,]

- (1) The Directorate General of Medical Quality Assurance shall be an autonomous organizational unit of the Clinical Center with financial management powers, responsible for managing certain professional activities related to the provision of health services.
- (2) The Directorate General of Medical Quality Assurance is headed by a Director-General of Medical Quality Assurance under the direct authority of the President of the Clinical Center.
- (3) The functions of the Directorate General of Medical Quality Assurance 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) proposes the content of professional procedures, processes and protocols concerning the departments of the Clinical Center, continuously monitors the safety of patient care, and, if necessary, proposes to the President of the Clinical Center to take action.

³¹⁰ Modified by Senate Decision No. 139/2021 (20 December) Annex 1 Effective from: 30 December 2021

- (4) ³¹¹The departments of the Directorate General of Medical Quality Assurance:
- a) ³¹² Directorate of Health Management and Development
 - b) Directorate of Nursing Management and Healthcare Professional Training
 - c) Directorate of Healthcare Services
 - d) Directorate of Healthcare Service Organization

Article 87 [Assignations of the Directorate of Health Management and Development]^{313. 314}

The Directorate of Health Management 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) examines and analyzes the professional justification of investments and developments in order to achieve strategic goals,
- e) ³¹⁵by means of instrument management tasks, the aggregation of the data of the legally required inventory of instruments, the up-to-date inventory of the University's medical devices, as well as the participation in the planning of instrument procurement, the participation in the regulation, management, coordination and control of instrument management tasks, which is performed under the direction of the Finance Directorate within the Directorate General of Finances and Asset Management,
- f) ³¹⁶processes patient care data required for performance reporting related to publicly funded care provided by clinics and prepares performance reports for submission to the National Health Insurance Fund (NEAK) in accordance with the provisions of the law, using E-reporting, for the Directorate General for Budget and Controlling,
- g) proposes 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) assists the University in complying with its current budget by providing services and advice to the clinics,
- i) monitors the use of medicines at the university, and develops proposals to ensure rational use and financial sustainability,

³¹¹ Modified by Senate Decision No. 52/2024 (27 June) Annex 1 Article 1 paragraph (1). Effective from: 6 July 2024

³¹² Modified by Senate Decision No. 44/2022 (23 June) Annex 1 Article 1 paragraph (3). Effective from: 24 June 2022

³¹³ Modified by Senate Decision No. 139/2021 (20 December) Annex 1 Effective from: 30 December 2021

³¹⁴ Modified by Senate Decision No. 44/2022 (23 June) Annex 1 Article 1 paragraph (4). Effective from: 24 June 2022

³¹⁵ Modified by Senate Decision No. 82/2024 (3 October) Senate Decision Annex 1 Article 21 paragraph (1). Effective from: 1 November 2024

³¹⁶ Modified by Senate Decision No. 82/2024 (3 October) Senate Decision Annex 1 Article 21 paragraph (2). Effective from: 1 November 2024

- j) carries 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 ongoing contact with NEAK, the Public Health Administration of the Budapest Capital Government Office, and the National Public Health Center; performs its duties in cooperation with the Directorate General of Legal and Administrative Affairs with regard to 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) carries out the necessary centralization processes and contribute to the rationalization of activities,
- n) coordinates cross-site academic support activities related to clinical trials,
- o) assists in the development of procedures for clinical trials with a view to establishing a single central university regulatory environment,
- p) coordinate the clinical trial support processes in collaboration with the sites during the organization and conduct of clinical trials,
- q) ³¹⁷cooperation with the Vice-Rector for Science and Innovation & Business Development in marketing and business development activities related to clinical research,
- r) to assess, analyze and determine the scale and composition of the health workforce needed to provide patient care.

Article 88 [Assignments of the Directorate of Nursing Management and Healthcare Professional Training]

- (1) The Directorate of Nursing Management and Healthcare Professional Training contributes to the provision and organization of high quality nursing care in the health service and to the organization of teaching of nurses as a unit of the Directorate General for Medical Quality Assurance.
- (2) ³¹⁸The tasks of the Directorate of Nursing Management and Healthcare Professional Training include in particular:
 - a) Nursing management activities:
 - 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 situation for specialist staff – National Public Health and Pharmaceutical Center (NNGYK) preparation and coordination of targeted inspections of nursing supervision,
 - ac) coordination of quality assurance activities concerning patient care and support for scientific activities,
 - ad) organizing and managing the Nursing Committee,

³¹⁷ Modified by Senate decision 70/2022 (26 September) Annex 1 Article 2 paragraph (7) Effective from: 15 October 2022

³¹⁸ Modified by Senate decision 11/2024 (29 February) Annex Article 1 paragraph (2). Effective from: 9 March 2024

- ae) providing advice on nursing issues.
- b) Educational activities:
 - ba) Organization of vocational training and adult education within the professional education, compulsory professional group training, accredited continuing education in mutual cooperation with the ETK and other departments of the University,
 - 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.
 - bh) performs the tasks of the dual training center for the vocational education of students in vocational training institutions, in cooperation with the Directorate of Education Network Management in the performance of the economic tasks of the training. It cooperates with the Directorate of Vocational Training Institutions and the vocational training institutions themselves on methodological issues of vocational education,
- bi) operates and supervises a network of practical trainers, whose tasks include, in particular, the organization, monitoring, administration, day-to-day management and control of vocational training in the dual training center, in cooperation with the Directorate of Vocational Training Institutions, its trainers in the field and the practical trainers of vocational training institutions.

Article 89 [Tasks of the Health Services Directorate]^{319, 320}

- (1) The Directorate of Healthcare Services is a department of the Directorate General for Medical Quality Assurance, whose tasks include in particular:
 - a) Through its healthcare development tasks, strategic planning and proposal making for the Clinical Center in order to increase the University's healthcare efficiency,
 - 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)³²¹
 - 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,

³¹⁹ Modified by Senate Decision No. 139/2021 (20 December) Annex 1 Effective from: 30 December 2021

³²⁰ Modified by Senate Decision No. 52/2024 (27 June) Annex 1 Article 1 paragraph (2). Effective from: 6 July 2024

³²¹ Repealed by Senate Decision 25/2024 (25 April) Annex Article 3 paragraph (4). Effective from: 1 May 2024

initiate the modification and withdrawal of official licenses. 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. Performs expert tasks in patient dosimetry and radiation protection planning.

Article 89/A³²² [Directorate of Healthcare Service Organization]

- (1) The Directorate of Healthcare Service Organization, as a department of the Directorate General of Medical Quality Assurance, contributes to the organization of acute patient care at the University, the coordination of patient routes and the supervision of institutional rescue/patient transport.
- (2) The tasks of the Directorate of Healthcare Service Organization include in particular:
 - a) analyzing patient pathways to and from the University, within the institution and to other institutions, and making recommendations to the Clinical Center to improve the efficiency of care delivery;
 - b) prepares decisions for the Clinical Center;
 - c) helps organize care for acute patients;
 - d) monitors patient pathways within the institution, with particular attention to acute care;
 - e) develops proposals for determining optimal patient pathways in terms of space and time for conditions with a narrow time window, both for patient admissions within the University and for transfers to other care facilities;
 - f) performs analytical work on the University's acute admissions data;
 - g) liaises with the clinical units involved in acute care, with particular emphasis on the Emergency, Trauma and Intensive Care Units;
 - h) coordinates acute patient pathways within the University;
 - i) helps with regional care problems at clinical level;
 - j) carries out the necessary centralization processes, contribute to the rationalization of clinical activities;
 - k) is responsible for overseeing cooperation between clinics providing acute care;
 - l) coordinates the cooperation of the various units concerned in the event of a specific or unforeseen task (emergency, need to care for priority persons, etc.);
 - m) increases the efficiency of the University's patient transport services by coordinating the University's patient transport activities, and to make recommendations to the Clinical Center;
 - n) assists the rescue/ambulance services provided by the University's own departments;
 - o) monitors rescue/patient transport needs;
 - p) proposes the necessary rescue/patient transport capacity;
 - q) analyzes the needs of patient transport and their implementation;
 - r) makes proposals to optimize patient transport;
 - s) is responsible for supervising the organization of rescue/patient transport;

³²² Inserted and the numbering modified by Senate Decision 52/2024 (27 June) Annex 1 Article 1 paragraph (3).
Effective from: 6 July 2024

- t) liaises with the National Ambulance Service, the National Public Health and Pharmaceutical Center (NNGYK) and the OKFŐ for acute patient care;
- u) represents the Clinical Center in acute patient care.

*Article 89/B*³²³

*Article 90 [Departments providing health services]*³²⁴

- (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 license.
- (4) Regardless of the name of the patient care organization:
 - a) a clinic is
 - b) an institute 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 license. Unless otherwise provided, the Rector and the president of the Clinical Center shall jointly designate the 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,

³²³ Repealed by Senate Decision No. 118/2024 (16 December) Annex 1 Article 4 paragraph (2). Effective from: 20 December 2024

³²⁴ Modified by Senate Decision No. 139/2021 (20 December) Annex 1 Effective from: 30 December 2021

- 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 approval of the President of the Clinical Center and, in a clinic, with the consent of the Institute's Board.

Article 91 [The clinic and the institute/department 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 license 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 92 [Director of a clinic, Director of an institute/department 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 financial commitment under the procedures laid down in the University's Rules of Financial 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 93 [Independent patient care department and head of the patient care]

- (1) Independent 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) The independent in-patient care department is headed by a head of department, to whom the rules applicable to the clinical director apply mutatis mutandis.

Article 94 [Special provisions for the Clinical Center]³²⁵

- (1) The Clinical Center shall have an operating license 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.

³²⁵ Modified by Senate Decision No. 139/2021 (20 December) Annex 1 Effective from: 30 December 2021

- (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 provisions 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 95 [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. Representation of the faculties involved in the operation of the health care services shall be ensured in the composition and functioning of the bodies of the Clinical Center and in the decision-making mechanism related to the provision of health care services, as defined in these Regulations.
- (2) ³²⁶The President of the Clinical Center regularly consults with the Deans of the faculties to which the Clinical Center's departments belong as an educational-research unit, and with the Vice-Rector for Science and Innovation for clinical research, on issues related to the organization of education, research and health services.
- (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 frame of education

Article 96 [Faculties of the University]

³²⁶ Modified by Senate Decision No. 44/2022 (23 June) Annex 1 Article 1 paragraph (5). Effective from: 24 June 2022

- (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 96/A [Special functions 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 license 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 96/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, certain central departments shall exercise professional supervision as follows:
 - a) ³²⁷the Directorate of International Relations and Alumni Affairs for the tasks of the departments responsible for the organization of the Faculty's international relations,
 - b) ³²⁸the Directorate of International Relations and Alumni Affairs exercises supervision on the organization of career-related services for students,
 - c) the Central Library, concerning the tasks of the Faculty Library.
- (2) The Center for Premium International and Domestic 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

³²⁷ Modified by Senate Decision 31/2025 (17 April) Annex 1 Article 1 paragraph (8) Effective from: 1 June 2025

³²⁸ Modified by Senate Decision 31/2025 (17 April) Annex 1 Article 1 paragraph (8) Effective from: 1 June 2025

- 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 97 [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 98 [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) ensure 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 Students' Union, the Doctoral Students' Union,
 - 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 their functions,
 - n) make proposals on matters concerning the faculty which fall within the competence of a higher university or other body or entity,
 - o) 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 governs the activities of the departments defined in these Regulations and the Faculty's organizational and operational rules.

Article 99 [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 100 [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 in the performance of their duties as laid down in these Regulations and in the Doctoral Regulations.
- (3) ³²⁹President of the EDT:
 - a) represents the EDT,
 - b) ensures the preparation of the meetings of the EDT,
 - c) submits proposals on matters concerning the EDT and the Doctoral School that fall within the competence of the higher academic and other bodies and organs,
 - d) governs the activities of the Doctoral Office,
 - e) exercises the power of document issuing, authorization
 - f) maintains and develops international relations between the EDT and the Doctoral School,
 - g) liaises with university professional and interest organizations,
 - h) organizes, directs and supervises the teaching, research and management work of the Doctoral School.
- (4) The President of EDT reports on their work at least annually to the University Doctoral Council and the Senate.

Article 101 [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).

³²⁹ 48/2023 (25 May) Annex 1, Article 1 paragraph (5) Effective from: 3 June 2023

- (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
- 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) performs supervisory tasks for academic student circles, thesis writers, and PhD students.
- (3) ³³⁰At 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 division 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.

³³⁰ Modified by Senate Decision No. 139/2021 (20 December) Annex 1 Effective from: 30 December 2021

- (7) Conditions for the operation of a department or division, 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 102 [The Institute and the Department]

- (1) The institute is the highest-level educational and research organizational unit operating in a given field.
- (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) ensures 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) ³³¹In the Faculty of Health Sciences, in relation to paragraph (4), the director of the institute and the head of the department, and in relation to lit. e) to g) of paragraph (1) of Article 105, the dean shall be understood as the director of the institute.

Article 103 [The division]

- (1) ³³²A division is a non-autonomous task-performance unit operating as part of an educational-research organizational unit which only partially meets the condition set out in paragraph (2) of Article 101, 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) ³³³
- (2) ³³⁴The head of the division
a teacher or academic with expertise in
who is appointed by the Dean. If the person to be appointed
is not employed by the University as a lecturer or academic researcher,

³³¹ Modified by Senate Decision No. 43/2025 (29 May) Annex 1 Article 2 paragraph (7). Effective from: 18 June 2025

³³² Modified by Senate Decision No. 43/2025 (29 May) Annex 1 Article 2 paragraph (8). Effective from: 18 June 2025

³³³ Repealed by Senate Decision No. 44/2023 (25 May) Annex 2/a Effective from: 1 June 2023

³³⁴ Established by Senate Decision No. 44/2023 (25 May) Annex 2/a Effective from: 1 June 2023

the Rector shall issue the invitation and the mandate to head the division.

Article 104 [The Director of the 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 division, 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 105 [Powers and duties of the Director of an Institute]

- (1) The Director of an 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 dean or the faculty council is requested to give its opinion or suggestion after consulting the institute's council.
- (4) 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.

- (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 106 [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 Institute and the Departmental Council at the end of their term of office.
- (3) ³³⁵In the case referred to in paragraph (7) of Article 102, the director of the institute shall also perform the functions 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 107 [Legal Status of the Semmelweis University Child Care Center]

- (1) Based on Act CXC of 2011 on National Public Education, the University shall establish and maintain a child care center, which shall be called Semmelweis University Child Care Center (hereinafter referred to as the Child care center).
- (2) Seat of the Child care center: 1089 Budapest, VIII. Elnök u. 4. (lot No.: 38726).

³³⁵ Modified by Senate Decision No. 43/2025 (29 May) Annex 1 Article 2 paragraph (9). Effective from: 18 June 2025

- (3) The Child care center 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 Child care center is the institution head.
- (5) The Vice-Rector for Strategy and Development shall be responsible for the professional supervision of the Child care center.
- (6) The Senate shall approve the Statutes of the Child care center. The organizational and operational rules of the child care center 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 108 [Tasks of the child care center]

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 109 [Special provisions for the child care center]

- (1) In the case of admission to the child care center, 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 child care center based on the results of the preliminary needs assessment carried out before the application period.
- (2) Admission to the child care center 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 child care center admission that it can be published.
- (4) The rules of the child care center 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 child care center 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 110 [Legal status of the Center for Conductive Education]

- (1) The Center for Conductive Education 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 Article.
- (2) The institution within the organizational framework of the Center for Conductive Education, as referred to in paragraph (4) lit. b); c) and e), shall be an independent legal entity.
- (3) The Center for Conductive Education shall be headed by a Director.
- (4) Organizational structure of the Center for Conductive Education:
 - a) Central Secretariat
 - b) Teacher Training Pre-school of the András Pető Faculty, Semmelweis University**
 - c) András Pető Elementary Boarding School and Institution of Conductive Methodology, Semmelweis University**
 - ca) Specialized Pedagogical Service
 - cb) Department of Traveling Conductor Services
 - cc) András Pető Conductive Education Primary School
 - cd) School Health Services
 - ce) András Pető Conductive Education Vocational School
 - d) András Pető Rehabilitation and Health Care Department*
 - e) András Pető Institute of Education
- (5) The Central Secretariat shall perform the Center's administrative, management, and professional documentation tasks.
- (6) The Teacher Training Pre-school of the András Pető Faculty, Semmelweis University shall perform the tasks of child care center education under Act CXC of 2011 on Public Education.

- (7) The András Pető Training Primary School, Vocational School, Conductive Education Methodology Institute and Student Residence of Semmelweis University performs the tasks of primary school education, boarding school care, pedagogical specialist services, and vocational school education in accordance with Act CXC of 2011 on public education, provides schooling and education for students with special educational needs who can be educated alongside other students, as well as kindergarten, school, and boarding school care for children and students with special educational needs who cannot be educated alongside 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 András Pető 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 András Pető Institute of Education of Semmelweis University shall provide professional-pedagogical services under Act CXC of 2011 on Public Education.
- (11) The management of public education institutions under this Article and the exercise of maintenance rights are the responsibility of the Rector, with the proviso that decisions entailing additional obligations for the Maintainer are the responsibility of the Senate, and that the Dean of the Pető András Faculty exercises professional supervisory authority with regard to the professional internship tasks provided for students of the Pető András Faculty.

Article 111 [Directorate of Vocational Education and Training Institutions]

- (1) ³³⁶The Directorate of Vocational Education and Training Institutions (hereinafter referred to in this Article 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 training institutions (hereinafter referred to as "vocational training institutions") operating under the maintenance of the University. It shall also perform the tasks related to the operation of the Semmelweis

³³⁶ Modified by Senate Decision 100/2021 (30 September) Annex, Article 1 paragraph (13). Effective from: 2 October 2021

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) ³³⁷³³⁸ 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,
 - c) approve, after consultation with the vocational training institutions, the theoretical and practical timetable for the dual training of students and issue a certificate of professional competence, as well as provide information on the validity of the occupational health examinations of students/trainees,
 - 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,

³³⁷ Modified by Senate decision 11/2024 (29 February) Annex Article 1 paragraph (3). Effective from: 9 March 2024

³³⁸ Modified by Senate Decision No. 43/2025 (29 May) Annex 1 Article 2 paragraph (10). Effective from: 18 June 2025

- i) operates and supervises a network of teachers in the field of education in the field of education in the field of practice, except for the tasks specified in Article 88 paragraph (2) lit. bi),
- j) ensuring the licensing, data, and document management of adult education in vocational education and training institutions,
- k) operates an accredited examination center under the Vocational Training Act,
- l) ³³⁹prepare these decisions concerning the tasks related to the activity and operation of the examination Center, which falls within the Rector's competence,
- m) ³⁴⁰perform administrative, organizational, and administrative tasks related to the operation of the Examination Center.

(6) The organizational units of the SZII:

- a) János Bókay Multipurpose Vocational Training Institution of Semmelweis University
- b) Raoul Wallenberg Multipurpose Vocational Training Institution of Semmelweis University
- c) Ignác Semmelweis Multipurpose Vocational Training Institution of Semmelweis University
- d) Dorottya Kanizsai Multipurpose Vocational Training Institution of Semmelweis University
- e) ^{341, 342}Semmelweis National Accredited Examination Center for Health and Social Affairs.

(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 Charter 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 SII. The University is responsible for monitoring the legality of the operation and basic documents of vocational training institutions.

(8) ³⁴³The 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

³³⁹ Established by Senate Decision No. 110/2021 (30 September) Annex, Article 1 paragraph (14). Effective from: 2 October 2021

³⁴⁰ Established by Senate Decision No. 110/2021 (30 September) Annex, Article 1 paragraph (14). Effective from: 2 October 2021

³⁴¹ Established by Senate Decision No. 110/2021 (30 September) Annex Article 1 paragraph (15). Effective from: 2 October 2021

³⁴² Modified by Senate Decision No. 44/2022 (23 June) Annex 1, Article 3 Effective from: 24 June 2022

³⁴³ Established by Senate Decision No. 110/2021 (30 September) Annex, Article 1 paragraph (16). Effective from: 2 October 2021

- 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 (7 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, through the Directorate of Vocational Education and Training Institutions, is responsible for the legal control of the operation and basic documents of the vocational training institutions
- (9) ³⁴⁴The 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 modified in this respect.

15 Other decision-making and decision-preparing bodies of the university

Article 112 [Common provisions for members of university governing bodies and committees]

- (1) A person may not 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) ³⁴⁵
- (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

³⁴⁴ Established by Senate Decision No. 110/2021 (30 September) Annex, Article 1 paragraph (16). Effective from: 2 October 2021

³⁴⁵ Repealed by Senate Decision 28/2023 (24 April) Annex 1., Effective from: Effective from: 1 May 2023

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 Article, and of the grounds for termination specified in paragraph (2) lit. f) and g) of this Article, 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 date of the entry into and termination of membership is the date of the entry into force of the decision of the Senate and the Faculty Council, as well as the date of other events concerning the entry into and termination of membership as specified in Part I.1 of the Statutes.
- (7) ³⁴⁶E-TIBIT is hosted 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 in paragraph (2) of Article 112,
 - d) the scope of action, rules of procedure, and annual report of the committee or body.

Article 113 [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 convenes and chairs the meetings of the Rectors' Session.

³⁴⁶ Modified by Senate Decision No. 43/2025 (29 May) Annex 1 Article 2 paragraph (11). Effective from: 18 June 2025

- (3) ^{347, 348}The participants of the Rector's Session shall be:
- 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 Strategic Organization Development,
 - h) the Director General of Human Resources,
 - i) the Director General of Finances and Asset Management
 - j) the Director General for Budget and Controlling,
 - k) the Director General of Technical Affairs
 - l) the Director General for Legal and Administrative Affairs,
 - m) the Director General for Information Technology,
 - n) the Director General for Marketing and Communication.
 - o) the President of the Students' Union, and the Doctoral Students' Union
 - p) any other person invited by the Rector.
- (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 114 [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.

³⁴⁷ Modified by Senate Decision No. 139/2021 (20 December) Annex 1 Effective from: 30 December 2021

³⁴⁸ Modified by Senate Decision No. 82/2024 (3 October) Senate Decision Annex 1 Article 22 Effective from: 1 November 2024

- (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 (SZMSZ), 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, and the guarantee provisions for electronic voting adopted by the Senate - 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.

Article 115 [Composition and legal status of the Faculty Council]

- (1) ³⁴⁹Unless a more stringent requirement is laid down in the provisions governing 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, Article 22 (1) of the SZMSZ
 - b) in the case of a delegate of the Students' Union or the Doctoral Student's Union, who is not a student on a break, and is an actual doctoral student or a doctoral candidate,
 - c) by derogation from 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 Article I.1, Articles 102 (5) and 104 (5) of the Staff Regulations, who carries out therapeutic activities in an organization which carries out training and scientific research activities on the basis of an agreement with the University.

³⁴⁹ Modified by Senate Decision No. 43/2025 (29 May) Annex 1 Article 2 paragraph (12). Effective from: 18 June 2025

- (2) ³⁵⁰The composition of the faculty council shall be determined by the administrative and operational regulations of the faculty, taking into account the following:
- a) the faculty council shall have at least nine members, whose number must 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;
 - 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 this case, he/she cannot vote as a member by virtue of his/her office.

- (3) ³⁵¹They 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 Strategic Organizational Development,
 - e) the Director General of Finances and Asset Management

³⁵⁰ Modified by Senate Decision No. 139/2021 (20 December) Annex 1 Effective from: 30 December 2021

³⁵¹ Modified by Senate Decision No. 82/2024 (3 October) Annex 1 Article 23 Effective from: 1 November 2024

- f) the Director General for Budget and Controlling,
- g) the Director General of Technical Affairs
- h) the Director General of Human Resources,
- i) the Director of Internal Audit
- j) the President of the Doctoral Council; or the member of the Doctoral Council appointed by them,
- k) the Head of the Dean's Office,
- l) any other person invited by the Dean of the Faculty,
- m) ³⁵²the Director General for Information Technology,
- n) ³⁵³Director 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.

(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) lit. a).

Article 116 [Duties of the Faculty Council]

(1) The Faculty Council decides on the following topics:

- a) ³⁵⁴ the adoption of its organizational and operational regulations,

³⁵² Established by Senate Decision No. 110/2021 (30 September) Annex, Article 1 paragraph (17). Effective from: 2 October 2021

³⁵³ Established by Senate Decision No. 110/2021 (30 September) Annex, Article 1 paragraph (17). Effective from: 2 October 2021

³⁵⁴ Modified by Senate Decision No. 139/2021 (20 December) Annex 1 Effective from: 30 December 2021

- 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:

- 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) applications for the position of Dean,
- 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 the following:

- 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 Lecturer and Titular University Lecturer, 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 Medicine, the Faculty of Dentistry, and the Faculty of Pharmaceutical Sciences 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 117 [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 Students' Union and the Doctoral Students' Union.
- (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 members of the faculty council, committees and experts to present certain items on the agenda.
- (10) ³⁵⁵The 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) provisions on the publication of decisions and their transmission to the Senate, the Rector and the Chancellor,
- (11) ³⁵⁶The 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 PhD student under 35 years of age, appointed by the Dean of the Faculty for a maximum 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 in addition to the members specified in its organizational and operational regulations, even if the latter does 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 118 [The University Doctoral Council]

³⁵⁵ Modified by Senate Decision No. 139/2021 (20 December) Annex 1 Effective from: 30 December 2021

³⁵⁶ Modified by Senate Decision No. 139/2021 (20 December) Annex 1 Effective from: 30 December 2021

- (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 conduct doctoral studies organized in accordance with the provisions of its operating license and shall award a scientific (doctoral) degree, by which the university recognizes and certifies that the person holding the doctoral degree is capable of carrying out independent research work, of cultivating a given discipline, field of science or research area to a high standard and enriching it with new results.
- (2) ³⁵⁷The work of the Doctoral School is guided by the EDT through its decisions and directly by the President of the EDT. Doctoral programs operate within departments within the Doctoral School. In addition to the Articles, the Doctoral School has a Article Council. In addition to the Articles, the Doctoral School has a Article Council. The main role of the supervisor is to provide responsible guidance and support for the doctoral student's training and preparation for the degree.
- (3) ³⁵⁸The EDT or its President must be consulted before any university decision affecting or having a significant influence on doctoral training or the Doctoral School.
- (4) With the exception of the delegate of the Doctoral Students' Union, only professionals with an academic degree who meet the requirements for core membership may be members of the EDT.
- (5) The mandate of the EDT is 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) ³⁵⁹the heads of the Doctoral School's Article councils,
 - 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,

³⁵⁷ 48/2023 (25 May) Senate Decision Annex 1, Article 1 paragraph (6) Effective from: 3 June 2023

³⁵⁸ 48/2023 (25 May) Senate Decision Annex 1, Article 1 paragraph (6) Effective from: 3 June 2023

³⁵⁹ 48/2023 (25 May) Annex 1, Article 1 paragraph (7) Effective from: 3 June 2023

- 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) The members of the EDT who have the right to nominate members are entitled to propose the election of a new member to replace the member they have nominated even before the end of the EDT's term of office.
- (10) ³⁶⁰Tasks of the EDT:
- a) decides on the establishment of its organizational and operational structure and, subject to the Rector's approval, decides on the establishment of a new Article,
 - b) directs and supervises the work of the Doctoral School, and proposes the heads of the Doctoral Schools,
 - c) approves the applications for the doctoral program, considering the opinion of the Article Council of the relevant Doctoral School, and the names of the participating lecturers/researchers,
 - d) terminates a program which is not fulfilling its mission, considering the opinion of the Article Council of the Doctoral School concerned,
 - e) based on the proposal from the Member Council of the relevant Doctoral School, announces the University's doctoral program and its conditions,
 - f) decides on the distribution of scholarship places and operating costs between the different Articles of the Doctoral School,
 - g) organizes joint courses for all Articles,
 - h) decides on the financial support for the courses,
 - i) decides on the awarding of the doctoral degree on a proposal from the Council of the relevant Doctoral Unit,
 - j) at the request of the person concerned, propose the award of doctorates with honors,
 - 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 for PhD studies,
 - p) ³⁶¹ propose to the Rector any discounts or exemptions from the payment of the own-expense of the course,
 - q) invites applications for and decides on the award of MD-PhD, predoctoral and postdoctoral positions, within the limits of the available funds,

³⁶⁰ 48/2023 (25 May) Annex 1, Article 1 paragraph (8) Effective from: 3 June 2023

³⁶¹ Modified by Senate Decision 96/2025 (3 November) Annex 3 Article 1 paragraph (2). Effective from: 6 November 2025

- r) organizes the administration, the representative and professional image, and presentation of doctoral training (conferences, almanac, website),
- s) contributes to the financial support of the Doctoral School,
- t) proposes to the Chancellor the use of the public normative funding for doctoral training in connection with the 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. review and quality control committee, education committee, international committee, ethics and disciplinary committee) to provide opinions, proposals, decisions and monitoring,
- v) ³⁶²the 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 119 [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's Board is a permanent body.
- (2) ³⁶³Within the framework of the educational and research organizational unit, in the case referred to in Article 102 paragraph (2), the internal organizational unit with independent tasks and powers (department, division, other educational and research organizational unit) shall operate a democratic, advisory, supportive, and decision-making forum related to the given internal educational and research organizational unit in matters concerning tasks related to its operation, as specified in the organizational and operational rules 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 academic supervisor
 - b) by election

³⁶² Established by Senate Decision No. 139/2021. (20 December) Annex 1 Effective from: 30 December 2021

³⁶³ Modified by Senate Decision No. 43/2025 (29 May) Annex 1 Article 2 paragraph (13). Effective from: 18 June 2025

- ba) ³⁶⁴1 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 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) Notwithstanding paragraph (3), all members of the organizational unit employed in teaching, research, and lecturing positions shall be ex officio members of the institutional council if their number is less than 10.
- (5) ³⁶⁵The Head of the Economic Office, a delegate of the University Trade Unions and the President of the Institute Council may invite other ad hoc or permanent guests to attend the meetings of the Institute Council with the right to deliberate.
- (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 (SZMSZ) and the Faculty's organizational and operational rules. Unless otherwise specified, the election shall be conducted by the institute, with the director responsible for its administration.
- (7) ³⁶⁶All staff members participating in the activities of the department as defined in Article 123 (2) to (3) shall be entitled to participate in the election of the elected members of the institutional council.
- (8) For paragraph (3) lit. b), ba), the following persons shall be of the same job type and shall therefore be entitled to elect 1—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,

³⁶⁴ Modified by Senate Decision No. 110/2021 (30 September) Annex, Article 1 paragraph (18). Effective from: 2 October 2021

³⁶⁵ Modified by Senate Decision No. 139/2021 (20 December) Annex 1 Effective from: 30 December 2021

³⁶⁶ Modified by Senate Decision No. 43/2025 (29 May) Annex 1 Article 2 paragraph (14). Effective from: 18 June 2025

- d) a professor, a university lecturer and a research professor, or
- e) all lecturing/teaching posts.

Article 120 [Powers and legal status of members of the Institute Council]

- (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 Council,
 - g) the decision-making and voting procedures of the Institute Council,
 - h) ³⁶⁷in the case of an employees' forum, the provisions relating to convening and attendance.
- (2) The Institute Council 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 assignments abroad.
- (3) ³⁶⁸³⁶⁹The powers set out in the employment requirements and in Article 123 shall be exercised by the employee 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 Institute Council shall
 - a) a person who is a member of the medical service or an employee of the university,

³⁶⁷ Modified by Senate Decision No. 110/2021 (30 September) Annex, Article 1 paragraph (18). Effective from: 2 October 2021

³⁶⁸ Modified by Senate Decision No. 110/2021 (30 September) Annex, Article 1 paragraph (18). Effective from: 2 October 2021

³⁶⁹ Modified by Senate Decision No. 43/2025 (29 May) Annex 1 Article 2 paragraph (15). Effective from: 18 June 2025

- b) in the case of a delegate of the Students' Union or the Doctoral Students' Union, a person who is not a student on a break, an actual doctoral student or a doctoral candidate,
 - c) if expressly permitted by the relevant regulations, an external professional.
- (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 membership of the Institute Council is linked to the holding of a post, upon termination of the employment relationship within the meaning of paragraph 4 a).
- (7) ³⁷⁰ Membership of the Institute Council established under paragraph (3) lit. a) of Article 119 may not be terminated in the manner provided for in 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 121 [Committees established by the Senate]

- (1) The Senate shall set up the standing committees indicated in Part 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.

³⁷⁰ Modified by Senate Decision No. 43/2025 (29 May) Annex 1 Article 2 paragraph (16). Effective from: 18 June 2025

- (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 Work,
 - h) Quality Development and Quality Assessment Committee,
 - i) Quality Development Council,
 - j) Semmelweis University Workplace Welfare Committee,
 - k) Scientific Council,
 - l) Semmelweis College of Professors,
 - m) ³⁷¹University Innovation Committee,
 - n) ³⁷²Committee for Students' Social Affairs and Equal Opportunities (SZEB)
- (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 András Pető,
 - e) Committee for Practical Training at the Faculty 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).

³⁷¹ Established by Senate Decision No. 139/2021. (20 December) Annex 1 Effective from: 30 December 2021

³⁷² Established by Senate Decision No. 104/2022 (19 December) Annex 1 Article 6. Effective from: 1 January 2023

- (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.
- (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 Students' Union, the Doctoral Students' Union and the Employees' 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 Article 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, tasks, chairperson, contact person, rules of procedure and annual report of the committees established by the Senate, as well as the members, tasks, chairperson, contact person, rules of procedure and annual report of the committees of the faculty are published and continuously updated by the Directorate General of Legal and Administrative Affairs on the University's website and intranet.

- (15)³⁷³The provisions of paragraphs 7 to 9 shall not apply to the University Innovation Committee referred to in paragraph 3 lit. m).

Article 122 [Committees operating within the Faculty]

- (1)³⁷⁴The standing committees of the Faculty shall be those established by the Senate pursuant to Article 121 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 Article, the provisions of paragraph (4) lit. b)-c) of this Article 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 chairs and members of the standing committees shall be elected by the Faculty Council, with the proviso that the dean shall propose the chairs of the standing committees and the members who are university employees or health service employees, and the Faculty Council of the Student Union shall propose the student members.

³⁷³ Established by Senate Decision No. 70/2022 (26 September) Annex 1 Article 3 Effective from: 5 October 2022

³⁷⁴ Modified by Senate Decision No. 43/2025 (29 May) Annex 1 Article 2 paragraph (17). Effective from: 18 June 2025

- 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 123 [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) persons employed in clinical positions—excluding those employed under a contract for services or on a commission 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 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 Health and Public Administration voting and determining the result during the expression of opinion shall be carried out – in addition to recording the reasons for this in the minutes – if the classification into groups as described in paragraph (4) is not meaningful due to the composition of the staff, i.e., the vote cannot be anonymous due to the size of the group, or the differences between the group opinions are not relevant due to the homogeneity of the institutions' activities.
- (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 124 [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 Labour 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 125 [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 Parity Occupational Safety Board (hereinafter referred to as the Board) is established in accordance with the provisions of Annex 1 of Part I. 1 of the SZMSZ.

Article 126 [Assignments, decision-making, and advisory powers of the Students' Union]

- (1) The Semmelweis University shall have a self-governing student body to represent students' interests as part of the University. All students - except doctoral students - shall be members of the students' union 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 students' union shall inform the Rector in writing of the final results of the students' union 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 students' union shall determine the rules of operation of the student government. The Statutes shall be adopted by the Assembly of Delegates of the Students' Union 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 students' union 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 students' union 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 students' union 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 students' union 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 students' union 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 students' union may express its opinion and make proposals on all issues related to the operation of the University and students.
- (9) The Students' Union 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 Students' Union 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 provisions relating to employment and work

Article 127³⁷⁵ [System of data management, data transmission and information security]

- (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, 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

³⁷⁵ Modified by Senate decision 109/2025 (27 November) Annex 1 Article 3 paragraph (1). Effective from: 2 December 2025

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 governing document management at the University are set out in the University's document management regulations, which are approved by the Chancellor, in accordance with the provisions of the relevant legislation.
- (14) ³⁷⁶The Chancellor, in agreement with the Rector, shall appoint an independent Data Protection Officer from the JIF to act as the University's Data Protection Officer as data controller and data processor. The University, as data controller, shall ensure that the DPO does not accept instructions from anyone in connection with the performance of his or her duties. The Data Protection Officer shall not be dismissed or sanctioned by the controller in the performance of his or her duties. The DPO reports directly to the top management of the controller. Detailed provisions on the status and duties of the DPO are set out in the University's Privacy and Disclosure Policy.
- (15) ³⁷⁷The Chancellor appoints an independent Information Security Officer within the Directorate General for Information Technology to carry out the tasks related to the protection of the University's electronic information system, the operation of the risk management framework, the reporting of cyber security incidents and the liaison with the Cyber Security Incident Management Center. The University shall ensure that the Information Security Officer does not accept instructions from anyone in connection with the performance of their duties. The information security officer shall not be dismissed or sanctioned in connection with the performance of their duties. The Information Security Officer is directly responsible to the University management. Detailed provisions on the responsibilities of the Information Security Officer are set out in the University's Information Security Policy.

³⁷⁶ Established by Senate Decision 4/2023 (9 February), Annex 1 Article 4 Effective from 16 February 2023

³⁷⁷ Established by Senate Decision No. 109/2025 (27 November) Annex 1 Article 3 paragraph (2). Effective from: 2 December 2025

Article 128 [Conflict of interest]³⁷⁸

- (1) The presidents and members of the supreme body and the supervisory board of the University, as well as their employees, shall comply with the conflict of interest rules laid down in this Article. Any person who, because of economic interest or any other direct or indirect personal interest or circumstance (including family, emotional reasons, political or national affiliation), is unable or limited in the impartial, objective and unbiased performance of their duties, shall refrain from any activity which may be contrary to the interests of the University in the direct or indirect benefit of its assets. Any person who has a conflict of interest or a risk or appearance of a conflict of interest must declare it in writing without delay before a decision is taken, or orally in the case of unforeseen circumstances, and recorded in the minutes. In the case of a decision by the board, the notification shall be made by the chairman or a member of the board to the board, otherwise the notification shall be made to the person exercising the employer's rights. The recipient must confirm in writing whether a conflict of interest has been established. The decision will be published electronically by the University within one week of the decision for a period of at least one year. The decision will be published electronically by the University within one week of the decision for a period of at least one year. If a conflict of interest is established, the University shall ensure that the person concerned may not participate in the decision-making process of the University or of any legal entity established or maintained by the University.
- (2) The supreme body referred to in paragraph (1) shall be understood to be the Senate, the Supervisory Board shall be understood to be the President and members of the Public Benefit Supervisory Board, and the employees shall be understood to be those employees who are legally bound to the University and who, in accordance with the principles of economy, efficiency, effectiveness and transparency, are entitled to make, in writing or by delegation, the original or duly written declarations of commitment as defined in the University's management and commitment rules and in the relevant internal normative regulatory documents.
- (3) Detailed provisions on the determination of conflicts of interest and the procedure to be followed are set out in the Corporate Governance Code.

Article 129 [Transitional provisions]

- (1)³⁷⁹
- (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

³⁷⁸ Established by Senate Decision 4/2023. (9 February) Annex 1 Article 6 Effective from: 16 February 2023

³⁷⁹ Repealed by Senate Decision 43/2025 (29 May) Annex 1 Article 2 paragraph (18). Effective from: 18 June 2025

copies or duplicates, the correction or replacement of documents, certification or issue of documents. If there is no successor to the defunct department, the function is performed by the department designated by the Vice-Rector for Education.

- (3) ³⁸⁰The election of the two members of the Senate to be established after 1 July 2023 in other posts was held in the context of the election of the Staff Council in 2021, in the framework of a by-election, with the proviso that the members elected in this way must meet the conditions for membership of the Senate laid down in the SZMSZ. The representative of the Employees' Council shall announce the results of the election and the elected members to the President of the Senate again before the formation of the new Senate.
- (4) ³⁸¹The Senate, formed on 2 July 2019, will remain in office until the inaugural meeting of the Senate elected in the 2023 General Senate election.

Article 130 [Transitional provisions applicable in a special legal order and in 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 Article I. 1, Article 3, paragraph (4), point 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.

³⁸⁰ Modified by Senate Decision No. 28/2023 (24 April) Annex 1, Effective from: 1 May 2023

³⁸¹ Established by Senate Decision 28/2023 (24 April) Annex 1, Effective from: 1 May 2023

- (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 paragraph (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 Article shall apply to decisions to be taken by other bodies of the University on matters of a personal nature, provided that the authorization under paragraph (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.