

UNIVERSITY OF SZEGED

**ORGANISATIONAL AND OPERATIONAL
REGULATIONS**

**RULES FOR ORGANISATION AND
OPERATION**

12 December 2022, Szeged

SZ-III/2022/2023.

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The Senate of the University of Szeged (hereinafter referred to as the University) - on the basis of Article 11 (1) of Act CCIV of 2011 on National Higher Education (hereinafter referred to as the ANHE.) - hereby establishes the following Rules for Organisation and Operation Regulations (hereinafter referred to as the Regulation).

PREAMBULUM

The University of Szeged (hereinafter referred to as the University) is an autonomous institution, subject to the Fundamental Law of Hungary and Act CCIV of 2011 on National Higher Education. It determines its own organisation and operation, elects its leaders and implements its educational goals, research, medical and artistic activities within the framework of the relevant legislation. The University shall guarantee freedom of education, research and artistic creation to all its lecturers and researchers. The University shall grant students freedom of study within the framework of the laws and its own internal regulations. The University shall exercise its autonomy – as defined in Article X of the Fundamental Law of Hungary – in the manner established by the University and by its supreme governing body – on the basis of the authorisation granted to it under point (a) of Article 11 of the ANHE – and as established and adopted in these Rules for Organisation and Operation (hereinafter referred to as the "ROO").

The University follows the centuries-old traditions of Hungarian higher education, the principles laid down in the Magna Carta of European Universities and the values of the autonomous spirit of Universitas.

The University, based on the cooperation with its Faculties and with its national and foreign partner institutions and external organisations strives to accomplish the University's classical and new mission. As part of the European Union's higher education system its aim is to contribute to the development of society, to improve its competitiveness, and to strengthen its impact of cooperation with education, research and the economy by providing high-quality training and services in basic and applied sciences. As an active and recognised player in the global higher education space, the University aims to be an institution providing quality and competitive services. Its priority goal is to strengthen the international character of Hungarian higher education, to establish forward looking examples from abroad and to increase the range of skills expertise obtainable in higher education in foreign languages.

Thanks to the work and talent of its Academic Staff, Students and Staff (also referred to as University citizens), the University of Szeged is an institution with outstanding prestige in Hungarian higher education, which includes quality higher education, basic and applied research, research development, human-centred, ethical preventive & healing medicine, as well as fine arts and music. The University of Szeged provides educational programmes which are the combination of theoretical training - based on high quality research, practical training and external partnerships. It is committed to the continuous development of the content of education in line with scientific progress, the development of information technologies considering the needs of society. The University's long-term strategy is to combine education, research and innovation in an integral way. The University of Szeged is a multilingual and multicultural higher education institution.

The University's greatest asset is its citizens as a whole. The work of the University is based on direct human contact, trust and cooperation between lecturers, staff and students. The University, in the spirit of the autonomy of teaching and research, ensures educational, research and artistic freedom for all its teachers and researchers. It guarantees academic freedom for students within the framework of the Fundamental Law of Hungary, the relevant laws and its own internal regulations.

It helps to shape the professional and human qualities of the future generations, enabling them to exercise their rights as individuals and as members of the community, and providing the conditions through which the exercise of rights, patterns of belonging to the community and professional socialisation help to shape their future career paths.

It values belonging to the community of the University of Szeged, and supports and maintains the professional ties between former students and the University, thus setting an example of building a link between respect for tradition and future opportunities.

The University of Szeged is committed to universal human values, knowledge and democracy.

PART I.

CHAPTER I. General Provisions

Fundamental Law of Hungary Freedom and Responsibility Article X

- (1) Hungary shall ensure the freedom of scientific research and artistic creation, the freedom of learning for the acquisition of the highest possible level of knowledge and, within the framework laid down in an Act, the freedom of teaching.*
- (2) The State shall have no right to decide on questions of scientific truth; only scientists shall have the right to evaluate scientific research.*
- (3) Hungary shall protect the scientific and artistic freedom of the Hungarian Academy of Sciences and the Hungarian Academy of Arts. Higher education institutions shall be autonomous in terms of the content and the methods of research and teaching; their organisation shall be regulated by an Act. The Government shall, within the framework of the Acts, lay down the rules governing the management of public institutes of higher education and shall supervise their management.*

ANHE Article 4 (1) Higher education institutions may be established, either individually or jointly with other right holders, by

- a) the Hungarian state, national minority self-governments,*
 - b) ecclesiastical legal persons (hereinafter referred to as “ecclesiastical maintainer”),*
 - c) companies with the registered seat in the territory of Hungary,*
 - d) foundations registered in Hungary, trust foundation, public foundation or religious association*
- (1a) An ecclesiastical higher education institution is a higher education institution maintained by a provider as defined in paragraph (1)(b). A private higher education institution is a higher education institution maintained by a provider as defined in paragraph 1(c) and (d)..*

ANHE Article 11 (1) Higher education institutions shall

- a) define those provisions governing their operation and organisation (hereinafter referred to as “rules for organisation and operation”) which are not precluded by law and are not to be included in other regulations on the basis of an empowerment given by law,*
- b) may adopt the rules for organisational and operating regulation which are published on their websites ensuring barrier free access and include the parts listed in Annex 2,*

1. Name of the University: University of Szeged, Abbreviated name: SZTE

Registered seat: 13 Dugonics square, Szeged, H- 6720 Szeged

Postal address: PO Box 674. H6701 Szeged,

2. The name of the University in its relations abroad:

- Latin: Universitas Scientiarum Szegediensis
- in English: University of Szeged
- in German: Universität Szeged
- in French: Université de Szeged

Abbreviation of the foreign language name:

- Latin: UScSz
- in English: USz
- in German: USz
- in French: USz

3. The University is a private institution of higher education operating as a state-recognised and public benefit organisation pursuant to (d) and (1a) of Article 4 (1) of the ANHE.

4. The faculties of the University:

- a) Faculty of Law and Political Sciences (ÁJTK),
- b) Albert Szent-Györgyi Faculty of Medicine (SZAOK),
- c) Béla Bartók Faculty of Arts (BBMK)

- d) Faculty of Humanities and Social Sciences (BTK),
- e) Faculty of Health Sciences and Social Training (ETSZK),
- f) Faculty of Dentistry (FOK),
- g) Faculty of Economics and Business (GTK),
- h) Faculty of Pharmacy (GYTK),
- i) Gyula Juhász Pedagogical Faculty (JGYPK),
- j) Faculty of Agriculture (MGK),
- k) Faculty of Engineering (MK),
- l) Faculty of Science and Informatics (TTIK)

5. The name of the faculty not operating at the University's registered seat: University of Szeged, Faculty of Agriculture, Site: 15 Andrásy út, Hódmezővásárhely Postal address: 15 Andrásy út, 6800 Hódmezővásárhely, Hungary.

ANHE Article 8 (4) The higher education institution's founding charter and its amendments shall be adopted by the maintainer. The minimum information to be included in the Founding Charter and the Operating Authorisation is defined in Annex 2.

1. The University is founded by the Foundation for the University of Szeged
2. The University of Szeged Foundation exercises the rights of the maintainer.
3. Coat of Arms of the University: the shield is a standing shield with a pointed base, the upper part of the shield is a gilded griffin taken from the coat of arms of Kunó Klebersberg, the gilded torch is a symbol of science. The gable is taken from the coat of arms of Cluj-Napoca, indicating that the University of Szeged is the successor of the University of Cluj-Napoca. The circular scription is "Universitas Scientiarum Szegediensis".
4. The University stamp: a circular seal with the circular scription around the coat of arms of Hungary: " Szegedi Tudományegyetem Szeged ".

Scope of the Regulation

ANHE Article 1 (2) The scope of this act covers all persons and organisations involved in the activities and governance of higher education, as well as the higher education activities performed by Hungarian higher education institutions outside the territory of Hungary.

5. The scope of the Rules for Organization Operations shall apply to all organisational units of the University, to all lecturers, researchers and non-academic staff employed by the University and to all persons with a student status or doctoral student status (hereinafter referred to as "students"). Persons employed by the University in other legal relationships shall be subject to the Rules only if expressly provided for.
6. The Organisational and Operational Regulations of the University of Szeged contains the Rules for Organisation and Operation of the University - hereinafter referred to as the Rules - (Volume I), the employment requirements (Volume II) and the student requirements (Volume III).
7. The Senate may, within the limits set out in these Regulations, establish certain policies in separate regulations, which shall form an annex to these Regulations.

8. The Regulations may authorise the Rector, the Chancellor, the Dean and the President of the Szent-Györgyi Albert Clinical Centre (hereinafter referred to as the Clinical Centre) to regulate certain issues by means of orders. The Rector, the Chancellor, the Dean and the President of the Clinical Centre may issue instructions in the exercise of their management powers, unless otherwise expressly provided by law or by the University's regulations. These powers do not extend to the Senate, the Faculty and Clinical Councils and the representative bodies of the University. The Rector and the Chancellor may also issue joint Rector-Chancellor instructions, primarily in matters falling within the Rector's remit and subject to the Chancellor's approval. Drafts of instructions to be issued by the Rector, the Chancellor and joint instructions of the Rector and the Chancellor shall be submitted to members of the Council of Deans for their opinion. Members of the Council of Deans may comment on the drafts within three working days of their dispatch.
9. The regulations and the joint instructions of the Rector, the Chancellor and the Rector-Chancellor, as well as the instructions issued by the President of the Clinical Centre, shall be published electronically by posting on the University's website. The Director-General for Legal Affairs, Administration and Human Resources shall ensure publication.
10. The regulations referred to in point 12 and the instructions referred to in point 13 shall not contain rules contrary to the provisions of these Regulations. In the event of any conflict, the provisions of these Regulations shall prevail and, in the event of a conflict between an instruction and other rules which are in conformity with these Regulations, the latter shall prevail.
11. A provision of law may not be repeated in a regulation or instruction, but the main provisions of the relevant legislation may be referred to by means of a quotation in a different font. If the amendment of the legislation referred to does not require any change in the content of the rules or instructions, it is sufficient to include the amendment in the text, which shall be technically transposed and published by the Director-General for Legal Affairs, Administration and Human Resources.
12. The Senate may also regulate certain matters as an annex to these Regulations.

Principles of Operation of the University

13. The University's operating principles contain general rules that must be followed by all actors in the formulation and application of the University's rules, regulations, orders procedure and instructions, at all stages of internal rule-making and administration. They constitute an unconditionally enforceable, binding regulatory framework which is to be applied in conjunction with all the regulations governing the rule-making and conduct of procedures.

General principles of operation of the University

14. Members of the University community, in particular the Rector and the Chancellor, and the University's organisational units shall act in good faith and in mutual cooperation in the exercise of their rights and in the performance of their duties. Cooperation shall be an essential element of the employment relationship and shall be of a permanent and fiduciary nature. Members of the community shall generally behave in a manner which facilitates and does not impede the exercise of rights and the performance of obligations.

15. The University is autonomous in the content and methods of its research and teaching. The University shall lay down the provisions governing its operation and organisation which are not excluded by law or which are not required to be laid down in other regulations by virtue of a legal mandate. The University shall be free to select its employees and leaders by competitive tendering, within the limits set by law. Furthermore, the University shall ensure that the freedom of teaching, academic and artistic life and the exercise of the right of students to study are compatible. The autonomy of the higher education institution in matters relating to the academic subject and content of education and research shall not be infringed by the governance of its maintainer. The University may set up a company or acquire shares of another company to support its activities.
16. The University, in line with its fundamental operating principle, collegial decision-making that integrates different views and perspectives, ensures:
 - a) fundamental decisions related to the operation and organisation of the University, setting strategic objectives and monitoring the implementation process,
 - b) the conditions necessary to ensure the rights and representation of the interests of the University community, in particular the support representative units, academic organisations, the representation of students' rights and interests, and other organisations that emerge from the University community and promote its aims and objectives.
17. The University, in its rule-making and general administration, ensures that decisions are taken as close as possible to the processes that give rise to them and to the citizens of the University by the delegation of powers (competences). In the process of defining competences, it should be borne in mind that those competences may be delegated which can be carried out more efficiently and professionally by the lower level. It should also be considered whether the necessary resources, staffing and competences are available at the lower level. Delegation of competences creates responsibilities at the lower level. The higher levels are responsible for supporting the departments and for taking decisions on matters which are their exclusive responsibility by the law or internal rules, or on matters which cannot be demonstrably dealt with at local level.
18. In order to achieve the University's aims and objectives, members of the University community shall carry out their activities in a high, modern and objective manner, taking into account the requirements of professionalism and quality.
19. The University shall support, by all means at its disposal, those who, because of their financial situation, other disadvantages or life circumstances, have difficulties in completing their studies and shall endeavour to provide them with the conditions and treatment necessary to enable them to achieve a suitable qualification and to develop their potential.
20. In the conduct of its activities, the University shall ensure that equal treatment and equal access are respected by those involved in the performance of its tasks in making decisions concerning students, teachers and staff of the Institution.
21. University citizens should not be disadvantaged nor discriminated because of their conscience, ideology or political beliefs.
22. The University evaluates the achievements of its citizens primarily on the basis of their professional performance, and their promotion or academic assessment shall be independent of any circumstances that might give rise to unjustified discrimination.

23. The University shall define the higher social expectations, moral standards and ethical requirements to be expected of University citizens in order to work in a more excellent and harmonious manner. By defining ethical requirements in a separate set of rules, the University contributes to strengthening and continuously improving the quality of relations between University citizens, to create a harmonious human coexistence, a sense of well-being conducive to professional work, to achieve common goals, and to preserve and nurture the University's traditions and reputation, its professional and institutional integrity.
24. In order to promote equal opportunities, the University provides - in line with its fundamental activities - including health promotion, the organisation of regular physical activity and sports, library services, financial and entrepreneurial education related to the knowledge economy, the development of mother tongue and professional language skills, and providing opportunities for the development of foreign language skills.
25. The University provides services to contribute students' housing conditions, healthy and addiction-free living; and an information and counselling system to help students integrate into the university community during their studies, and to promote their professional development after graduation.
26. The University ensures the objective and multilateral transmission of knowledge and information.

The University is not committed to any religion or belief. Where the University provides religious or ideological information, it shall ensure that it is communicated in an objective and multilateral manner. The University respects the freedom of conscience and religion of University citizens. A citizen of the University shall not be compelled to confess or deny their conscience, ideology or political beliefs.

Ensuring equal access the University shall provide those who are not administered students of the institution the opportunity to become acquainted with the schedule of the lectures, and to attend the lectures within the framework of these Regulations (ROO).
27. The language of instruction at the University is Hungarian. Students belonging to a national or ethnic minority may pursue their studies in their mother tongue or mother tongue and in Hungarian or in Hungarian, as defined in the ANHE. Education at the University may also be conducted - in whole or partially - in a language other than Hungarian.
28. Transparency is a fundamental democratic value. The University is transparent in its structure and management. The University shall ensure access to data of public interest relating to its operations. The University shall carry out its functions in a manner that is consistent with the requirement of efficient use of public assets and accountability.
29. The University must ensure that healthy and safe conditions are created for education, that the causes of accidents to students are identified and eliminated in order to prevent accidents, and that occupational safety and health requirements are enforced.
30. The University is responsible for activities of talent management and for raising the social recognition of science.

The basic principles and provisions of the University's operation relating to public benefit

31. A person who had previously been a leading officer of a public benefit organisation - for at least one year in the two years preceding its termination - may not be a rector or a chancellor of the University, for a period of three years following the termination of such public benefit organisation,
 - a) which has ceased to exist without a legal successor because it has not settled its tax and customs debts registered with the state tax and customs authorities,
 - b) against which the state tax and customs authority has detected a significant tax shortfall,
 - c) against which the state tax and customs authority has applied a measure of closure or imposed a fine in lieu of closure,
 - d) whose tax number has been suspended or cancelled by the state tax and customs authority under the Act on the Rules of Taxation.
32. The University's Annual Accounts in accordance with the Accounting Act and its public benefit report shall be adopted by the Senate with the approval of the maintainer by 31 May of the year following the year in question at the latest. The Accounts, certified by the auditor and approved by the maintainer, with the notification of the Public Benefit Supervisory Committee, shall be sent to the Education Authority of Hungary by the last day of the fifth month following the balance sheet date at the latest and shall be published on the University's public website.
33. Anyone may request access to the documents relating to the operation of the University as a public benefit organisation, the request must be submitted in writing to the Rector and the request must be processed within 30 days.
34. The Public Benefit Supervisory Committee is a separate body from the Senate, which supervises the operation and the management of the University. The rules governing its establishment, powers and operation are laid down in the University's Deed of Foundation.

CHAPTER II.

Tasks of the University

ANHE Article 2 (1) *Higher education institutions are organisations established for the performance of educational, academic research and artistic creative activities, which shall constitute their core activities, as set out in this Act.*

(2) *The state shall be responsible for ensuring the operation of the system of higher education, while the responsibility for ensuring the operation of higher education institutions shall lie with their maintainers.*

(3) *The educational core activities of higher education institutions shall include the provision of tertiary vocational programmes, bachelor programmes, master programmes, doctoral programmes and postgraduate specialisation programmes. Unless otherwise provided in this Act, activities included in the scope of educational core activities shall be performed exclusively by higher education institutions.*

ANHE Article 10 *The Minister may classify an institution of higher education as a key higher education institution in an international agreement.*

ANHE Article 75 (1) *The autonomy of the higher education institution, as guaranteed with regard to issues concerning the academic subject and content of education and research, shall not be infringed by the management of the maintainer. Based on the decision of the Senate of the higher education institution, the rector may seek public administrative judicial remedy against the maintainer's decision within thirty days of the notification in order to protect the autonomy of the higher education institution guaranteed by this Act. The time limit shall be forfeiture. The Metropolitan Court of Budapest shall have exclusive jurisdiction to hear the action.*

1. The University provides education as its core activity in the fields of science, arts and vocational training listed in the Deed of Foundation in the licenced educational programmes, in accordance with the approved qualification requirements, on a full-time, part-time evening or correspondence basis, and through distance learning. The full-time training may be organised in the form of dual training.
2. The University shall carry out educational tasks set out in point 1 by
 - a) Bachelors' programmes,
 - b) Masters' programmes,
 - ba) undivided programmes
 - c) doctoral programmes,
 - d) higher education vocational trainings,
 - e) further specialised trainings,organised in cycles. In these forms of training and programmes, upon successful completion degrees, diplomas, professional certificates, and doctoral degrees (PhD, DLA) are awarded on the basis of a final examination or a professional examination.
3. The University carries out basic, applied, experimental and technological research, development and technological transfer, innovation, scientific management and other research in support of education in the fields of science and the arts related to its educational programmes.
4. Through its educational, research and artistic activities, the University participates as an intellectual centre in the region's educational, research, innovation and cultural activities.
5. The University contributes to the development of a knowledge-based society, health and environment consciousness and to conveying values.

6. The University contributes to the preparation of students to learn about and take on national, European and universal values, to deepen their general knowledge, to think autonomously and to commit themselves to a professional and intellectual vocation.
7. The University assists the development of talents with outstanding abilities through quality education, scientific student groups, professional colleges and doctoral trainings.
8. The University provides regional health services and patient care according to different levels of progressivity of specialised care. Faculties at the University offering health science related educational programmes contribute to regional health promotion and health preventive expertise.
9. In addition to a kindergarten the University runs primary schools, a vocational school and a secondary school, all of which have a public education and adult education function.
10. The University may maintain experimental farms and vocational training centres for teaching and scientific research, and may carry out related consultancy activities.
11. The University provides services, production and sales of goods and services for remuneration related to its core activities.
12. The University promotes cooperation with the Hungarian Academy of Sciences and other organisations supporting science or education. This may take the form of: maintaining research groups in academic departments, setting up joint research groups, receiving grants, foundations, providing the working conditions for the winners of such grants, etc.
13. In accordance with its Deed of Foundation the University is an autonomous private institution of higher education, which manages its own assets from benefits from public budgetary funding, support from the maintainer, its own revenues and other additional resources. The University is obliged to perform its public tasks and to manage its finances on the basis of an annual budget.
14. The University carries out activities (for public benefit) and complementary and service activities as defined in its Deed of Foundation. The University may also carry out entrepreneurial activities outside its core (public benefit) activities and its complementary and service activities without jeopardising the fulfilment of its core tasks, in accordance with special regulations.
15. The University may enter into cooperation agreements with any domestic or foreign organisation or natural person interested in the performance of its tasks for the purpose of carrying out the tasks defined in its Deed of Foundation.
16. The University, in cooperation with the economic, scientific, civil and local government bodies of the region, may establish an innovation park, a technology centre, an incubation house (hereinafter referred to as a "knowledge centre").

PART TWO

CHAPTER III:

Operation and Management of the University

The Senate

ANHE Article 12 (1) *The governing body of the higher education institution is the Senate. The President of the Senate is the Rector.*

(2) *The rights of the higher education institution laid down in the Fundamental Law shall be vested in the Senate*

(3) *The Senate*

a) *defines the educational and research tasks of the higher education institution and monitors their implementation;*

b) *establishes its own regulations for operation;*

c) *adopts the medium-term institutional development plan, which shall cover a period of not less than four years, define yearly implementation tasks, and include a strategy for research, development and innovation;*

d) *makes proposals as to the content of the call for applications for the position of rector, select candidates for Rector, and evaluate the performance of the Rector as an executive officer;*

e) *adopts the higher education institution's*

(ea) *educational programme,*

eb) *rules for organisation and operation, and doctoral rules,*

ec)

ed) *budget within the framework set by the maintainer,*

ee) *annual accounts drawn up in accordance with the applicable accountancy provisions;*

f) *defines the institution's*

fa) *student counselling system,*

fb) *system of student feedback on the performance of lecturers (Academic Teaching Staff);*

g) *decides with the consent of the maintainer on*

ga)

gb) *the institution's asset management plan,*

gc) *the establishment of a business entity, and the acquisition of shares in a business organisation;*

h) *the Senate also decides*

ha)

hb) *the establishment of the Academic Council, the election of its members and its chairman,*

hc) *the ranking of applications for lecturer, professor and executive officer positions, the granting of titles and awards,*

hd) *the establishment and dissolution of doctoral schools and the launching of doctoral programme,*

he) *initiating the award of a national scholarship for higher education,*

hf) *initiating the launch or termination of educational programmes.*

(4) *The institutional development plan shall define the ideas related to the development, utilisation, preservation and disposal of the assets placed at the disposal of the higher education institution by the maintainer, as well as the expected revenues and expenditure.*

(5) *If a committee or council set up by the Senate also acts in matters that concern students, it shall be ensured that student representatives have an opportunity to participate in the work of such committee, except for the credit transfer committee. The Senate shall set up a permanent committee for dealing with the studies, examinations and social affairs of students. Student participation shall be ensured in committees acting in matters that concern students, with the stipulation that the number of members delegated by students to the permanent committee set up for dealing with the studies, examinations and social affairs of students shall not be less than twenty-five percent of all members of the committee.*

(6) *With the exception of the representatives of the students' union and the doctoral students' union, membership of the senate shall be open to anyone employed, under an employment contract or on a public service employment basis, as a lecturer, professor or research fellow, or in any other position, at the higher education institution.*

17. The Senate is the decision-making body of the University, with the functions set out in the Deed of Foundation and in these Regulations, and is responsible for monitoring the implementation of decisions.
18. The Senate, acting under its exclusive competence
- a) adopts:
 - the educational and research tasks of the institution and monitors their implementation,
 - the rules for operations,
 - the institutional development plan and, as part of it, the employment plan,
 - the research & development & innovation strategy in line with the institutional development plan,
 - the educational (vocational) programme,
 - the rules and regulations for organisation and operation and their annexes, and any amendments thereto (with the exception of the provisions concerning the operation of the Clinical Centre and patient care activities),
 - the doctoral regulations,
 - the quality development programme,
 - the principles of earning distribution differentiated according to quality and performance,
 - the University's elementary budget, annual and extra-annual commitment plan and timetable for its implementation, and its asset management plan,
 - the annual accounts and the public benefit report according to the Accounting Act on the annual management of the institution, the student counselling system,
 - system of student feedback on the performance of educators
 - the creation, reorganisation and closure of the institution's departments, unless otherwise provided for in these Regulations.
 - b) Decides with the consent of the maintainer on:
 - launching a development,
 - the institution's asset management plan,
 - the establishment of a business entity, the acquisition of a share in a business organisation.
 - c) Decides:
 - the utilisation and divestment of property placed at the disposal of the University or owned by it, in compliance with the provisions of the law,
 - set up committees to facilitate its own functioning,
 - on the initiative to award a national higher education scholarship ,
 - the awarding of titles and honours (in particular, the title of Professor Emerita/Emeritus, the title of private professor, private college professor, honorary professor, honorary college professor, honorary associate professor, honorary associate college professor, master lecturer, master teacher).
 - d) Proposes:
 - the content of the call for applications for the rector's position, evaluates and comments on the applications and selects candidates, and assesses the Rector's leadership activity.
 - e) Ranks:
 - senior management and management applications for which it has not delegated the ranking to a body or person. The result of the ranking shall not be binding on the holder of the power of appointment.

f) The Chancellor shall exercise the right of assent in respect of decisions and measures of the Senate which have economic consequences for the financial management, organisation and operation of the institution, and such assent shall be a condition for the validity and entry into force of such decisions.

2. The Senate shall send to the maintainer for approval, in accordance with point c) of Article 73 (3) and Article 74 (2)-(4) of the ANHE .

- the rules for organisation and operation, the regulations annexed and any amendments thereto (except for the provisions concerning the operation of the Clinical Centre and patient care activities),
- the institutional development plan,
- the budget of the institution,
- the annual accounts and the public benefit report on the annual management of the institution, in accordance with the Accounting Act.

3. The Senate delegates the following tasks:

- the ranking of applications for the following positions of the respected Faculty: professor, associate college professors, heads of departments, heads of institutes and deputy heads of faculties, as well as for the management and administration of departments, in particular the Dean's Office and the Academic Administration Unit,
- unless otherwise provided by law, the ranking of the applications for the positions of the heads and deputy heads of the units of the Clinical Centre, which ranking shall fall into the responsibility of the review board appointed by the President of the Clinical Centre pursuant to Chapter V, point 74 of these of these Regulations adopted by the Senate,
- the ranking of applications for senior management and management positions in the organisational units referred to in Chapter VII, point 1(a), (b), (d), (e), (f), (i), (j), (k) and (l) of these Regulations and in Chapter III, point 38 of these Regulations, to a board of at least three and not more than five members appointed by the Chancellor,
- the ranking of the applications for senior management and management positions in the organisational units referred to in Chapter VII, point 1. c), g) and h) of these Regulations to a board of at least three and up to five members, appointed by the Chancellor and the Rector, with the majority of the members being appointed by the Chancellor,
- the ranking of applications for the positions of heads of central departments without the powers of the employer, unless otherwise provided by law or the rules, to of a board of at least three and at most five members, appointed by the holder of the power of appointment,
- initiation of the awarding the national higher education scholarship to the National Scholarship Committee,
- the establishment of the organisational and administrative rules of the Clinical Centre and the setting of different rules for the management of the Clinical Centre in an instruction to the President of the Clinical Centre, with the provision that the consent of the Chancellor, prior to the approval of the National Hospital Director General, is required for the modification and restructuring of the tasks and organisation of the organisational units performing economic and operational functions. If the organisational chart, rules or instructions affect the educational or research activities of the Clinical Centre, it shall be submitted to and adopted by the Rector prior to the approval of the National Hospital Director General. The President of the Clinical Centre shall inform the Senate of the changes at the next Senate meeting. Failure to obtain the prior approval of the Rector or the Chancellor shall not impede patient care.

4. The Senate may express an opinion on any matter concerning the University where the decision falls into the competency of the government, the maintainer, the Body for Higher Education Planning or the Hungarian Accreditation Committee.
5. The Senate may request a report from any department of the University.
6. The Senate shall conduct its activities in accordance with the provisions of the Rules of Procedure of the Senate of the University of Szeged and the work plan adopted by the Senate.
7. The Secretary of the Senate, the Director-General for Legal Affairs, Administration and Human Resources, shall be responsible for the Senate's activities and for the tasks set out in its regulations. The Secretary of the Senate shall perform his/her duties in accordance with the instructions of the Senate and its President, under the authority of the Rector.
8. Senate meetings are open to public.
9. The proposals, minutes and decisions of the Senate meetings are public, subject to the provisions on data protection and confidentiality. The decisions of the Senate shall be published in the official and information journal of the University of Szeged (Egyetemi Értesítő), available on the University's website in digital format, within 30 days after the decision has been taken. Otherwise, the request for access to the proposals, minutes and decisions shall be submitted to the Rector in writing and shall be considered within 30 days.
10. Further rules concerning the frequency of meetings of the Senate, the regulations concerning convening meetings, the methods of agenda announcements, the publicity of meetings, the quorum and the manner in which decisions are taken are laid down in the Senate Rules of Procedure in Annex 1.

Size and composition of the Senate

ANHE. § 12.

- (6) *With the exception of the representatives of the students' union and the doctoral students' union, membership of the senate shall be open to anyone employed, under an employment contract or on a public service employment basis, as a lecturer, professor or research fellow, or in any other position, at the higher education institution.*
- (7) *At public higher education institutions, the members of the senate, except the rector and the chancellor, shall obtain their mandates through an election procedure. All matters related to the work of the senate shall be regulated by the higher education institution's rules for organisation and operation, taking account of the following:*
 - a) *the senate shall not have less than nine members, and the members elected by the academic teaching and research staff, taken together with the chair, shall constitute a majority in the body, and the representation of members of the academic teaching staff not appointed as executive officers shall be ensured*
 - b) *under the conditions laid down in point b) of Article 60(1), the number of representatives delegated by the students' union shall be not less than twenty percent and not more than twenty-five percent of senate members,*
 - c) *the doctoral students' union shall be entitled to delegate one representative,*
 - d) *the number of members employed in other positions and the number of representatives delegated by representative trade unions shall not exceed five percent of senate members and shall be at least one in both cases,*
 - e) *general elections to the Senate should be held every four years, with*
 - ea) *the Senate shall be elected for a term of four years, but the term of office of the representatives of the student and doctoral student unions shall not exceed three years,*
 - eb) *if a member of the Senate ceases to hold office before the next general election of the Senate, a by-election of an alternate member of the Senate shall be held to complete the Senate, if no alternate has been elected in the general election,*

- (ec) the term of office of the previous Senate or of all its members shall cease on the date of the inaugural meeting of the new Senate following the general election of the Senate,*
- f) the meetings of the senate shall be open to the employees and students of the higher education institution,*
- g) a quorum shall exist at a senate meeting if more than sixty percent of its members are present, and its decisions shall be adopted by the unanimous vote of the majority of members present, unless a greater majority is required pursuant to a law or the rules for organisation and operation,*
- h) the senate shall hold a closed meeting and a secret ballot if more than fifty percent of its members present so request,*
- i) the meetings of the senate shall be minuted, and the decisions of the senate shall take the form of resolutions, which shall be made public as set out in the rules for organisation and operation,*
- j) the representative of the maintainer shall be notified of the meetings of the senate in advance, by sending information on the date, time and agenda of the meeting, which the representative of the maintainer may attend in an advisory capacity.*

(8) The powers set out in points (a) to (g) and (hb) and points (hd) and (hf) of paragraph 3 may not be delegated.

11. The majority of the members of the Senate shall be made up of members elected by the academics and researchers, including the President.
12. Representation of the Faculties and non-executive educators at the faculties should be ensured in the Senate.
13. The size of the Senate:

Voting members of the Senate:	52 persons
Based on position:	
- the Rector of the University	(1 person)
- the Chancellor of the University	(1 person)
By election:	
- two elected lecturers, researchers and teachers by faculties	(24 persons)
- representatives of academics, researchers and teachers without a leading position (of which 1 is elected from among the members of the Employee Council, lecturer/researcher/teacher representative)	(2 persons)
- elected lecturer/research representative by the University Doctoral Council from the five disciplines, one per each	(5 persons)
- other - non-education, non-research, non-teaching staff elected representatives (1 of whom is member of the Employees' Council in a job other than education/research / teaching, chosen from among employed representative)	(2 persons)
- representatives of trade unions entitled to conclude collective agreements	(2 persons)
- elected representative of the Clinical Centre	(1 person)
By delegation:	
- elected by the University Student Union	
- one full-time student per faculty	(12 students)
- the President of University Student Union	(1 person)
- Representative of University Doctoral Students' Union	(1 person)
14. Permanent guests of the Senate with the right of deliberation :
 - the Prorector (for one year after the end of the mandate),
 - the Vice-rectors,
 - the Vice-chancellors,
 - the Director-General for Legal Affairs, Administration and Human Resources,
 - the Director-General for Economic Affairs,
 - the Director-General for Strategy and Development,
 - Chairman of the Economic Committee,

- Director General of the SZTE Klebelsberg Library,
- the maintainer,
- member of the Public Benefit Supervisory Board,
- representatives of other bodies, organisations, institutions and ministries with an interest in the education,
- a representative of the public educational institutions,
- President of the Szeged Academic Committee of the Hungarian Academy of Sciences,
- the Director for IT and Services.

The Rector

ANHE Article 13

- (1) *The higher education institution shall be headed and represented by the rector, who shall have competence to act and take decisions in respect of all matters that do not fall under the competence of any other person or body pursuant to a law, the rules for organisation and operation, or the collective bargaining agreement. When performing the duties defined in points a) to f) of Article 13/A (2), the chancellor shall act as the head and representative of the higher education institution. At public higher education institutions, the rector may submit to the maintainer objections against the decisions and actions of the chancellor, or in the event of the chancellor's failure to act.*
- (2) *At public higher education institutions, the rector shall be responsible for ensuring that the core activities of the higher education institution are performed properly, exercising in that context the rights of the employer over those employed as lecturers, professors, research fellows and teachers, and over employees of organizational units directly supporting the performance of duties of senior managers in accordance with points a) to d) of Article 37 (1), as well as the rights of the contracting party in relation to the non-employee engagement contracts referred to in Article 25 (3). The rector shall be entitled to determine, with the consent of the chancellor, the salaries of those employed as lecturers, professors, research fellows and teachers and the payments due under non-employee engagement contracts and other legal relationships.*
- (3) *On a case-by-case basis or in certain defined matters, the rector may delegate the powers defined in paragraphs (1) and (2) to the vice-rector or another senior executive officer or executive officer employed by the higher education institution. The delegated powers shall not be subdelegated.*
- (4) *The Chief Financial Officer, in a public higher education institution the Chancellor, shall be responsible for preparing management measures and proposals*
- (5) *Persons appointed as rector shall have leadership and management skills and experience acquired at higher education institutions, shall hold at least one language certificate attesting to the completion of a state-recognised type C intermediate level, or intermediate level (level B2) complex, language examination for general purposes, or an equivalent language examination, and shall be employed full time by the higher education institution, either under an employment contract or on a public service employment basis. Appointment as rector of a university shall require employment as a university professor, while appointment as rector of a college or rector of a university of applied sciences shall require employment as a university professor, college professor, associate professor, research consultant or research professor.*
- (6) *The senate may initiate the removal of the rector by the affirmative vote of two thirds of its members. The initiation of removal shall be reasoned.*
- (7) *As set out in Article 13 (2), the rector*
 - a) *shall be responsible for*
 - aa) *maintaining domestic and international relations and cooperation in the field of education and research*
 - (ab) *ensuring the compliance of the institution's educational programme with the applicable legal provisions as well as the educational requirements of enrolling and graduating students laid down by the Minister,*
 - ac) *for the publication of the measures required by law for the amendment of the institution's operating licence, the launching of educational programmes, the registration of doctoral schools and the higher education admission procedure;*
 - b) *shall exercise, with the limitation set out in point (3a) of Article 14, the maintainer's rights over the public education institution maintained by the higher education institution;*
 - c) *shall keep contact with representative organisations, the students' union and the doctoral students' union regarding matters falling under the competence of the rector;*

- d) shall coordinate cooperation between the higher education institution and other higher education institutions as well as national higher education organisations and bodies in the field of education and research;*
- e) may initiate internal audits to be ordered by the Chancellor .*

Duties and powers of the Rector

15. The Rector shall represent the University in full, may acquire rights and obligations, and shall exercise the power of issuer.
16. The Rector
 - a) is responsible for the enforcement of professional criteria related to the University's core activities, as well as for national and international educational and research cooperation and networks,
 - b) with the approval of the Chancellor, has the right of disposition and exercises right of the issuer – in accordance with the University budget – over the central budget appropriations, assets and other resources available to the University, as provided for in point 22 of these Regulations,
 - c) in collaboration with the Chancellor, manage the preparation of the Institutional Development Plan and, as part of it, the Employment Plan, and the Research, Development and Innovation Strategy in line with the Institutional Development Plan,
 - d) exercises the right of maintainer in public education institutions and the vocational training institutions maintained by the institution within the framework of the ANHE,
 - e) directs and coordinates educational and research activities in accordance with the educational programme of the University and is responsible for ensuring that the institution's educational programme complies with the relevant legal provisions,
 - f) decides on all matters relating to the operation of the higher education institution which are not referred to the competence of another person or body by law, the ROO or the Collective Agreement.
 - g) is responsible for issuing the measures required by law for the amendment of the institution's operating licence, the launching of educational programmes, the registration of doctoral schools and the higher education admission procedure,
 - h) liaises with representative organisations, student and doctoral student unions on matters within his/her competence,
 - i) coordinates the higher education institution's educational and research cooperation with other higher education institutions, national higher education organisations and their bodies,
 - j) may initiate internal audit to be ordered by the Chancellor
 - k) may initiate internal data protection investigations and make recommendations to the Chancellor on matters relating to the protection of personal data.
17. The Rector shall exercise the rights of the employer arising from the employment of educators, researchers and teachers within the framework of the employment plan and on the basis of the employment requirements, as well as the rights of the principal arising from the employment of educators, researchers and teachers employed under agency relationship, of which rights he shall have exclusive competence of:
 - a) the call for applications for university professor and college professor, assistant professor, Associate professor,
 - b) initiating procedures for the awarding and withdrawal of titles of university and college professor,
 - c) the appointment of university and college professors, changes in employment status, termination of employment,
 - d) the appointment of associate professors, research professors, scientific advisors and

senior scientific staff, and the modification or termination of their employment. The Rector shall also exercise the rights of employer over the employees of the organisational units directly supporting the performance of the duties of the higher manager pursuant to points a) to d) of Article 37 (1) of the ANHE.

18. The Rector shall propose to the maintainer the appointment or dismissal of the Chancellor.
19. The Rector shall exercise the right to issue, revoke and terminate managerial mandates in accordance with the procedure for employer rights.
20. Unless otherwise provided by law, the Rector may delegate the powers specified in points 17, 18 and 20 to his/her deputy or to a senior employee of the institution by the Rector's instruction on a case-by-case basis or for a specific range of matters. The delegated authority may not be subdelegated.
21. The delegated powers in the case of employer's powers are set out in the rector's instructions. The exercise and delegation of the powers of issuer and engagements are set out in these Regulations, the Financial Regulations, the Regulations on Contracts and Commitments, the Financial Management Regulations and Rector's instructions.
22. In the performance of his/her duties and in the exercise of his/her powers, the Rector shall have the general right to give instructions and take measures, but may not give instructions to the Senate, the Chancellor, the Faculty and Institute Councils, the representation bodies, the Doctoral Students' Unions and the Student Unions. The Chancellor shall exercise the right of assent to decisions and measures of the Rector which have economic consequences for the management, organisation and operation of the institution, and such assent shall be a condition for the validity and entry into force of such decisions.
23. The Rector may, with the exception of decisions of the Senate, annul any decision, resolution or measure that violates the law or university regulations, and may appeal to the maintainer against the Chancellor's decision or measure, or in the event of failure to act.
24. A rector's mandate may be given to a university professor. Rectorships may be held for a maximum of five years. The rector's term of office may be extended once on the basis of a competitive application. The rector's position may be covered by candidates below 65 years of age. If the candidate has not yet reached the age of 65 on the day of the announcement of the rector's application, but has reached this age from the announcement of the application until the end of the term of office announced in the application, his/her term of office may be extended for one additional term in accordance with Article 37 of the ANHE. The Rector's senior management position shall be announced by the maintainer. The Senate shall propose the content of the call for applications, evaluate the applications and elect the candidate rector, and evaluate the rector's leadership activities. A Rector whose term of office as Rector ceases after the integration of the University on 1 January 2000, unless the termination of their mandate is due to their recall, shall be entitled to use the title "Prorector" for one year after the expiry of their term of office and thereafter to use the title "Rector Emeritus/Emerita" for the rest of their lives. The holder of the title shall be required to cease using the title in the event of a new appointment as Rector. Should the holder of the title cease to be employed by the University and take up employment with another higher education institution, their right to the title of Rector Emeritus/Emerita shall cease without any special measures being taken.

The Vice-rectors

25. The Rector is assisted in his work by four Vice-rectors:
 - a) Vice-rector for Science and Innovation,
 - b) Vice-rector for Academic Affairs,
 - c) Vice-rector for International Affairs and Public Relations,
 - d) Vice-rector for Strategy.
26. In the event of the Rector's inability to act or if temporarily unavailable, or in the event of a temporary vacancy in the position, the Vice-rector for Strategy is entitled to replace the Rector, who acts as the head of the institution of higher education and the Senate.
27. The procedure of the work assignment and specific tasks of the Vice-rectors shall be determined by the Rector's instructions, taking into account the provisions of Section 27 of these Regulations.
28. The applications for the position of Vice-rector are ranked by the Senate and the Rector decides on the appointment after considering the opinion of the Senate.
29. A university or college professor or associate professor may be appointed as Vice-rector. The Vice-rector may hold the office of Rector for a maximum of five years, for a term not exceeding the term of the Rector's mandate. The Vice-rector may be re-appointed for a number of terms, subject to a call for nominations. Vice-rectors may be appointed until the age of 65.

The Chancellor

ANHE Article 13 (1) *The higher education institution shall be headed and represented by the rector, who shall have competence to act and take decisions in respect of all matters that do not fall under the competence of any other person or body pursuant to a law, the rules for organisation and operation, or the collective bargaining agreement. When performing the duties defined in points a) to f) of Article 13/A (2), the chancellor shall act as the head and representative of the higher education institution. At public higher education institutions, the rector may submit to the maintainer objections against the decisions and actions of the chancellor, or in the event of the chancellor's failure to act.*

(4) *The Chief Financial Officer, in a public higher education institution the Chancellor, shall be responsible for preparing management measures and proposals.*

AHNE Article 13/A (1) *At public higher education institutions, the chancellor shall be responsible for ensuring the operation of the institution.*

(2) *The Chancellor*

- a) *shall be in charge of the economic, financial, controlling, internal audit, accounting, labour, legal, administrative, IT and asset management activities of the higher education institution, including technical, facility utilisation, operational, logistical, service provision, procurement and public procurement matters, and shall manage operation in this field,*
- b) *shall be responsible for the preparation of the necessary measures and proposals relating to management and the fields specified in point a), exercising in that context the right of consent, in matters not falling under the competence of the consistorium, to decisions and measures having economic consequences for the management, organisation and operation of the institution, taken by those defined in Article 12 (1) and Article 13 (1); which decisions shall apply and take effect subject to the consent of the chancellor,*
- c) *shall ensure, using the resources available to the higher education institution, the conditions for managing the higher education institution in a manner that ensures the performance of its core tasks,*
- d) *shall exercise the owner's rights in respect of companies and business organisations operating with participation from the higher education institution,*

- e) *shall exercise the employer's rights over the employees of the higher education institution, except for those referred to in Article 13 (2), and Article 14 (3) and ensure that the financial and professional competences required by law are available,*
- f) *shall ensure the performance of the tasks of the chief financial officer, shall appoint and dismiss the chief financial officer,*
- g) *shall be obliged to cooperate with and provide information to the rector during the performance of his/her duties.*
- (3) *Persons appointed and employed as chancellor shall*
 - a) *have three years' experience acquired in an executive position at a higher education institution or company, or in central or territorial public administration, and*
 - b) *hold a tertiary degree.*
- (4) *The chancellor shall be employed by the higher education institution on a public service employment basis, and the maintainer shall exercise the employer's rights over the chancellor.*
- (5) *On a case-by-case basis or in certain defined matters, the chancellor may delegate the powers defined in points b), d) and e) of paragraph (2) to a senior executive officer or executive officer employed by the institution. When delegating the power specified in point e) of paragraph (2), the chancellor shall ensure that the senior executive officer or executive officer of the higher education institution can exercise the powers necessary for the performance of the delegated tasks. The delegated powers shall not be subdelegated.*
- (6) *In cases where the chancellor is prevented from performing his or her duties or is involved in the case concerned, and when the office of the chancellor is temporarily vacant, the executive officer designated by the rules for operation and organisation shall be entitled to act as the deputy of the chancellor*

Duties and powers of the Chancellor

- 30. The Chancellor shall act as the head of the higher education institution with regard to the powers specified in point a) to f) of Article 13/A (2) of the ANHE, and within this framework he/she shall represent the University, in the course of which he/she may acquire rights and obligations, and shall exercise the power of issuer.
- 31. The Chancellor is responsible for operating the University, in particular:
 - a) Responsible for preparing management measures and proposals in the higher education institution.
 - b) Responsible for the economic, financial, controlling, internal audit, accounting, labour, legal, administrative, IT, property management of the institution, including technical, facility management, operation, logistics, services, procurement and public procurement matters, and manages the operation of the institution.
 - c) Shall exercise the right of consent with regard to decisions and measures of the Senate and the Rector that have economic consequences for the management, organisation and operation of the University, and consent shall be a condition for the validity and entry into force of such decisions.
 - d) Ensures that the management of the higher education institution is adequate and that its basic tasks are carried out.
 - e) Exercises ownership rights in companies and business organisations in which the University participates.
 - f) Exercises employer's rights over the employees of the higher education institution, with the exception of those employed as lecturers, researchers, teachers, employees of the public education institution maintained by the University, employees of the vocational training institution maintained by the University, ensure financial and professional competence in accordance with the law.
 - g) With his/her consent, the Rector is entitled to determine the salary or other legal entitlements of lecturing, research and teaching staff, persons employed on a contract basis (lecturer), the head of a public educational institution maintained by the University and the head of a vocational training institution maintained by the University.

- h) Ensures the performance of the duties of the Chief Financial Officer, appoints the Chief Financial Officer and withdraws the appointment of the Chief Financial Officer.
 - i) Exercises the right to appoint and dismiss the Head of Internal Audit with the prior agreement of the maintainer.
 - j) Exercises the right to appoint and withdraw the Data Protection Officer (DPO), responsible for ensuring the necessary conditions for the functioning of the DPO and the independence of the DPO's activities. He/she may initiate data protection investigations and cooperates with the Rector on any recommendations made by the Rector in this regard.
 - k) All decisions concerning the salary management of employees of the public education institution and the vocational training institution maintained by the University shall be made with his/her consent.
 - l) Responsible for the proper use and management of the property and assets entrusted to or owned by the University.
 - m) Responsible for ensuring professional efficiency and economy in the management of the higher education institution.
 - n) Responsible for the consistency of management options and obligations, for the fulfilment and credibility of planning and reporting obligations, and for the institutional accounting system.
 - o) Manages the administrative, financial and internal audit organization.
 - p) In cooperation with the Rector, he/she directs the preparation of the Institutional Development Plan and, as part of it, the Employment Plan, the Research, and the Development and Innovation Strategy in line with the Institutional Development Plan.
 - q) Establishes, operates and develops the internal control system with regard to the management process (planning, implementation, reporting) and its specificities, prepares the institution's audit trail, carries out risk analysis taking into account risk factors and operates a risk management system.
 - r) Responsible for the operation of a professional and financial monitoring system.
 - s) Ensures the protection of the assets placed at the disposal and owned by the University.
 - t) Required to manage the tasks of the faculty departments (e.g.: Dean's Office, Student Registration Office, etc.), which are responsible for the management and administration of the faculty, the agenda of which is determined by the Chancellor in an instruction, based on the professional needs of the Head of the Faculty, with continuous information and feedback.
32. In the performance of his/her duties the Chancellor's shall fulfil his/her obligations of cooperation and information with regard to the Rector.
33. In the performance of his/her duties and in the exercise of his/her powers, the Chancellor has the general right to give instructions and take measures, but may not give instructions to the Senate, the Rector, the Faculty and Institute Councils, the representative bodies, the Doctoral Students' Union and the Student Unions.
34. A chancellor's mandate may be awarded to or maintained by a person who has three years' experience of management in an institution of higher education, in a business company, in central or regional governmental administration and holds a tertiary degree. The chancellor shall be employed by the higher education institution and the maintainer shall exercise the employer's rights over him/her. The Rector shall participate in the application procedure for the position of Chancellor, and the Rector may propose to the maintainer the appointment or withdrawal of the appointment of the Chancellor. The chancellor may be appointed or dismissed by the maintainer.

35. The Chancellor may, subject to the limits prescribed by law, delegate the powers provided for in points 32 and 33 to a senior manager or senior member of staff of the University by Chancellor's instructions on a case-by-case basis or for a specific range of matters. The delegated authority may not be subdelegated.
36. The delegated powers in the case of employer's rights are set out in the Chancellor's instructions. The exercise and delegation of powers of commitment and authorization are set out in these Regulations, the Financial Regulations, the Regulations on the conclusion of contracts and commitments, the Financial Management Regulations and the instructions of the Chancellor.
37. The Chancellor is assisted in his/her work by Vice-chancellors. The Vice-chancellor for Health, under the direction of the Chancellor, exercises management control over the Clinical Centre. The duties and powers of the Vice-chancellors shall be laid down by the Chancellor in instructions or by specific provision.
38. The Chancellor is assisted by the following executive staff:
 - a) Director-General for Economic Affairs (also the Vice-chancellor for Health),
 - b) Director-General for Legal Affairs, Administration and Human Resources (also Vice-chancellor),
 - c) Director-General for Strategy and Development (also Vice-chancellor),
 - d) Technical Director,
 - e) Director of Procurement,
 - f) Director of Information Technology and Services
 - g) Director of Education,
 - h) Director of International Affairs and Public Relations.
39. The work assignment and specific duties of the executive management staff referred to in points 38 and 39 of this chapter shall be laid down by a Chancellor's instruction.
40. The chancellor, as the person exercising the rights of employer, shall decide, after a compulsory application procedure, on the award of the management mandates provided for in points 38 and 39 of this chapter, unless an exception is provided for by law or by internal regulations. The management mandates set out in points 38 and 39 (a) to (h) of this chapter may be granted for a fixed term of up to five years. The mandates set out in points 39 (a) to (c) of this chapter may be renewed once, and those set out in points 39 (d) to (i) of this chapter may be renewed several times. The management mandates set out in point 38 of this chapter shall be subject to a public call for tenders. The mandate may last until the person reaches the age of sixty-five.

The Council of Deans

41. The Council of Deans is the decision-preparatory, advisory body operating alongside the Rector.
42. The permanent members with voting rights of the Council are: the Rector, the Chancellor, the Deans and the President of the Clinical Centre. The Director-General for Economic Affairs, the Director-General for Legal Affairs, Administration and Human Resources, the Director-General for Strategy and Development and the Heads of Cabinets participate in the Deans' College with the right to consult.

43. The meeting of the Council may be attended by any person at the invitation of the Rector.
44. The Council of Deans is convened by the Rector.

The Rector-Chancellery Cabinet

45. The Rector-Chancellery Cabinet is a consultative and decision-preparatory body which assists the Rector and the Chancellor in their work and meets regularly at times determined by the Rector and the Chancellor.
46. The permanent members of the Rector-Chancellery Cabinet are: the Rector, the Chancellor, the Vice-rectors, the Vice-chancellors, the Director-General for Economic Affairs, the Director-General for Legal Affairs, Administration and Human Resources, the Director-General for Strategy and Development and the Heads of Cabinet.
47. The Rector-Chancellor's Cabinet is also the forum for operational consultation with the university's representative bodies. The Cabinet meets once a month with representatives of the trade unions entitled to conclude collective agreements and the Employees' Council to discuss issues of major importance relating to labour, social, living and working conditions and staff benefits.
48. The Rector-Chancellery Cabinet may be attended by any person at the invitation of the Rector or the Chancellor. The Rector may establish a cabinet of experts as an additional consultative and decision-preparatory body for a given subject area or subject matter, with ad hoc or regular meetings.
49. The meetings of the Rector-Chancellery Cabinet are convened by the Head of the Rector's Cabinet Office, who performs these duties under the direct authority and instructions of the Rector and the Chancellor.

CHAPTER IV: Organisational structure of the university

ANHE Article 8 (5) Higher education institutions may establish and maintain institutions or organisational units for the performance of the tasks defined in their founding charters.

ANHE Article 11 (1) Higher education institutions shall

- c) define those provisions governing their operation and organisation (hereinafter referred to as "rules for organisation and operation") which are not precluded by law and are not to be included in other regulations on the basis of an empowerment given by law,*

ANHE Article 12 (1) The governing body of the higher education institution is the Senate. The President of the Senate is the Rector.

- (7) The rights of the higher education institution laid down in the Fundamental Law shall be vested in the Senate*

ANHE Article 13 (1) The higher education institution shall be headed and represented by the rector, who shall have competence to act and take decisions in respect of all matters that do not fall under the competence of any other person or body pursuant to a law, the rules for organisation and operation, or the collective bargaining agreement. When performing the duties defined in points a) to f) of Article 13/A (2), the chancellor shall act as the head and representative of the higher education institution. At public higher education institutions, the rector may submit to the maintainer objections against the decisions and actions of the chancellor, or in the event of the chancellor's failure to act.

- (2) *At public higher education institutions, the rector shall be responsible for ensuring that the core activities of the higher education institution are performed properly, exercising in that context the rights of the employer over those employed as lecturers, professors, research fellows and teachers, and over employees of organizational units directly supporting the performance of duties of senior managers in accordance with points a) to d) of Article 37 (1), as well as the rights of the contracting party in relation to the non-employee engagement contracts referred to in Article 25 (3). The rector shall be entitled to determine, with the consent of the chancellor, the salaries of those employed as lecturers, professors, research fellows and teachers and the payments due under non-employee engagement contracts and other legal relationships.*

ANHE Article 14 (1) *Higher education institutions may establish organisational units providing IT, social, sport activities, library, archive, museum and health services, as well as dormitories, as set out in the applicable government decree, and other organisational units, in particular workshops, hostels and farms for practical training purposes, places for practising artistic activities, botanical gardens, and organisational units performing production activities. Even where multiple sites exist, only one organisational unit shall be responsible for the delivery of a given programme. The responsible organisational unit shall be identified in the educational programme.*

- (2) *The libraries and library systems of higher education institutions shall be academic public collections accessible to all, shall provide literature, information, education and research services, and may also perform the functions of museum institutions and archives. The libraries of public universities shall offer conventional and virtual learning environments, ensure the availability of teaching materials and literature, provide academic performance measurement services, perform the functions of the content manager of the higher education institution, as well as the tasks of public libraries, special libraries and academic libraries, as defined in the act on museum institutions, public library services and community culture. University libraries shall receive support from the national Document Supply System in accordance with the applicable law.*
- (2a) *A higher education institution may pursue activities*
- a) in the municipality of its seat and in the municipality of its establishment outside the municipality of its seat,*
 - b) at a community based higher education centre, under an agreement,*
 - c) in the municipality away from its seat in the case defined in Article 78(1),*
 - d) in the municipality of the seat and in the municipality of the establishment of other higher education institutions, under an agreement made with the consent of the maintainer,*
 - e) in the case of continuing vocational training, in the municipality of the place of training outside from its seat.*
- (3) *Non-educational units of an institution of higher education may be organised as institutional centres.*
- (3a) *An institution of general education or a vocational training institution maintained by an institution of higher education may operate as a department of the institution of higher education with legal personality, if so provided in the founding charter of the institution of higher education.*
- (3b) *The following rules shall apply to the institutional centre referred to in paragraph (3) and to the institutions of general education and vocational training referred to in paragraph (3a):*
- a) of Article 4 shall decide on the establishment, naming, reorganisation, restructuring, transfer of the right of maintenance, termination of the public education institution pursuant to Act CXC of 2011 on National Public Education (hereinafter referred to as the "ANPE"), and on the vocational training institution pursuant to Act LXXX of 2019 on Vocational Training (hereinafter referred to as the "AVT"),*
 - b) public education institution is established by registration with the education office and a vocational training institution is established by registration with the state vocational training administration body and is dissolved by deletion from the register,*
 - c) the rector is the employer of the head of the educational establishment and of the vocational training establishment, in respect of its other employees, except for decisions concerning salary management taken with the agreement of the chancellor, the head of the educational establishment and of the vocational training establishment exercises the rights of employer,*
 - d) no private-law relationship may be established between the higher education institution and the public education institution or the vocational training institution, and no claims or sanctions, judicial or otherwise, may be brought against each other,*
 - e) the establishment of higher education and the establishment of vocational education and training may acquire rights and assume obligations towards third parties other than the establishment of higher education, subject to any restrictions laid down by law,*

- f) the higher education institution is liable for the obligations of the educational establishment and the vocational training establishment,*
- g) the institution of general education and the institution of vocational education and training may be sued only jointly with the higher education institution in respect of the obligations which it has assumed, and the higher education institution may intervene in proceedings brought by the institution of general education or the institution of vocational education and training.*

1. The University's organizational structure consist of:
 - educational, scientific research,
 - central service,
 - management and administrative units.
2. The teaching and scientific research structure of the University:
 - the faculty,
 - the institute (group of departments),
 - the department,
 - the research team,
 - the clinic,
 - the Departmental section,
 - the Baja Astronomical Observatory of the University,
 - the Agricultural Training Unit,
 - the Vocational Training Centre,
 - Interdisciplinary Centre of Excellence for Research Development and Innovation.
3. The central service units of the University:
 1. Doctoral Intitute
 2. USz Teacher's Training Centre,
 3. USz Adult Education Centre,
 4. USz Junior Academy,
 5. University of Szeged – Francophone University Centre,
 6. Career Office,
 7. Public education institutions, vocational training institutions,
 8. Student Counseling Centre,
 9. Institute of Public Education Leadership, Training and Development,
 10. Colleges for advanced studies,
 11. Interdisciplinary Photonics Coordination Centre,
 12. Interdisciplinary Centre of Natural Chemical Compounds,
 13. Interdisciplinary Centre for Knowledge Management Research,
 14. MOL Coordination Centre for Research Organisation,
 15. Centre for ICT and Societal Challenges,
 16. USz Klebelsberg Library,
 17. University Archives,
 18. Foreign Language Centre,
 19. Botanical garden,
 20. USz Confucius Institute,
 21. USz Employees' Council Office,
 22. Student Union Office,
 23. Sports Centre,
 24. Dormitories.

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4. The service, management and administrative units of the University:
 - a) the Directorate-General for Economic Affairs,
 - b) Directorate-General for Legal Affairs, Administration and Human Resources,
 - c) Directorate-General for Strategy and Development,
 - d) Technical Directorate,
 - e) Procurement Directorate,
 - f) Directorate for Information Technology and Services,
 - g) Directorate for Education,
 - h) Directorate for International Affairs and Public Relations,
 - i) Internal Audit Department.
 5. A research organisation unit may be set up as a spin-off unit for the duration of a project or for the maintenance period of the project.
 6. Service, management and administrative units should normally be set up as central units, but to ensure proper functioning, management and administrative units (exceptionally service units) may be set up in faculties and other units.
 7. The Senate shall have the non-transferable power to create, restructure and abolish departments, unless otherwise provided by law or these Regulations.

CHAPTER V:

The teaching and research organisation of the University

The Faculties

Conditions for the establishment of a faculty

1. A faculty can be created at the University if this new department:
 - improve the work conditions for students and lecturers,
 - rationalise the organisation and management of education,
 - the increase in the number of students, the organisation of the tasks of the courses, which are coherent according to the field of training and the discipline, justify a significant change in the organisation of the University,
 - ensures the organisational conditions for education, and education-transfer between training areas and branches,
 - more effective cooperation between different disciplines in education and training, employment, and the integration of the University's service, management and administrative units,
 - facilitates the abolition or restructuring of parallel departments,
 - the system of departments and institutes is being modified in the direction of cooperation and organisation between those with wider teaching and scientific research responsibilities, taking into account the specificities of the knowledge required in the courses,
 - improves the conditions for scientific research, integrating research institutes and research teams into the institution, and promoting the involvement of research staff in training.
2. The faculty is an autonomous organisational unit with management powers, with separate administrative organisation and other units (groups of departments, institutes, clinics, farms, laboratories, other training places, library, etc.), and which is responsible for the education of students and the cultivation of sciences, cooperating in professional training and scientific work.
3. The basic organisational and operational rules of the faculty are set out in these Regulations. Issues not covered by these Regulations may be decided by the Faculty Rules of Procedure.
4. The faculties shall carry out their teaching and research activities are provided in the framework of
 - a) institute, (group of departments),
 - b) departmental (specialised group) structure.
5. The governing body of the faculty is the Faculty Council, with the Dean as the single responsible leader.
6. The faculties – in accordance with the regulations governing the election of members of the Senate – elect two lecturers from the faculty, one of whom is the Dean, appointed by the Rector on the basis of the opinion of the Faculty Council and the ranking of the Senate, and whose membership in the Senate is confirmed by a faculty meeting.

The Faculty Council

7. The rules for the election and operation of the Faculty Council are laid down in the Faculty Rules of Procedure.
8. The Rector and the Chancellor must be invited to the Faculty Council meeting.
9. The Faculty Council instructs, supervises and evaluates the activities of the teaching and research departments of the faculty, the work of its heads of units under delegated powers, and determines the operation of the faculty.
10. The Faculty Council carries out its tasks partly directly and partly through various committees, chosen by the Faculty Council.
11. The Faculty Council decides on the basis of point 9 of this chapter
 - a) its own work plan,
 - b) the establishment of the Faculty's rules of procedure,
 - c) the training principles, requirements and assessment of teaching at the faculty,
 - d) on the evaluation of applications for teaching and research positions which do not fall within the competence of the Senate,
 - e) the development of curricula, including elective and special colleges,
 - f) with the approval of the Rector and the Chancellor, the allocation of the budget – approved by the Senate for the faculty – among the units (departments, institutes, other units) with management authority,
 - g) on the conditions and principles of scientific student activities in the faculty,
 - h) in collaboration with the Rector and the Chancellor, on the faculty's plans for publishing notes and on how to meet the information needs of the literature,
 - i) under the authority delegated by the Senate, the Rector and the Chancellor.
12. The Faculty Council gives its opinion on the candidates for Dean.
13. The Faculty Council in its power of proposal and opinion
 - a) gives its opinion on the applications for the position of Vice-Dean,
 - b) gives its opinion on the management and administrative activities related to the faculty,
 - c) proposes the appointment of heads of teaching departments of the ,
 - d) propose the awarding of titles of distinction, honorary titles and diplomas,
 - e) proposes the award of honours to students of the University,
 - f) gives an opinion on applications for teaching and research positions in the faculty,
 - g) gives an opinion on students' academic matters as laid down in the university regulations,
 - h) gives its opinion on the reports on the activities of the faculty to be submitted to its superiors,
 - i) gives an opinion on draft university regulations, if the rector or the chancellor requests the faculty to do so,
 - j) gives its opinion on faculty development proposals,
 - k) acts in tasks delegated by the Senate (e.g. Part Two, Chapter III, point 4 of these regulations)
14. The student members of the Faculty Council committees are delegated by the Faculty Student Union and the Doctoral Student Union according to the number of members specified in the Faculty Rules of Procedure.

15. The composition of the Faculty Council is governed by these and faculty Regulations. Members of the Faculty Council are elected for a term of 3-5 years, renewable by re-election. Students and doctoral candidates may be members for a maximum of 1-3 years and may be re-newed by delegation.
16. The Dean reports annually on his/her work to the Faculty Council.
17. The Chair of the Faculty Council is the Dean. The Faculty Council elects its own secretary.

The Dean

18. The dean shall be chosen from among university or college professors or associate professors employed full-time at the University of Szeged.
19. The rector decides on the dean's mandate after the Faculty Council has given its opinion and after the Senate ranking.
20. The Dean's term of office is fixed for a maximum period of five years, subject to application. The Dean's term of office may be extended once for a maximum of five years on the basis of a competitive application.
21. The Faculty Council may, on the basis of a written petition to the Rector by two-thirds of its members, initiate the recall of the Dean. Reasons must be given for the initiative to recall the Dean.
22. The role of the Dean is:
 - a) to represent the University and the faculty, within the scope of the powers delegated by the Rector and/or the Chancellor, and within the scope of the powers determined by the Rector and/or the Chancellor,
 - b) to prepare the meetings of the Faculty Council and organising the implementation of the decisions taken by it,
 - c) the management of the faculty's human resources under the authority delegated by the Rector and/or the Chancellor,
 - d) the management and supervision of the faculty's teaching, research and educational units and their activities,
 - e) the management and supervision of the faculty's administrative organisation, under the authority delegated by the Chancellor,
 - f) to exercise the right of commitment in faculty matters, in respect of the financial resources held under centralised management and on the basis of decisions taken by the Senate, the regulations established and the instructions of the Rector and the Chancellor,
 - g) performing other duties and exercising powers laid down by law and university regulations and instructions.
23. The Dean is obliged to inform the Faculty Council about the implementation of decisions and measures taken in major matters. He/she is also obliged to inform the Faculty Council of the reasons for measures in which he/she has deviated from the recommendations of the Council.
24. The Dean may annul any decisions, resolutions and measures taken by the Faculty, which are within his/her competence and which violate the law or a university regulation, with the exception of the decisions of the Faculty Council and the social representative bodies of the Faculty.

25. Unless otherwise provided by law, the dean may not replace the annulled decision by a new decision, but may order the body or person responsible for the decisions, resolution or measure taken, to conduct a new procedure or to take a new decision.
26. The decision to annul must state the reasons on which it is based. The reasoning may include considerations and recommendations for a new decision.
27. If the Faculty Council does not agree with the Dean's action, the matter shall be placed on the agenda of the Faculty Council meeting upon written proposal of one third of its members, stating the reason. The written submission shall be submitted at least 8 days prior to the Council meeting. Dissent shall require a qualified majority (unanimous vote of at least two-thirds of the members present at a quorate meeting of the Council). If the Faculty Council expresses disagreement and the Dean maintains his/her action, the Rector shall decide on the matter. The Rector may refer the decision to the Senate.
28. The dismissal of the Dean may be initiated by the Rector to the Faculty Council, or by at least one third of the members of the Faculty Council in a written petition. The Faculty Council decides on the recall by a qualified majority (unanimous vote of at least two thirds of the members present).

The Vice-deans

29. The Dean is assisted in his/her work by the Vice-deans.
30. The Dean, after hearing the opinion of the Faculty Council, appoints the Vice-dean from among the professors and associate professors of the university/college for a period not later than the date of the Dean's appointment. A public call for applications to fill the position is mandatory.
31. The Dean may delegate certain of his/her duties specified in these Regulations to his/her deputies, except those delegated to him/her by the Senate, the Rector, the Chancellor or the Faculty Council. Such delegation of authority shall not affect the Dean's general managerial responsibility.
32. The responsibilities of the Vice-deans are set out in the Dean's instructions.
33. The dean shall appoint, for a fixed period of time, a general deputy from among the Vice-deans, who shall act in the absence of the dean, with the duty to inform the dean, in the exercise of the powers conferred on him/her.
34. The Dean and the vice-dean are entitled to participate in study sessions, lectures and examinations organised by the faculty's teaching departments, as well as in all events related to the faculty's activities.

Bodies assisting the management of the faculty

35. Various bodies and committees may be set up with the power to make proposals and give opinions in order to carry out the tasks of the faculty.
36. The election, composition, duties and competences of the bodies are laid down in the Faculty's rules of procedure.

The Institute

ANHE. Article 108. 11. institute: an organisational unit integrating or performing the activities of several departments;

37. The Institute is an autonomous organisational unit for the organisation of education and research, established by the faculty for the purpose of carrying out the teaching tasks of the faculty's bachelor's, master's, doctoral, higher education vocational and specialised training, in several disciplines, in several subjects and for the purpose of research in the related discipline(s). Its management is governed by the decisions of the Senate, the Faculty Council, the regulations issued by the Faculty Council, and the instructions of the Rector and the Chancellor.
38. The Institute shall manage its budget within the limits set by the Faculty Council, in accordance with point 37 of this chapter.

The Board of the Institute

39. The Board of the Institute is the decision-making, proposing, advisory and supervisory body of the Institute.
40. The Board of the Institute decides on:
 - a) the curriculum of each subject, the range of teaching materials and teaching aids,
 - b) directions for the development of the Institute's teaching and research activities,
 - c) the use and allocation of the Institute's budget, pursuant to point 37 of this chapter.
41. The Board of the Institute makes a proposal for:
 - a) the range of subjects covered by the institute, in the current curricula, at bachelor and master level,
 - b) the creation and abolition of departments of the institute, and the appointment of the head of the department,
 - c) to launch of training in a foreign language in undergraduate, postgraduate and doctoral education,
 - d) for the creation of new teaching and non-teaching research posts,
 - e) the granting of awards,
 - f) to confer the title of Professor Emerita/Emeritus.
42. The Board of the Institute gives its opinion on doctoral training, general and specialised further training, higher education vocational training, and on applications for the positions of head of the Institute and deputy head of the Institute.
43. Members of the Board are:
 - a) the head of the institute as chairman of the board,
 - b) heads of departments, university professors,
 - c) a number of lecturers and researchers – as specified in the Faculty's rules of procedure – chosen by the lecturers and researchers employed by the institute,
 - d) the representative(s) delegated by the University Student Union and the Doctoral Student Union.

The Head of the Institute

44. A full-time employed professor, college professor, or associate professor may be appointed as the head of the institute. The position of Head of Institute may be filled, on application, up to the age of 65. The provisions laid down in these Regulations for the Head of the Institute shall apply *mutatis mutandis* to the Director of the Institute, provided that his/her duties and powers are the same as those of the Head of the Institute.
45. The Head of the Institute is appointed by the Rector considering the ranking of the Faculty Council.
46. The Head of the Institute may be appointed for a maximum of five years. The mandate may be renewed several times following a competitive tendering procedure.
47. The Head of the Institute shall in particular have the following duties and powers
 - a) representing the Institute within the scope and under the authority delegated by the Rector,
 - b) managing and supervising the training activities of the Institute,
 - c) promoting and coordinating scientific research and publication activities within the Institute, addressing research management tasks and encouraging project applications,
 - d) exercises the power of commitment regarding the matters of the Institute on the basis of the University regulations and instructions in force,
 - e) managing the administration of the Institute, under the authority delegated by the Chancellor.
48. The Head of the Institute organises the human resources of the Institute.
49. The Head of the Institute shall be assisted in his/her work by deputy(s) as defined in the Faculty Rules of Procedure. The duties of deputy head of the institute may be entrusted to a lecturer with a full-time employment contract with the University, an academic degree and appropriate education and training. The deputies shall be appointed by the Dean, on the recommendation of the Head of the Institute and after considering the opinion of the Board of the Institute.
50. The Deputy Head of the Institute may act under the authority of the Head of the Institute, on the basis of a general or ad hoc delegation of authority from the Head of the Institute. The division of labour between the Head of the Institute and his/her deputy shall be determined by the Head of the Institute.

The department

ANHE Article 108. 43. *department: an organisational unit performing educational, academic research and educational organisation tasks in relation to at least one course unit;*

51. A department is an educational organisation that teaches at least one subject and conducts research in the related discipline. At least one third of the staff must hold an academic degree.
52. The responsible person of the department is the head of the department
53. The departmental body is the departmental meeting, which has decision-making, proposal and opinion rights.

54. In particular, the departmental meeting has the authority to decide on the curricula, examination requirements, teaching materials, research plans of the department, as well as the use and allocation of the department's budget based on the decisions and regulations made by the Senate, the Faculty Council, and the instructions of the Rector and the Chancellor.
55. The departmental meeting proposes the filling of teaching and research positions in the department, and the awarding of the title of Professor Emerita/Emeritus.
56. The departmental meeting gives its opinion on the applications for the position of Head of Department and Deputy Head of Department.
57. The Head of the Department is appointed by the Rector – after consulting the Faculty Council and the Dean and considering the ranking of the Faculty Council – from among the university or college teachers, university or college associate professors employed by the University, for a maximum term of 5 years.
58. The appointment of a Head of Department may be renewed several times following a application procedure.
59. The rules for the application procedure are set out in the Rules for Employment Requirements.
60. The Head of the Department shall be assisted in his/her work by deputy(s) as defined in the Faculty Rules of Procedure. A lecturer with an academic degree and appropriate qualifications who is employed by the University may be appointed as the Deputy Head of the Department.
61. In the absence of a call for applications or in the case of an unsuccessful application procedure, the Rector may - in exceptional and justified cases - on the recommendation of the competent dean, give a mandate to perform managerial tasks.

The research team

62. A research group is an organisational unit with management authority, which carries out research in a field covered by the profile of several educational units (institute, department, specialised group) and which is formed by the voluntary participation of staff from the above-mentioned units.
63. The research group elects its own leader.
64. The research team has the authority to decide on research plans and to use the budget of the research team as determined by the Faculty Council, in accordance with the decisions of the Senate, the Faculty Council, the regulations and the instructions of the Rector and the Chancellor.
65. The Faculty Rules of Procedure may lay down further detailed rules for the research group, subject to the provisions of point 3 of Chapter V., Part Two of these Regulations.

The clinic

ANHE Article 108. 22. *clinic: clinic: an organisational unit of a clinical centre which, through its curative-preventive activities at the level of progressivity specified in the health care provider's operating licence and within the framework of its territorial coverage, contributes to the training of physicians, dentists, pharmacists and health professionals, and is involved in the theoretical and practical development of the relevant branch of medicine and health sciences, and carries out research in this field;*

Decree No 60/2003 (X. 20.) of the Minister for Health, Social Affairs and Family Matters, on the minimum professional requirements for the provision of health services:

Article 5 (1) *The healthcare provider*

c) for in-patient specialised care

(ce) if it is part of a university providing training in medicine or health sciences, is entitled to use the name 'clinic';

Government Decree 96/2003 (VII. 15.) on the general conditions for the provision of health care services and on the procedure for the authorisation of health care services

Article 3 (2) *If a health care service provider is required to maintain a building or premises suitable for the performance of its activities, it shall indicate on a signboard at the entrance to the building and the service unit the official name of the service provider (name of the sole proprietor, company name, name as defined in the founding charter), the form of provision of health care services specified in the operating licence and, in the case of a health care service provider providing public health care services, the relevant reference there to. The name "clinic" may be used only by a organizational unit of a university providing medical (health) education as defined in the Act on National Higher Education which is engaged in progressive care (Article 75 of Act CLIV of 1997 on Health Care) and, through its curative-preventive tasks within the framework of the territorial care obligation, provides undergraduate and postgraduate education in the relevant medical specialisation, including theoretical and practical training, and participates in the theoretical and practical development of the relevant branch of medicine and conducts research thereto.*

66. A clinic and, according to the nature of its patient care activities, a centre, an institute, a separate department, is a department of the Clinical Centre carrying out the activities referred to in points 67 and 68; provides theoretical and practical undergraduate and postgraduate medical education in its field of specialisation, participates in the theoretical and practical development of a given branch of medicine, and carries out scientific, research and development and innovation activities thereto.

University of Szeged, Albert-Szent Györgyi Clinical Centre

ANHE Article 97 (1) *Institutions of higher education for medical and health sciences (hereinafter referred to as " higher education institution of healthcare ") maintained by a public trust with a public-service mission (hereinafter referred to as "public trust")*

a) operate a clinical centre as part of the higher education institution in the form of a legal entity,

b) may establish and maintain a health service provider in an organisational framework separate from that of the higher education institution,

(2) *The clinical centre can be a*

a) an organisation with county institutional functions in a management position,

b) an organisation with county institutional functions not in a management position,

which are subject to different rules under the provisions of this chapter.

(3) *The higher education institution shall be the maintainer of the clinical centre, and the Rector shall exercise the rights of the maintainer, taking into account the powers of the body responsible for the management of health services as defined by law (hereinafter referred to as the body responsible for the management of health services) under this chapter and the powers of the Chancellor - where no Chancellor is appointed, the Chief Financial Officer - in accordance with this Act.*

(4) *A clinical centre is a healthcare provider within the meaning of point (a) of paragraph 1, that holds an operating licence issued by the State health administration and has a financing contract with the health insurance body, may acquire rights and obligations in relation to the health care service.*

(5) *A clinical centre comprises clinics providing health services and participating in a higher education training programme, diagnostic units and other units related to the organisation of the health service and the higher education training programme.*

- (6) *In the case of point (b) of paragraph (1), the higher education institution of healthcare may establish a healthcare provider by means of a standalone founding charter or other statutory document.*
- (7) *For the purpose of practical training, a higher education institution of healthcare may contract with a healthcare provider to provide hospital, outpatient specialisation and pharmaceutical services.*
- (8) *The higher education institution of healthcare shall provide forensic expert services, as defined by law.*

ANHE Article 98 (1) *The clinical centre is headed by the president, who is the head responsible for the management of the health service at the higher education institution of healthcare. The head responsible for the management of the health service shall have a tertiary degree, a master's degree in a field of study of medicine and health sciences and an academic degree.*

- (2) *The president of the clinical centre is responsible for the organisation of the health service.*
- (3) *The president of the clinical centre shall make a proposal to the head of the body responsible for the management of the health service in respect of any change affecting the provision of public health services, taking into account the conditions laid down by law. If the head of the body responsible for the management of the health service does not agree with the proposal, he/she may object to it within fifteen days of receipt of the proposal, stating the reasons. The contested proposal for a decision shall not be adopted and shall not be implemented. If the time limit expires without objection, the agreement of the body responsible for the management of the health service shall be presumed.*
- (4) *The President of the Clinical Centre*
 - a) *may act as a representative of the higher education institution in connection with the operation and activities of the clinical centre, in accordance with the organisational and operational rules of the higher education institution,*
 - b) *participate in the organisation of clinical teaching activities of the higher medical education institution, and may carry out teaching, research and preventive medicine activities,*
 - c) *manages and supervises the economic operation of the clinical centre, in the case referred to in point (a) of paragraph (2) of Article 97, in cooperation with the Vice-chancellor for Health, where no Vice-chancellor for Health has been appointed, the Deputy Chief Medical Economist.*

ANHE Article 99 (1) *The head of the body responsible for the management of the health care service shall exercise the following professional management powers with regard to the health care services provided by the clinical centre:*

- a) *approval of the health care contract to be concluded by the clinical centre,*
 - b) *the conclusion of an agreement on a change in the provision of a public health service and the initiation of a decision on the basis of the agreement, or, if the change in the provision of a public health service is not subject to the conclusion of an agreement, the initiation of a decision under the conditions laid down by law,*
 - c) *initiating changes to the capacity and coverage of the clinical centre under the conditions laid down by law,*
 - d) *contribution to the debiting of the clinical centre's account for the revenues of the Health Insurance Fund in the cases specified in the Act on Compulsory Health Insurance Benefits and the Government Decree implementing it,*
 - e) *prior approval of the application for an amendment to the operating licence of the clinical centre as regards the specialisations that the clinical centre may provide, the level and form of progressive care, the number of beds and the number of hours per week,*
 - f) *consent to the suspension and extension of the health services listed in the operating licence of the clinical centre; and*
 - g) *without prejudice to the provisions of the legislation on the management of health care institutions, the performance of professional management tasks as determined by the Minister appointed by the Government.*
- (2) *When taking decisions on the capacity and area of specialised care, the State health administration body shall act in accordance with the initiative referred to in points (b) and (c) of paragraph (1).*
 - (3) *In the case referred to in point (a) of paragraph (2) of Article 97, the body responsible for the management of the health service shall exercise the management powers relating to the operation and management as provided for in this Act.*
 - (4) *In the case referred to in point (a) of paragraph (2) of Article 97, the Chancellor shall appoint and direct the activities of the Vice-chancellor for Health – or, if no Chancellor is appointed, the Deputy Chief Financial Officer appoints a Deputy Chief Financial Officer for Health –, in order to supervise the management of the clinical centre. In carrying out his/her duties, the Vice-Chancellor for Health, or the Deputy Chief Financial Officer for Health – if no Vice-Chancellor for Health is appointed –, shall have access to all documents relating to the management of the clinical centre.*
 - (5) *The powers of the body responsible for the management of the health service established by this Act may not be withdrawn or directed in the exercise of those powers.*

- ANHE Article 99/A** (1) *The rules governing the operation and organisation of the clinical centre, the rights and obligations of the head of the clinical centre, taking into account the provisions of this Act and Act CLIV of 1997 on Health Care (hereinafter: the Act on Health Care), and the rules governing the financial management of the clinical centre shall be laid down in the institutional document of the higher education institution of healthcare.*
- (2) *In the case referred to in point a) of paragraph (2) of Article 97, the approval of the head of the body responsible for the management of health services shall be obtained for the adoption of the provisions of the organisational and operational rules of the higher education institution of healthcare, directly determining health care activities, as well as the adoption of the provisions of other internal rules of the higher healthcare institution directly determining health care activities, on the basis of a proposal of the president of the clinical centre.*
- (3) *Within the framework of the organisation of health care services, the clinical centre and the higher education institution of healthcare shall, in an institutional document, provide for the manner 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 variable tasks related to certain budgetary years. The annual budget of the clinical centre shall be determined taking the above account.*
- (4) *In the case referred to in point (a) of paragraph (2) of Article 97, the entry into force of the internal agreement or contract, the annual budget and the asset management plan of the clinical centre, as well as any amendments thereto, shall be subject to the consent of the head of the body responsible for the management of the health service. In the case referred to in point (a) of paragraph (2) of Article 97, the higher education institution of healthcare shall send the head of the body responsible for the management of health care services in advance the partial report on the clinical centre referred to in paragraph (2) of Article 97.*
- (5) *In the case referred to in point a) of paragraph (2) of Article 97, the higher education institution of health care shall forward the documents referred to in paragraphs (2) and (3) to the head of the body responsible for the management of the health care service, who may object within fifteen days of receipt of the notification, stating the reason. The contested proposal for a decision may not be adopted or implemented. If the time limit expires without objection, the agreement of the body responsible for the management of the health service shall be presumed.*
- (6) *The higher education institution of healthcare shall provide data to the integrated central hospital management system specified in the legislation.*

- ANHE Article 99/B** (1) *The clinical centre shall participate*
- a) *in the provision of territorial health services, as provided for in the Act on the Development of the Health Care System and in the Act on Health Care, in the care of patients according to the different levels of progressivity of specialised care,*
- b) *in the context of curricular preventive medicine activities, in the performance of the training and research tasks of the higher education institution of healthcare.*
- (2) *The health insurance body shall conclude a financing contract with the clinical centre, taking into account the provisions of the Act on Compulsory Health Insurance Benefits, after having obtained the opinion of the body responsible for the management of the health service.*
- (3) *The clinical centre shall have a separate account 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.*

- ANHE Article 99/C** (1) *With respect to the clinical centre, the resources of the health service of the higher education institution of healthcare, the central investment and renovation and development resources related to patient care activities shall be planned in the chapter of the Ministry headed by the Minister responsible for healthcare of the Central Budget Act.*
- (2) *Under the professional guidance and coordination of the Minister responsible for the healthcare, the higher education institution of healthcare shall organise and its clinical centre shall provide, the training of medical specialists, dental specialists, pharmacists, clinical psychologists, public health specialists, and other higher education graduates in the field of healthcare, and shall assist in the performance of these tasks. The Minister responsible for government science policy directs and coordinates sectoral research and development activities, with the exception of research which, by law, falls within the competence of the Minister responsible for healthcare.*

- ANHE Article 99/D** (1) *The employment of a health care worker in a clinical centre of a higher education institution of healthcare shall be governed by the Health Care Service Employment Act, and he/she may perform professional, teaching, research and scientific activities, irrespective of his/her legal status and position, taking into account the qualifications and other professional requirements governing the activity.*
- (2) *An employee employed in a higher education institution of healthcare in a health care service relationship may – if the conditions set out in this Act or in the regulations of the higher education institution are fulfilled – also be employed in a teaching position pursuant to paragraph (1) of Article 27 or in a research position pursuant to*

paragraph (2) of Article 33, provided that activities carried out under a patient care contract and activities carried out under a teaching or researcher contract are regarded as working time in the same employment relationship.

(3) In the case of employment as referred to in paragraph (2), the only leave which may be granted for teaching and research positions shall be additional leave, the use of which, together with the normal leave, is authorised by the President of the Clinical Centre. A member of the clinical training staff employed as a member of the medical service may be engaged in duties ancillary to teaching and in support of teaching. In the case of employment resulting in the performance of dual duties, the remuneration rules applicable to each activity shall apply.

(4) Employees within the meaning of paragraph (2) shall be considered full-time employees for the purposes of both the minimum health conditions and educational accreditation for the purposes of their dual duties and employment.

67. The Clinical Centre is an autonomous health care service provider of the University of Szeged, operating as a legal entity, which carries out its activities on the basis of these Regulations, taking into account the training and research tasks of the Albert Szent-Györgyi Faculty of Medicine, the Faculty of Dentistry, the Faculty of Health Sciences and Social Studies and the Faculty of Pharmacy, according to the Articles on the Clinical Centre.
68. The Clinical Centre provides regional health services and patient care according to different levels of progressivity of specialised care, fee-paying healthcare services, and participates in the provision of training, the theoretical and practical development of the given branch of medicine and health science, and conducts research in this field.
Patient care tasks related to the teaching activities of the Faculty of Dentistry are carried out by the Dental and Oral Surgery Clinic operating as an organisational unit of the Clinical Centre, on the professional base of the Faculty of Dentistry.
69. The Clinical Centre comprises the clinics and diagnostic units providing health services and participating in the higher education training programme, as well as the units specified in the regulations adopted by the Senate or in the Rector's, Chancellor's or Rector-Chancellor's joint instructions and rules of procedure.
70. The Clinical Council is the body of the Clinical Centre a body vested with the power to make proposals and deliver opinions on the activities of the Clinical Centre, whose members are the heads of the clinics of the Clinical Centre, the heads of the centres, institutes and independent departments, according to the nature of their activities. The dean of the Albert-Szent Györgyi Faculty of Medicine, the dean of the Faculty of Dentistry representing the heads of the departments of the Faculty of Dentistry, as well as one representative of the University's Employees' Council and one representative of the health sector trade unions represented at the University of Szeged shall participate in the Clinical Council with the right to deliberate.
71. The Clinical Centre is headed by the President, who is the senior manager responsible for the management of the health service in the higher education institution. The senior manager responsible for the management of the health service must have a university degree, a master's degree in medicine and health sciences and an academic degree. The President of the Clinical Centre is proposed by the National Hospital Director-General after seeking the opinion of the Rector. The Minister responsible for healthcare and the Minister responsible for Education – acting in the performance of his/her functions and powers in the field of higher education – shall have joint powers to appoint and dismiss the President of the Clinical Centre. The National Hospital Director-General shall exercise the rights of the employer over the President of the Clinical Centre, with the exception of the appointment and dismissal as well as the teaching and research activities. The President is entitled to exercise the right of commitment and employer's rights in the activities of the Clinical Centre. He/she represents the University in the performance of the Clinical Centre's duties. The President must ensure that he/she is deputised in the event of being indisposed. In strategic matters concerning the management of the Clinical Centre, the President or the Head of the

Management of the Clinical Centre shall consult the Chancellor in advance.

71. When adopting the University budget for the year, the method of calculation and the amount of the costs incurred by the Clinical Centre in connection with its curricular preventive medicine activities (through which it participates in the implementation of the University's training and research activities) are decided jointly by the Chancellor and the President, taking into account the opinions of the Dean of the Albert-Szent Györgyi Faculty of Medicine, the Dean of the Faculty of Dentistry, the Dean of the Faculty of Health Sciences and Social Studies and the Dean of the Faculty of Pharmacy. The counterpart of the abovementioned expenditures shall be considered during budget planning and adoption in order to cover the expenditure related to the curative and preventative medical activities of the Clinical Centre. Payment and settlement between the University and the Clinical Centre shall be conducted in accordance with the internal financial agreement.
72. The University's central organisation and administrative units provide the economic, financial, controlling, accounting, labor, legal, administrative, IT, fund management, technical, investment, facility management, operations, logistics, services, supply and procurement services related to the operation of the Clinical Centre's legally defined activities. An internal agreement shall be concluded over the method and funding of such tasks.
73. The detailed regulations applicable to the operation of the Clinical Centre - tasks, the exercise of the powers of its management and staff in the performance of their duties and the structural framework for the fulfillment of its activities - are defined in the legislation, university regulations and in its organizational and administrative regulations decided by the President of the Clinical Centre, taking into account the provisions of point 4 of Chapter III, Part Two, with the approval of the National Director General for Hospitals.

Departmental section

74. A departmental section is a professional organisational unit without individual budget, teaching at least one subject and conducting research in the related discipline.
75. The professional supervisor of the departmental section is elected by its members and his/her additional tasks are determined by the Dean of the Faculty.
76. The departmental section can take decisions, make proposals and deliver opinions on professional issues.
77. The departmental section may determine the curricula, examination requirements, teaching materials and research plans of the section.

Baja Astronomical Observatory of the University of Szeged

78. The Baja Astronomical Observatory of the University of Szeged is an independent research unit (not part of the faculty organization) with a public cultural mission, managed by the Director appointed by the Rector.
79. The basic activities of the Baja Astronomical Observatory of the University of Szeged are astronomical and astrophysical research (basic natural science research), telescopic measurements and theoretical studies based on IT data processing.

80. The Observatory is involved in the University's bachelor's, master's, doctoral, higher-level vocational training, postgraduate specialist training course in the teaching of several subjects in various disciplines, also in research in the relevant discipline(s).
81. Detailed provisions for its operation are included in the Rules of Procedure prepared by the Director and adopted by the Senate based on the Rector's recommendation. It shall operate under the supervision of the Rector.

Experimental farm

82. The University may operate an experimental farm for educational and scientific research purposes, and provide related consultancy activities. The experimental farm is an organisational unit of the University engaged in agricultural production, education and scientific research activities on the University lands and facilities.
83. The purpose of the experimental farm is to provide University students with opportunities for scientific research as well as practical training in line with contemporary agricultural production.
84. The experimental farm is in charge of planning and organizing agricultural events, exhibitions, and conferences, as well as organising experimental farm programmes run by the Regional and Area Advisory Centre.
85. Experimental farm sectors: livestock, crop production. The experimental farm maintains machinery, provides services and engages in business operations in these sectors.

Vocational Training Centre

86. A vocational training centre may be established by the faculties' teaching departments of the University to provide practical training support.
87. The purpose of the vocational training centre is to ensure the necessary frameworks for the theses dissertations and practical training, to provide opportunities for research and development, as well as to offer professional guidance based on these activities.
88. The head of the vocational training centre is appointed by the Rector for a maximum of 5 years from among the full-time lecturers of the unit.

Teaching, research, and other extra-faculty units of the University

89. If the University intends to establish an organisational unit for the purposes of a contract, the establishment of the organizational unit is the competence of the Senate.
90. Establishment of an organisational unit on the basis of selected proposal shall be decided by the Senate at the latest at its first meeting following the conclusion of the proposal.

Interdisciplinary Research Development and Innovation Centre of Excellence

91. Excellence in science, research, development, and innovation, as well as the accomplishment of tasks supporting this activity, are given special consideration by the University. To achieve this, the Interdisciplinary Research Development and Innovation Centre of Excellence (hereinafter referred to as „Centre”) as an organizational unit shall be responsible in particular for the pursuit of research, development, and innovation activities, the promotion of synergies between these activities, their effective exploitation, and the support of their stages, which are defined in a scheduled, plannable, and time-bound manner with a process-or-program-based approach.
92. The Centre shall perform its tasks under the supervision of the Board of Directors. The operation of the Centre, the composition of the Board, the functions of its departments, the tasks of its management, staff members and their deputies, the structural framework for the performance of its functions shall be laid down in the rules of procedure adopted by the Rector and the Chancellor.

CHAPTER VI: The central organisational units of the University

ANHE Article 14 (1) *Higher education institutions may establish organisational units providing IT, social, sport activities, library, archive, museum and health services, as well as dormitories, as set out in the applicable government decree, and other organisational units, in particular workshops, hostels and farms for practical training purposes, places for practising artistic activities, botanical gardens, and organisational units performing production activities. Even where multiple sites exist, only one organisational unit shall be responsible for the delivery of a given programme. The responsible organisational unit shall be identified in the educational programme.*

(2) *The libraries and library systems of higher education institutions shall be academic public collections accessible to all, shall provide literature, information, education and research services, and may also perform the functions of museum institutions and archives. The libraries of public universities shall offer conventional and virtual learning environments, ensure the availability of teaching materials and literature, provide academic performance measurement services, perform the functions of the content manager of the higher education institution, as well as the tasks of public libraries, special libraries and academic libraries, as defined in the act on museum institutions, public library services and community culture. University libraries shall receive support from the national Document Supply System in accordance with the applicable law.*

(2a) *A higher education institution may pursue activities*

- a) in the municipality of its seat and in the municipality of its establishment outside the municipality of its seat,*
- b) at a community based higher education centre, under an agreement,*
- c) in the municipality away from its seat in the case defined in Article 78(1),*
- d) in the municipality of the seat and in the municipality of the establishment of other higher education institutions, under an agreement made with the consent of the maintainer,*
- e) in the case of continuing vocational training, in the municipality of the place of training outside from its seat.*

(3) *Non-educational units of an institution of higher education may be organised as institutional centres.*

(3a) *An institution of general education or a vocational training institution maintained by an institution of higher education may operate as a department of the institution of higher education with legal personality, if so provided in the founding charter of the institution of higher education.*

(3b) *The following rules shall apply to the institutional centre referred to in paragraph (3) and to the institutions of general education and vocational training referred to in paragraph (3a):*

- a) of Article 4 shall decide on the establishment, naming, reorganisation, restructuring, transfer of the right of maintenance, termination of the public education institution pursuant to Act CXC of 2011 on National Public Education (hereinafter referred to as the "ANPE"), and on the vocational training institution pursuant to Act LXXX of 2019 on Vocational Training (hereinafter referred to as the "AVT"),*
- b) public education institution is established by registration with the education office and a vocational training institution is established by registration with the state vocational training administration body and is dissolved by deletion from the register,*
- c) the rector is the employer of the head of the educational establishment and of the vocational training establishment, in respect of its other employees, except for decisions concerning salary management taken with the agreement of the chancellor, the head of the educational establishment and of the vocational training establishment exercises the rights of employer,*
- d) no private-law relationship may be established between the higher education institution and the public education institution or the vocational training institution, and no claims or sanctions, judicial or otherwise, may be brought against each other,*
- e) the establishment of higher education and the establishment of vocational education and training may acquire rights and assume obligations towards third parties other than the establishment of higher education, subject to any restrictions laid down by law,*
- f) the higher education institution is liable for the obligations of the educational establishment and the vocational training establishment,*
- g) the institution of general education and the institution of vocational education and training may be sued only jointly with the higher education institution in respect of the obligations which it has assumed, and the higher education institution may intervene in proceedings brought by the institution of general education or the institution of vocational education and training.*

For the central service units of the University, the activities set out in Paragraph (2) of Article 13/A of the ANHE shall be carried out by the Chancellor through the organisational units set out in Chapter VII, Article 1, points a) to j) and l) of these Regulations.

Central organisational units of the University:

1. Doctoral Institute,
2. USz Teacher's Training Centre,
3. USz Adult Education Centre,
4. USz Junior Academy,
5. University of Szeged - Francophone University Centre,
6. Career Office,
7. Public education institutions, vocational training institutions,
8. Student Counselling Centre,
9. Institute for Public Education Leadership Training and Development
10. Colleges for advanced studies,
11. Interdisciplinary Photonics Coordination Centre,
12. Interdisciplinary Centre of Natural Chemical Compounds,
13. Interdisciplinary Centre for Knowledge Management Research,
14. MOL Coordination Centre for Research Organisation,
15. Centre for ICT and Societal Challenges,
16. USz Klebelsberg Library,
17. University Archives,
18. Foreign Language Centre,
19. Botanical Garden,
20. USz - Confucius Institute,
21. USz - Employees' Council Office,
22. Student Union Office,
23. Sport Centre,
24. Dormitories.

Doctoral Institute

1. All organisational and administrative tasks related to the procedure to obtain a doctoral degree and the doctoral training programme are carried out by the University's Doctoral Institute. The Doctoral Institute shall be managed by the Director.

The Doctoral Institute shall:

- assist the work of the University Doctoral Council and the University Habilitation Committee,
- keeps uniform, university-wide records on doctoral training and degree acquisition,
- ensure to provide appropriate data to the relevant ministries, the Hungarian Accreditation Committee, the National Doctoral Council and the doctoral schools,
- liaise with doctoral student advocacy organisations,
- contribute to the public relations tasks of the doctoral training.

USz Teacher's Training Centre

2. Under the supervision of the Rector, the USz Teacher's Training Centre - hereinafter referred to as Centre – shall support the coordination of the professional, technical, operational and scientific tasks of teacher training, and ensure the organisation of theoretical and practical training.
3. The Centre shall coordinate in particular the audition, selection, admission, transfer of its students, credit recognition, teacher training, final examinations, as well as organise, supervise and evaluate school practices. Tracks the progress of students, tracks their careers.
4. The Centre is involved in the organisation of teacher training, educational research and teacher qualification procedures.
5. The Centre is managed by the Director General. The Director General shall ensure the replacement in case of absence.
6. The Centre is supervised by the Teacher Training Centre Council, chaired by the Vice-Rector for Education of the University, its members are the Director of Education, the Deans of the faculties of teacher training, and the representatives of public education institutions under the supervision of the University. The Director General of the Teacher Training Centre is a permanent member of the Council. Vice-deans of education of the faculties of teacher training and those invited by the chairperson may attend its meetings.

USz Adult Education Centre

7. The Adult Education Centre of the University of Szeged - hereinafter referred to as Centre - under the Rector's supervision, shall ensure the coordination of the professional, educational and organisational tasks of adult education. The Centre in particular shall coordinate the authorisation procedure for the implementation of adult education activities, the maintenance of institutional register and the institutional control of adult education.
8. The Centre shall be responsible for all extracurricular trainings as defined by the legislation on adult education.
9. The Centre is managed by the Director. The Director shall ensure the replacement in case of absence.

USz Junior Academy

10. The USz Junior Academy was established by the University of Szeged to preserve and strengthen its talent management traditions. The main advisory body of the USz Junior Academy is the Szeged Talent Council, whose members are proposed by the Rector and approved by the Senate. The chairperson is appointed by the Rector on the recommendation of the Council, performs his/her tasks under the direction of the Rector
11. The tasks of the USZ Junior Academy in particular:
 - central coordination of university talent management (National Scientific Students' Associations Conference 'OTDK', college talent management),
 - information and infrastructure development, identification and implementation of sources for talent management,
 - grant and scholarship management related to talent management
 - organisation of communication-skills trainings,
 - promotion of the results of talent management work at Universtiy, database management,
 - enhance the relations with secondary schools of the University,

- promotion of University courses for secondary school students,
- assist secondary school students in their enrolment to the University by organising courses and trainings for advanced level matriculation examination,
- scholarship management for secondary school teachers and for secondary school students successfully admitted to the University,
- coordination of scholarships: Start, New National Excellence Programme, "A chance for talented secondary school students",
- organisation and coordination of talent development competitions.

University of Szeged -Francophone University Centre

12. The Francophone University Centre of the University of Szeged aims to promote French-language training and research at the University, to coordinate French-language cooperation with foreign universities and scientific institutes, related governmental and non-governmental organisations and international organisations of Francophonie, and to present Francophone academic activity as a whole.
13. The tasks of the Francophone University Centre of the University, in particular coordination, project management and implementation, research and educational support activities, falling within the competence of the Rector. The Centre is managed by the Director.
14. The Francophone University Centre of the University may support all French-language teaching and research activities, or other activities closely related to French-language teaching and research at the University, its faculties and other units.
15. In addition to coordination, project management and presentation, the activities of the Francophone University Centre of the University include other activities related to the organisation and effective implementation of education and research.

USz Career Office

16. The main role of the Career Office of the University is to provide services and activities to students and former students of the University of Szeged to help them to get integrated to the labour market. The Office shall function under the supervision of the Rector.
17. Tasks of the USZ Career Office shall include the following in particular:
 - career guidance and counselling,
 - graduate career tracking,
 - organisation of career development course,
 - organisation of career orientation, guidance and simulation trainings,
 - organisation of the University of Szeged Job Fair and USz Regional Job Fair,
 - organisation of job fair preparatory programmes,
 - publication of advisory brochures,
 - individual career counselling,
 - keep students and those registered in the USz Career Office database informed about the programmes and activities of the USz Career Office and support them in their job seeking.

Public education institutions, vocational training institutions

18. The University shall maintain public education institutions in order to provide practical training for students in teacher training, for purposes of public education tasks and where vocational training and higher education are an integral part of the education system, the University has maintainer rights over the vocational training institutions.
19. Public education institutions and vocational training institutions shall carry out their activities under the supervision of the Rector, on the basis of specific legislation governing their management and supervision and the university regulations established on the basis of such legislation.

Student Counselling Centre

20. The Student Counselling Centre aims to assist students in successful participation in the higher education, in their physical and mental health and effective life management, through the involvement of professional (psychologists, psychiatrists, mental health specialists) and peer support. The Student Counselling Centre operates under the supervision of the Rector. The Centre is managed by the Director. The Director shall ensure the replacement in case of absence.
21. Main tasks of the Student Counselling Centre:
 - providing individual and group psychological counselling to cope with life management and mental health problems,
 - organising guidance and counselling programmes to assist the integration of local and foreign students,
 - organising courses on learning methods and providing counselling on learning problems,
 - initiating the establishment of community spaces, mental health support groups,
 - organising courses and counselling to help students in their career choices, career planning and job placement,
 - launching health promotion programmes and courses, with particular attention to the prevention and reduction of harmful addictions (smoking, alcohol, drugs),
 - continuous provision of services for students with disabilities.

Institute for Public Education Leadership Training and Development

22. The Institute for Public Education Leadership Training and Development is responsible for the development of leadership training in public education at the national level. The Institute is managed by the Director. The Director shall ensure the replacement in case of absence. The Director shall perform his/her duties under the supervision of the Rector.
23. In order to achieve the above the Institute shall:
 - organise professional training courses provided by universities (head of public education, quality expert, expert adviser, expert in district education administration, head of education) and provide a training programme for teachers in the field of education leadership training,
 - offer a professional development programme for those employed in public education management related fields, such as local public education administrators and educational service professionals,
 - provide services to support school development and the modernisation of local education systems,
 - organise and conduct research, generate the new scientific knowledge in a structured way to the users.

Colleges for Advanced Studies

24. The College for Advanced Studies helps to support the talent management of students with outstanding abilities, their involvement in public life, and the education of professionally demanding intellectuals by developing its own professional programme, providing high quality, professional training.
25. The College for Advanced Studies has its own rules for organisation and operation, statutes and training programme. Colleges for Advanced Studies shall perform their duties under the supervision of the Rector.
26. Students who are not members of a dormitory can also use the services of the College for Advanced Studies, and can be members of any higher education institution. All students of the USz Móra Ferenc College for Advanced Studies and the USz Eötvös Loránd College for Advanced Studies are students who are members of the dormitory and who are provided accommodation by these dormitories.

Interdisciplinary Photonics Coordination Centre

27. The Coordination Centre shall be an organisational unit established under point 92, Chapter V of these Regulations, managed by the Director proposed by the Council of the Coordination Centre and appointed by the Rector.
28. The main task of the Coordination Centre shall be integrating the photonics research carried out in different units of the University, providing a coherent research concept and setting new research directions closely linked to the objectives of the ELI ALPS Research Centre. The Coordination Centre shall use synergy between formerly independent research activities to launch new interdisciplinary research and develop international partnerships. The research results and collaborations further aimed at supporting the University's participation in national and international projects.
29. The Coordination Centre shall carry out its tasks on the basis of the rules of procedure proposed by the Director and the Coordination Centre Council and adopted by the Rector.

Interdisciplinary Centre for Natural Chemical Compounds

30. The Interdisciplinary Centre for Natural Chemical Compounds is an organisational unit established under point 92, Chapter V of these Regulations, managed by the Director proposed by the Board of Directors and appointed by the Rector.
31. The main task of the Interdisciplinary Centre for Natural Chemical Compounds is to integrate the research on compounds of natural origin conducted in different units of the University, thus providing a coherent and organised system. The ICNCC shall use synergy between formerly independent research activities to launch new interdisciplinary research and develop international partnerships. The research results and collaborations further aimed at supporting the University's participation in national and international projects.
32. The Interdisciplinary Centre for Natural Chemical Compounds shall carry out its tasks on the basis of rules of procedure proposed by the Director and the Board of Directors and approved by the Rector. The Centre shall set up an Advisory Board and its members shall be prominent researchers from home and abroad.

Interdisciplinary Knowledge Management Research Centre

33. The Research Centre is an organisational unit was established under point 92, Chapter V of these Regulations to conduct world-class research in knowledge management and dissemination. The Research Centre shall use synergy between formerly independent research activities to launch new interdisciplinary research and develop international partnerships. The members of the Research Centre contribute to the student's education by providing relevant knowledge management and other related courses.
34. The Research Centre shall perform under the Chancellor's management and the professional supervision of the Rector, under the guidance of the Head of the Centre. The Head of the Centre shall ensure the replacement in case of absence.

MOL Coordination Centre for Research Organisation

35. The MOL Coordination Centre for Research Organisation (MOL KUTKO) is a "one-stop shop" unit established under point 91, Chapter V of these Regulations, providing a communication platform between the University of Szeged and MOL Plc.
36. MOL KUTKO shall contribute to the mutual support of the Parties in the development and implementation of innovation and result-oriented Research and Development activities.
37. MOL KUTKO performs under the management of the Chancellor and under the professional supervision of the Rector.

Centre for ICT and Societal Challenges

38. The Centre for ICT and Societal Challenges - hereinafter referred to as the Centre - is the organisational unit established under point 92, Chapter V of these Regulations to ensure the coordination of the tasks of the domestic ICT (Information Communication Technology) activities related to the Societal Challenges pillar of the Horizon2020 programme of the European Union. The Centre coordinates national research activities in this area and participates in international networking.
39. An Advisory Board shall be set up to assist the Centre's activities, with the participation of institutions engaged in this field's national research.
40. The Centre is managed by the Director. The Director shall ensure the replacement in case of absence. The Director shall perform under the management of the Chancellor and under the professional supervision of the Rector. The Director of the Centre shall be appointed by the Rector of the University on the proposal of the Institute of Computer Science of the University, after the consultation with the Advisory Board.
41. The Centre shall establish its own rules of procedure in accordance with the relevant legislation and Senate decisions.

SZTE Klebelsberg Library

42. The Klebelsberg Kuno Library of the University of Szeged (abbreviated name: USz Klebelsberg Library) is an academic public collection, university library, performing literature, information, educational and research functions. The Library shall provide services in accordance with the provisions of Paragraph (2) of Article 11 of the ANHE by fulfilling the tasks set out in Paragraph (2) of Article 14 of the ANHE, the tasks of the public library, as specified in Article 55 of Act CXL of 1997 and the tasks of the scientific and specialised library, as specified in Article 63 of the same Act. Its maintainer is the University of Szeged, the conditions necessary for the constant and proper operation of the library and for the implementation of the basic tasks listed above are provided by the University of Szeged. The Ministry of Human Resources is responsible for the professional and legal supervision of the library, while the Chancellor is in charge of its management under the professional supervision of the Rector.
43. The main task of the Library is to provide the University's teaching, research and study activities with the necessary literature and library information services by means of the acquisition and professional research of traditional and electronic (digital) documents. The Library shall provide access to documents and information in its traditional and computer reading rooms and special collections. As the central library of the University shall ensure the use of the Electronic Information Service (EIS), participate as a public library in the operation of the National Document Delivery System (NDDS). The Library shall provide a traditional and virtual learning environment, access to teaching materials and literature, science metrics services, and manages the University's content management functions. The Klebelsberg Library as a specialised library for higher education and as a public library meets the basic requirements of the relevant legislation.
44. The Library operates under the supervision of the Director-General, with a department, group structure. The direct supervision of the reading service and information technology is carried out by deputy directors-generals. The Director-General shall ensure the replacement in case of absence.

University Archives

45. The Archives of the University of Szeged (hereinafter: Archives) is a scientific public collection of historical documents, information and research, managed by the University of Szeged. Its professional and legal supervision is carried out by the Archives Department of the Ministry of Human Resources and one amongst the Chief Archivists of the Hungarian National Archives appointed by the Minister of Human Resources, performs under the management of the Chancellor and under the professional supervision of the Rector.
46. Its main task is to collect, preserve and enhance the research value of all the historical documents, photographs and moving images created by all the units of the University and their legal predecessors. To this end, it supervises and monitors the management of the University's archives, the professional review of the archives management regulations and archives plans, the state and internal organisation of the archives, it receives, organises and manages material of historical value.
47. The Archives is managed by the Director. The Director shall ensure the replacement in case of absence.

Foreign Language Centre

48. The Foreign Language Centre teaches languages to students at the University. It is managed by the Chancellor under the professional supervision of the Rector. The Institute is headed by the Head of the Centre. The Head of the Centre shall ensure the replacement in case of absence.
49. The Foreign Language Centre shall provide language teaching free of charge and subject to a fee, for undergraduate and postgraduate students as approved by the Senate.
50. The Foreign Language Centre is responsible for general language teaching and in particular, for providing vocational language training in line with the professional profile of the faculties. The Centre aimed at preparing newly-enrolled students for the language requirements of the degree course.
51. The Foreign Language Centre is closely linked to the preparation for language examinations and the administration of language examinations.

Botanical Garden

52. The Botanical Garden performs its duties under the management of the Chancellor and the professional supervision of the Rector. The Garden is headed by the Director. The Director shall ensure the replacement in case of absence. It shall provide its plant collection for the education and research of plant diversity in cooperation with the faculties and other units of the University.
53. Develops and maintains a species-rich internationally and nationally significant registered and professionally managed collection of living plants, with particular emphasis on species of national and local importance.
54. Its collection is available to all educational institutions, research centres and the general public through tourism, by organising study tours, nature study activities and involving the media and the public.

University of Szeged Confucius Institute

55. The University of Szeged Confucius Institute was established in cooperation between the University of Szeged and the Shanghai University of International Studies, with the support of the Chinese Language Education Council (Hanban).
56. The Usz Confucius Institute operates under the direction of the Rector. The Institute offers free Chinese language courses for students of the University and other educational institutions in the Southern Great Plain region, organises free and fee-based Chinese language courses in the framework of adults education. The Institute is managed by the Director. The Director shall ensure the replacement in case of absence.
57. The Usz Confucius Institute supports all outstanding students of the University and the Institute studying Chinese in the application and winning of the Chinese scholarships offered by Hanban.
58. Besides language teaching, the Usz Confucius Institute organises Chinese cultural programmes, courses and trainings for those interested.

59. The main task of the Usz Confucius Institute to support the University of Szeged and the city of Szeged in the development of Hungarian-Chinese bilateral relations.

University of Szeged Employees Council Office

60. The Office shall carry out and coordinate the administrative and other secretarial tasks of the Employees' Council. The members of the Office shall be appointed and dismissed by the Chancellor, after the opinion of the President of the Employees' Council has been obtained. The administrative and financial management of the Office shall be exercised by the Chancellor.

University Student Union Office

61. The University provides the conditions for the operation of the University Student Union by operating a University Student Union Office. The Head of the Office shall be appointed and dismissed by the Chancellor, with the approval of the President of the Union. The administrative and financial management of the Office is under the direction of the Chancellor. The rules of procedure are approved by the Chancellor on the proposal of the Union.

Sports Centre

62. The Sport Centre is responsible for carrying out training and educational tasks as required in the regulations in the physical education, sport and recreation programmes, to develop a range of programmes (courses) in physical education according to students' needs and opportunities. It shall operate under the management of the Chancellor and the professional supervision of the Rector. The Director is responsible for the management of the Sports Centre. The Director shall ensure the replacement in case of absence.
63. Organising and implementing recreational sport and leisure programmes within the University's premises and its remit, including institutional and foreign relations.
64. Supporting the professional work of the university sports association.
65. Coaching and/or organising the programme for the University's teams and athletes and to represent the institution fairly in university and college championships.

Dormitories

66. The University provides student accommodation in dormitories. The Director shall be responsible for the management of the dormitories. The Director shall ensure the replacement in case of absence. The dormitories shall perform their duties under the direction of the Chancellor.
67. The main task of the dormitory is to enable the studies, especially for students living in socially disadvantaged circumstances, living far from the seat of the institution and having a student status at the University of Szeged.

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68. The dormitory is committed to helping students prepare for a career in an organised and structured role. It shall provide the conditions for undisturbed learning and give students the opportunity for self-education, physical activity and leisure time.
 69. By promoting the concept of self-governance, it shall teach democracy and prepare students to exercise their profession and to play a role in public life. The dormitories can provide a place for student voluntary groups, the establishment and operation of such groups are regulated in the operational rules of the dormitory.
 70. The detailed rules for dormitory stay are regulated in the operational rules of the dormitory.

CHAPTER VII.

The central management and administrative units of the University

ANHE Article 8 (5) Higher education institutions may establish and maintain institutions or organisational units for the performance of the tasks defined in their founding charters

*ANHE Article 75 (4) In the case of public higher education institutions,
b) the right to appoint and dismiss the chief internal auditor shall be exercised by the chancellor with the prior consent of the maintainer*

1. The University shall set up the following units to carry out its operational tasks: economic, administrative, organisational, technical service, internal audit and data protection:
 - a) Directorate-General for Economic Affairs,
 - b) Directorate-General for Legal Affairs, Administration and Human Resources,
 - c) Directorate-General for Strategy and Development,
 - d) Directorate of Procurement
 - e) Directorate of Information Technology and Services
 - f) Technical Directorate,
 - g) Directorate for International Affairs and Public Relations,
 - h) Directorate of Education,
 - i) Internal Audit Department,
 - j) Chancellor's Cabinet,
 - k) Rector's Cabinet Office,
 - l) Data Protection Office.

The tasks of the central management and administrative departments defined in this point, structural framework for the performance of the duties of its managers and members, the rules on the exercise of its powers and replacement taking into account the obligation of cooperation with the Rector shall be regulated by the laws on management and administration, university regulations and the rules of procedure adopted by the Chancellor in a directive.

Directorate-General for Economic Affairs

2. The Directorate-General for Economic Affairs - hereinafter referred to as the Directorate-General - is responsible for the University's economic, financial, controlling and accounting functions. The Directorate-General operates under the management of the Chancellor. The Directorate-General shall be headed by the Director General for Economic Affairs, who shall be the economic head of the University within the meaning of point f) of Paragraph (2) Article 13/A of the ANHE. The Chancellor shall determine the rights and duties of the Director-General for Economic Affairs.
3. The Directorate-General is responsible for the economic, financial, controlling and accounting activities of the University's faculties and other units, in particular shall
 - contribute to the development of the University's economic strategy;
 - develop and carry out budget planning tasks for all appropriations, operate the reporting and accountability system, and provide analytical support to the University's management in its decision-making;

- constantly monitor and control the implementation of the budget of each unit;
 - fulfil the control of the University's financial commitments;
 - fully manage the tasks related to bank accounts;
 - ensure the implementation of accounting, recording and reconciliation tasks related to the processing of incoming and outgoing invoices;
 - prepare the annual budget, balance sheet, profit and economic outturn of the University;
 - be responsible for the negotiation, accounting and financial aspects of the applications/grants;
 - manage the University's fiscal functions;
 - manage tasks related to foreign exchange management and customs procedures;
 - keep records of the University's assets, manage and regulate the inventory tasks;
 - manage the data and reporting obligations related to the financial management of the University;
 - prepare and develop all the regulations related to management (directives, rules, rules of procedure, instructions) and make certain to keep these documents up to date.
4. The Directorate-General in relation to the Clinical Centre shall perform the tasks assigned to the economic unit or the head of the economic unit based on Government Regulation no. 368/2011. (XII. 31.) on the Implementation of the Act on Public Finances;
5. The Chancellor decides on the ranking of applications for the position of Director-General for Economic Affairs. The Director-General for Economic Affairs shall ensure the replacement of the heads of units of the Directorate-General in case of absence.

Directorate-General for Legal Affairs, Administration and Human Resources

6. The Directorate General for Legal Affairs, Administration and Human Resources - hereinafter referred to as the Directorate-General - is the organisational unit that supports and manages the legal, administrative, human resources and organisational work of the University. The Directorate-General operates under the Chancellor. It is managed by the Director-General for Legal Affairs, Administration and Human Resources. The rights and duties of the Director-General for Legal Affairs, Administration and Human Resources are defined by the Chancellor. The Directorate-General shall manage the legal, administrative and human resources activities of the faculties and other units of the University, in particular
- organise the legal representation of the University, and tasks related to the legal affairs of the University;
 - represent the University in administrative affairs;
 - manages the University's legal, administrative and human resources organisation;
 - provide a lead coordination role in the preparation of the University's administrative decisions, manage its preparation, implementation and monitoring, ensure the review of the legislation of university regulations;

- manage the implementation of the University's human resources strategy, develop and operate the human resources management and training system;
 - carry out the administrative tasks related to the personnel of executive employees of whom the Rector and the Chancellor exercises the rights of the employer
 - perform payroll and labour-related tasks;
 - manage the legal supervision of the University;
 - prepare and organise the Senate meetings;
 - prepare and organise the meetings of the Council of Deans;
 - be responsible for editing the official University journal.
7. The Director-General for Legal Affairs, Administration and Human Resources shall ensure the replacement of the heads of units of the Directorate-General in case of absence.

Directorate-General for Strategy and Development

8. The main task of the Directorate General for Strategy and Development - hereinafter referred to as the Directorate -General - is to coordinate and manage the development activities of the University at an institutional level. The Directorate-General is managed by the Director-General for Strategy and Development. The rights and duties of the Director-General for Strategy shall be defined by the Chancellor, under the professional supervision of the Rector.
9. The Directorate General operates under the management of the the Chancellor with the professional supervision of the Rector.
10. The tasks of the Directorate-General in particular are:
- coordination of institutional strategy development embedded in international, national and regional sectoral concepts,
 - initiating and implementing the University's organisational development tasks,
 - systematic and organised management of the University's integrated quality management system, preparing, developing and updating all regulations (rules, rules of procedure, instructions) related to these tasks,
 - managing the research, development and innovation activities of the University's faculties and other units, as well as the management of grants and projects,
 - supporting the preparation, submission and implementation of applications and projects at the University, and promoting participation in national and international tenders, in particular those funded by the European Union.

Directorate of Procurement

11. The Directorate of Procurement - hereinafter referred to as the Directorate - is responsible for the proper implementation of the University's procurement and public procurement processes. It is headed by the Director of Procurement. The Directorate operates under the direction of the Chancellor. The rights and duties of the Director of Procurement are defined by the Chancellor.
12. The Directorate is responsible for public procurement, construction procurement, supply procurement and service contracting for the University's faculties and other units.

13. The Director of Procurement shall ensure the replacement of the heads of units of the Directorate in case of absence.

Directorate of Information Technology and Services

14. The Directorate of Information Technology and Services - hereinafter referred to as the Directorate - is the University's IT service provider organisation, responsible for IT and telecommunications operation, development and service tasks related to the operation of the University's organisational units, manages and supervises the activities of the organisational units and staff engaged in such activities. The Directorate is headed by the Director of Information Technology and Services. The Directorate operates under the supervision of the Chancellor. The rights and duties of the Director of Information Technology and Services are defined by the Chancellor.
15. In particular, the Directorate is responsible for the following tasks:
 - development of the University's IT strategy;
 - operation, maintenance and development of the University's network and telecommunication infrastructure, cooperation with organisations developing and operating national and international research IT networks, external network partners;
 - operation, maintenance and development of the data centre and server resources the University's central infrastructure services and IT systems based on these resources;
 - preparation, maintenance and enforcement of University policies related to the operation and use of the University's IT resources, and the professional direction and supervision of those involved in the provision of the services included in the scope of the University's responsibilities;
 - protection of the University's IT resources, the services provided and the accumulated information assets, fulfillment of the related tasks and the coordination of related activities;
 - establishment, operation and development of a customer relation management system and a customer service to ensure a high level of support for IT and service tasks;
 - operating the student services unit, whose primary task is to provide the students of the University of Szeged with all student services and related customer service, fulfilling the administrative duty of the University, especially the management of student finances, administrative matters, applications and the development of the University's electronic administration system;
16. The Director of Information Technology and Services shall ensure the replacement of the heads of units of the Directorate in case of absence.

Technical Directorate

17. The Technical Directorate - hereinafter referred to as the Directorate - is responsible for the management of the University's assets, including the performance of tasks related to technical, facility utilisation, operation, transport, management and protection of the assets in its use, as well as tasks related to occupational safety. The Directorate is headed by the Technical Director. The Directorate operates under the supervision of the Chancellor. The rights and duties of the Technical Director are defined by the Chancellor.
18. The Directorate is responsible for the management of the assets of the University's faculties and other organisational units, including technical, facility utilisation, operation, transport, storage, and the management and protection of the assets in its use.
19. The Technical Director shall ensure the replacement of the heads of units of the Directorate in case of absence.

Directorate for International Affairs and Public Relations

20. The Directorate of International Affairs and Public Relations - hereinafter referred to as the Directorate - promotes the realization of the University's strategic goals related to internationalization, contributes to the University's international relations, in order to develop the University's active role in the international and European Higher Education and Research Region. The Directorate is in charge of ensuring the unified national and international presentation and communication of the University and of coordinating the University's marketing and public relations activities. It is managed by the Director for International Affairs and Public Relations. The Directorate operates under the professional supervision of the Rector and under the management of the Chancellor. The rights and duties of the Director for International Affairs and Public Relations are defined by the Chancellor, under the professional supervision of the Rector.

The main tasks of the Directorate in particular:

- contribution to the achievement of the University's national and international marketing, communication and recruitment strategy, as well as its central external and internal PR strategy,
 - centralised, institutional-level management and programme management of the ERASMUS+, ERASMUS+ International Credit Mobility, CEEPUS, Campus Mundi, Makovecz and EEA Fund programmes, and the implementation of international mobility of teachers, researchers, students and administrators related to these programmes;
 - centralised, institutional-level management of the Stipendium Hungaricum programme and the coordination of international full-time study programmes;
 - managing the domestic and international marketing activities of the University of Szeged and the recruitment of foreign students, as well as supporting the international initiatives of the departments;
 - coordinating cooperation with external organisations and institutions involved in hosting foreign students (in particular the Hungarian Rectors' Conference, Tempus Public Foundation);
 - reception and administration of foreign students;
 - perform tasks related to unified university communication, publications, press relations, marketing and PR activities;
 - constant analysis and preparation of periodic reports on international trends, rankings;
 - event organisation and coordination of advertising activities on the premises of the University;
 - maintaining contact with graduates and helping them to build their future careers, contributing to the constant improvement of the quality of education and services provided by the parent institution;
 - organising the cultural life of the University, promoting cultural relations and preserving the cultural values of the University;
 - managing of publishing activities and workshops at the university.
21. The Director of International and Public Relations shall ensure the replacement of the heads of units of the Directorate in case of absence.

Directorate of Education

22. The Directorate of Education - hereinafter referred to as the Directorate - manages and supports the University in its academic, educational organisation and student counselling tasks, as well as the professional supervision and management of the educational institutions and dormitories managed by the University. The Directorate manages the educational organisation, study and student counselling activities of the University's departments supporting its core educational mission. The Directorate is headed by the Director of Education. The Directorate operates under the professional supervision of the Rector and under the management of the Chancellor. The rights and duties of the Director of Education are defined by the Chancellor, under the professional supervision of the Rector.

The Directorate's main tasks include in particular:

- the management of the University's professional certification and accreditation procedures;
- professional management of the e-learning system and ensuring its operational conditions, supervision of the related systems;
- supervising and managing the academic administration of the University's units;
- organising and preparing the meetings of the Education and Training Committee;
- preparing and reviewing the university regulations (rules, rules of procedure, instructions) related to education;
- the development of uniform policies and procedures for the organisation of education;
- management of external data provision related to education.

23. The Director of Education shall ensure the replacement of the heads of units of the Directorate in case of absence.

Internal Audit Department

24. Internal audit is an independent, objective assurance and consulting activity. The Department is responsible for monitoring compliance with laws, policies and procedures, and for examining the economy, efficiency and effectiveness of the University's budget income and expenditure and its activities, in order to ensure the reliability and transparency of public finance management. Internal audit is an integral part of responsible university governance and supervision of the University. Its purpose is to evaluate the University's internal control system and its effectiveness and to improve the efficiency of its risk management, control and governance procedures. The audit is performed by independent internal auditors and is carried out by the Internal Audit Department.
25. The Chancellor is responsible for ensuring the functional independence of the internal auditors, in particular with regard to the definition of audit plans, methods, reports and recommendations, this responsibility cannot be delegated. The Internal Audit Department of the University of Szeged performs its activities under the direct authority of the Chancellor and sends its reports directly to the Chancellor. The detailed rules of internal audit are set in the Internal Audit Manual.
26. The right to appoint and dismiss the Head of Internal Audit - Head of Department shall be exercised by the Chancellor with the prior agreement of the maintainer.

27. The Chancellor decides on the ranking of applications for the position of Head of Internal Audit - Head of Department.

Chancellor's Cabinet

28. The Chancellor's Cabinet shall carry out its tasks under the management of the Chancellor. The Office of the Chancellor's Cabinet shall ensure and coordinate the duties of the personal secretary, administrative and other clerical secretarial services for the Chancellor. The Head of the Chancellor's Cabinet Office shall be responsible for secretarial duties.
29. At the Chancellor's initiative, the Chancellor's Cabinet may be responsible for managing and supervising certain high-priority, long-term projects.

Rector's Cabinet Office

30. The Office of the Rector's Cabinet shall ensure the performance of the duties of the personal secretary, administrative and other clerical secretarial services related to the work of the Rector. The Office of the Rector's Cabinet is directly supervised by the Rector and managed by the head of the Rector's Cabinet Office.

Data Protection Office

31. The activities of the Data Protection Office are aimed at raising internal awareness of data protection for all personal data related to the University's operations, developing the related compliance and providing advice on data protection issues at the University. The Office's responsibilities in data protection include monitoring compliance with legislation, internal protocols, policies, guidelines and auditing the University's data protection activities. The Data Protection Office is headed by the Data Protection Officer. The Chancellor exercises the power to appoint and dismiss the Data Protection Officer - Head of Office.
32. In its activities, the Office exercises the right to independence. In order to ensure independence, the Data Protection Officer shall not be subject to any instruction in the performance of his/her duties and responsible to the Chancellor for his/her actions. The members of the Data Protection Office may be subject to instructions from the Data Protection Officer and responsible to him/her for their actions.
33. The members of the Data Protection Office are under an obligation of confidentiality with regard to the information they become aware of in data protection matters.
34. The detailed rules relating to the tasks and procedures of the Data Protection Office are defined in specific rules.

CHAPTER VIII.

Representative bodies at the University

Labour Code Article 236 (1) *Employees shall elect a shop steward, or a works council if the average number of employees at the employer or at an independent establishment or department of the employer (hereinafter referred to as "establishment") exceeds fifteen or fifty employees, respectively, in the six months preceding the establishment of the election committee.*

Labour Code Article 262 (1) *The works council shall be responsible for monitoring compliance with the rules governing the employment relationship.*

(2) *In order to perform its duties, the works council has the right to request information and to initiate a meeting, stating the reason, which the employer may not refuse.*

(3) *Every six months the employer shall inform the works council*

a) on issues affecting its economic situation,

b) changes in wages and salaries, liquidity related to the payment of wages and salaries, employment characteristics, usage of working time, working conditions,

c) the number of employees and their job titles employed by the employer.

(4) *The works council shall inform the employees of its activities every six months*

The Employee's Council

1. In accordance with Paragraph (1) of Article 236 of Act I of 2012 on the Labour Code (hereinafter: Labour Code), the Employees' Council operates at the University as an elected works council.
2. The Employees' Council has the right of agreement and opinion on matters defined by law and under the Labour Code.

The Trade Unions

3. Trade unions may operate at the University.
4. The trade union has the right to operate, to represent interests, to inform and be informed.
5. According to the provisions of the Labor Code, the trade union is entitled to conclude a Collective Bargain Agreement.
6. As defined by the legislation, the trade union has the right to representation, opinion and agreement.
7. The representative trade unions operating at the University must be stipulated in the University's Collective Bargain Agreement.

The Student Union

- ANHE Article 60** (1) *At the level of the higher education institution, students' interests shall be represented by the students' union working as part of the higher education institution. With the exception provided for in Article 63, all students shall be members of the students' union and shall have the right to vote and to stand as a candidate in elections. The students' union may exercise its powers, as laid down in this Act, if*
- a) it has elected its officers, its statutes have been approved, and*
 - b) it can be verified that at least twenty-five percent of the full-time students of the higher education institution participated in the students' union elections.*
- (2) *The rules governing the operation of the students' union shall be laid down in its statutes. The statutes shall be adopted by the delegates' meeting of the students' union and shall take effect upon approval by the Senate. The senate shall express an opinion on the approval of the statutes not later than at its first meeting held after the thirtieth day after the submission of the statutes.*
- (2a) *The officers of the students' union*
- a) shall hold office for a total period of not more than four years, taking into account the terms of all offices held as an officer of the students' union,*
 - b) shall not perform tasks as a senior executive officer, a member of the supervisory board or an auditor of a company which was established by the higher education institution or in which the higher education institution has an interest.*
- (3) *The approval of the statutes may be refused only if the proposed statutes are in violation of law or conflict with the higher education institution's rules for organisation and operation. The statutes and any amendments thereto shall be considered as having been approved if the Senate has not expressed an opinion within the specified time limit.*
- (4) *The higher education institution shall ensure the conditions for the operation and functioning of the students' union, and it shall be obliged to control the lawfulness of the use thereof and the legality of the operation of the student's union. The student's union may use, free of charge, the premises and equipment of the higher education institution for the performance of its tasks as long as it does not impede the operation of the higher education institution.*
- (5) *In the event of the infringement of its rights set out in this Act, including the refusal of the approval of its statutes, the students' union may within thirty days of notification take the case to court on the grounds of violation of law or conflict with the rules of the higher education institution.*
- (6) *The time limit referred to in paragraph (5) shall be statutory. The Metropolitan Court of Budapest shall have exclusive jurisdiction. The application shall have suspensory effect.*
- (7) *The students' union shall decide on its operation, the use of funds provided to enable its operation, the use of state aid and own revenues, the exercise of its competences, and setting up and maintaining an information system at the higher education institution. The students' union shall not be given instructions concerning its activities of interest representation.*

- ANHE Article 61** (1) *When the rules for organisation and operation are adopted and amended, the students' union shall exercise the right of consent in respect of the following:*
- a) rules on fees and allowances,*
 - b) rules of student feedback on the performance of the academic teaching staff,*
 - c) study and examination rules.*
- (2) *The students' union shall contribute to obtaining feedback from students regarding the performance of the academic teaching staff and shall exercise the right of consent in respect of the use of funds for objectives related to youth policy and students.*
- (3) *The students' union may express opinions and make proposals on all matters relating to students and the operation of the higher education institution. Higher education institutions shall define in their rules for organisation and operation the matters on which the students' union shall be consulted or shall take a decision.*
- (4) *The students' union shall exercise its rights as set out in its statutes.*
- (5) *The students' union shall receive a substantive reply to its proposals from the person or organisation competent to act within thirty days, or at the first meeting of the senate following the expiry of the thirty-day time limit, as appropriate.*

8. The University Student Union is made up of all students enrolled at the University, with the exception of doctoral students.

9. The University Student Union exercises its rights as defined in the ANHE in accordance with the Statutes adopted by the University's Student Union Committee and approved by the Senate. The Statute becomes valid with the approval of the Senate. The members of the Senate committee (student representatives) delegated by the Board of the University Student Union is determined by the Statutes of the University Student Union. The student union may exercise its powers defined in the ANHE, if it has elected its officers, the Senate has approved its statutes, and it has been verified that at least twenty-five percent of the University's full-time students participated in the student union elections.
10. The organisation and operation of the University Student Union shall be determined by a statute drawn up by the University Student Union itself and adopted by the Board of Governors and approved by the Senate.
11. The student government is organised at 2 levels:
 - a) University Student Union (hereinafter referred to as USU),
 - b) Faculty Student Union (hereinafter referred to as FSU).
12. The student unions shall draw up their own rules of operation, taking into account higher legislation, which must include provisions on the structure of the government, the system of representation, the electoral system, decision-making mechanisms, economic operation, etc.
13. The members of the student governments elect officials in accordance with the provisions of the Statutes of the USU. Elections are conducted exclusively by electoral bodies specified in the Statutes of the USU.
14. Faculty Student Unions are represented by FSU presidents, and USU by its President.
15. The members of the Senate shall be the student representatives as defined in Part Two, Chapter III, Article 14 of these Regulations and as defined in Article 12 of this Chapter.
16. The Student Union (USU) shall decide on all matters relating to the self-government and self-governance of the students of the University.
17. The University Student Union is governed by its Statutes, which are approved by the Senate and form an annex to the Organizational and Operational Regulations.
18. The USU has the right to:
 - a) make proposals to the Senate regarding the University Student Allowance and Compensation Committee for the annual allocation of the student allowance according to points a) c) d) e) and f) of Article 85/A of the ANHE, decided by the Senate as part of the budget of the University of Szeged
 - b) propose a policy on scholarships and other financial aid and submit it to the Senate for approval, after the University's Student Benefits and Reimbursement Committee has given its opinion.
19. The USU is responsible for ad hoc and permanent grants. The administration is carried out by the Student Services Office in accordance with the Financial Regulations of the University of Szeged and the separate financial regulations established jointly by the University Student Government and the Directorate-General for Economic Affairs.

20. On the basis of the Senate's decision, the USU manages the funds made available to the Union and allocated for its operation - pursuant to Paragraph (6) of Article 9 of Government Decree No. 51/2007 (26.III.) on the allowances and certain reimbursements to be paid by students participating in higher education - in accordance with a special financial regulation established jointly with the Directorate-General for Economic Affairs and approved by the Chancellor.
21. The student union gives its prior opinion on the appointment and dismissal of the directors of the dormitories.
22. Students must not suffer any disadvantage because of their work in the student union.
23. The student government is the guardian of students' interests; its activities cover all matters concerning students. The student government shall act independently through its elected officers; it shall cooperate with the Rector and/or the Chancellor on matters within the competence of the University's management. These powers of the Rector or the Chancellor may not be delegated and no other office may be appointed to exercise (perform) them.
24. The agreement and consent of the USU is required for the amendment of the chapters of these Regulations concerning student governments.

The Doctoral Student Union

ANHE Article 63 (1) At the institutional level, students participating in doctoral programmes shall be represented by the doctoral students' union working as part of the higher education institution. All doctoral students shall be members of the doctoral students' union and shall have the right to vote and to stand as a candidate in elections. Otherwise, the provisions of (1) to (6) of Article 60 shall apply, as appropriate, to the operation of the doctoral students' union. The rights of consent, consultation and proposal set out in Article 61 shall be exercised by the doctoral students' union in respect of doctoral students

25. All doctoral students are members of the Doctoral Student Union and are eligible to vote and be elected.
26. The Doctoral Student Union exercises its rights and obligations in accordance with its Statutes approved by the Senate, as defined in the ANHE. The Statutes shall become effective upon approval by the Senate.
27. The provisions of points (1) to (6) of Article 60 and Article 61 shall be applied accordingly to the operation of the doctoral self-government.

CHAPTER IX.

Bodies assisting the management of the University

ANHE Article 12 (5) If a committee or council set up by the Senate also acts in matters that concern students, it shall be ensured that student representatives have an opportunity to participate in the work of such committee, except for the credit transfer committee. The Senate shall set up a permanent committee for dealing with the studies, examinations and social affairs of students. Student participation shall be ensured in committees acting in matters that concern students, with the stipulation that the number of members delegated by students to the permanent committee set up for dealing with the studies, examinations and social affairs of students shall not be less than twenty-five percent of all members of the committee.

1. The Senate may establish standing or ad hoc committees to facilitate its own functioning, the management of the University, to analyse specific educational, scientific, administrative, economic and other issues, to prepare proposals, to prepare decisions, to monitor their implementation, and to deal with student affairs and the affairs of applicants for admission to the University.
2. Standing committees of the Senate:
 - a) University Doctoral Council,
 - b) University Academic Council,
 - c) University Habilitation Committee,
 - d) University Credit Transfer Committee,
 - e) University Dormitories Council,
 - f) Public Education Committee,
 - g) Cultural Committee (Board of Trustees),
 - h) Sport and Recreation Committee,
 - i) Quality Policy Committee,
 - j) Strategic Commission,
 - k) Council of the Student Appeals Board,
 - l) Innovation Commission,
 - m) Students' Equal Opportunities Committee,
 - n) Employees' Equal Opportunities Committee,
 - o) Education and Training Committee,
 - p) Economic Committee,
 - q) University Student Benefits and Reimbursement Committee.
3. The members of the standing committees are elected by the Senate for a period of three years, on the proposal of the Rector, after obtaining the opinion of the Chancellor. If possible, a member of the Senate should be elected as the chairman of the committees.

The committees shall, as far as possible, be chaired by a member of the Senate. The Senate may, by resolution, authorise the Rector to appoint the members of the committee on the proposal and recommendation of the elected chairman (president).
4. Student representation in Senate committees shall be ensured by delegating student representatives to standing committees in accordance with the University Student Union. The Senate, on the basis of a proposal from the University Students' Council, shall decide on the mandates of the student representatives on the committees.
5. The organisational and operational procedures of each committee shall be established by the committees themselves and approved by the Rector, after obtaining the opinion of the Chancellor.

CHAPTER X.

Institutional companies established by the University of Szeged or operating with its participation

Szegedi Tudományegyetem Holding Korlátolt Felelősségű Társaság (University of Szeged Holding Limited Liability Company)

1. The University of Szeged Holding Limited Liability Company (seat: 6720 Szeged, Dugonics tér 13.), registered under the company number 06-09-026493, is a company providing asset management and management services for the companies formerly solely owned by the University of Szeged, and its task is to ensure and supervise the uniform, efficient and economical operation of the companies under the University's ownership.

SZTE EDIC Egyetemi Diagnosztikai Centrum Zártkörűen Működő Non-profit Részvénytársaság (USz UDIC University Diagnostic Centre Private Non-profit Limited Liability Company)

2. The SZTE UDIC University Diagnostic Centre, Non-profit Limited Liability Company (seat: 6720 Szeged, Dugonics tér 13.), registered under the company number 06-10-000354 is a company specialised in providing services for the University itself within the framework of an in-house procedure.

InnoGeo Kutató és Szolgáltató Nonprofit Közhasznú Korlátolt Felelősségű Társaság (InnoGeo: Innovation in Geothermal Research and Service Non-profit Public Benefit Limited Liability Company)

3. InnoGeo Research and Service Non-profit Public Benefit Limited Liability Company (seat: 6720 Szeged, Dugonics tér 13.), registered under the company number 06-09-011983, aims to establish a geothermal technology development network and centre, as well as effective network management, capable of coordinating regional developments related to thermal energy, and of achieving an optimal balance between economic, technological and environmental aspects.

ELI-HU Kutatási és Fejlesztési Nonprofit Közhasznú Korlátolt Felelősségű Társaság (ELI-HU Research and Development Non-profit Public Benefit Limited Liability Company)

4. The ELI-HU Research and Development Nonprofit Public Benefit Corporation (seat: 6720 Szeged, Dugonics tér 13.), registered under the company number 06-09-01521, is responsible for the construction and operation of an extremely short impulse time superlaser for research purposes.

HCEMM Nonprofit Korlátolt Felelősségű Társaság (HCEMM Nonprofit Limited Liability Company)

5. The mission of HCEMM Nonprofit Limited Liability Company (seat: 6720 Szeged, Dugonics tér 13.), registered under the company number 06-09-024313, is to establish and operate the Hungarian Centre of Excellence for Molecular Medicine in close partnership with the European Molecular Biology Laboratory (EMBL) in order to improve the international standard of molecular medicine.

SZTE RMI Szegedi Tudományegyetem Reprodukciós Medicina Intézet Korlátolt Felelősségű Társaság (SZTE RMI Reproductive Medicine Institution Limited Liability Company)

6. SZTE RMI University of Szeged Institute of Reproductive Medicine Ltd., (seat: 6723 Szeged, Csongrádi sgt. 21.), registered under the company number: 06-09-021732, is a health care provider of in vitro fertilisation (IVF) and artificial insemination in the South Great Plain region.

PART THREE

CHAPTER XI.

The University's operating rules

The rules governing the establishment, launch and continuation of courses at the University

1. The University offers training programs at bachelor's level (BA./BSc), master's level (MA./MSc), undivided training programs, doctoral training programs, specialised further education, higher education vocational training, as well as courses and other adult education and other training programs in Hungarian and foreign languages.
2. With the exception of doctoral studies (PhD), the rules for the preparation, organisation, launch and continuation of the training programs specified in paragraph (1) shall be laid down in the rules of procedure of the Directorate of Education and the rules of educational cooperation. Doctoral training shall be governed by the Doctoral Regulations, which shall be adopted by the Senate and forms an annex to these Regulations.
3. Any educational organizational unit of the University may initiate the modification of the training and output requirements, as well as the definition of new requirements, the start of a new training course, and the change of the course supervisor at the competent Faculty Council in Bachelor's, Master's, Undivided, specialised further education and higher education vocational training programs.
4. Based on the decision of the Faculty Council, the head of the faculty initiates the submission of the proposal to the Senate by the Vice-rector for Education, sending the proposal and the decision of the Faculty Council at the same time, if the amendment requires a decision of the Senate. In the case of courses belonging to more than one faculty, the decision of the Faculty Councils of the cooperating faculties must also be obtained.
5. The submission is subject to the verification by the Directorate of Education of the compliance of the submission with the non-technical requirements, and to the subsequent opinion of the Education and Training Committee, and in the case of teacher training, of the USz Teacher Training Centre.
6. Any organizational unit and department of the University can start a course and other adult education and training through the USz Adult Education Center, subject to mandatory registration and compliance with the procedure.

CHAPTER XII.

Other educational activities at the University

1. The university maintains training institutions to carry out its nursery, elementary and secondary school teachers and special education teacher training tasks.
2. The task of the training institution, in addition to the tasks of public education, is to ensure the practical training of candidates under the direction of the University and as an integral part of the training.
3. Public education institutions may participate in the management of professional internships for certain courses based on the decision of the organizational unit responsible for the training of the given course.
4. The general tasks and operation of public educational institutions and vocational training institutions are defined by the legislation in force. These regulations, the institutional programmes summarising the specific tasks of each institution (the educational programme for nursery education and schools, the professional programme, the occupational plan, the programme or work plan, the institutional quality management programme), and the organisational and operational rules of the institution within the framework of these Regulations.

CHAPTER XIII.

The rules governing research at the University

Basic principles of research activity

1. The University ensures the freedom of scientific research and artistic creative activity for the lecturers, researchers, and students, and supports the implementation of its conditions.
2. Within the framework of these Regulations, the University's lecturers and researchers are obliged to carry out scientific work, and lecturers and researchers are entitled to submit applications for scientific (artistic) purposes, and in addition to the tasks deriving from their job duties, research the scientific topic of their choice. Lecturers and researchers are entitled to publish the results of their scientific research according to the regulations on the management of intellectual property.
3. Sources of funding for scientific research and artistic creation:
 - a) tenders/grants,
 - b) the normative support,
 - c) revenues from enterprise.

The research projects

4. Depending on the call for applications, the departments and persons covered by these Regulations and the collective formed by their cooperation are eligible to submit applications.
5. The tasks related to the conduct of the applications must be carried out in accordance with the relevant legislation, the call for application, contracts related to the application, the application rules adopted by the Senate and forming an annex to these regulations, as well as the decisions of the University and faculty councils.
6. The detailed rules governing research activities shall be laid down in the Research Regulations adopted by the Senate and annexed to these Regulations.

CHAPTER XIV.

University cooperation with other organisations

ANHE Article 12 (3) The Senate

- g) decide, with the consent of the maintainer, on*
 - ga) launching developments,*
 - gb) the asset management plan of the higher education institution,*
 - gc) the establishment of business organisations and the acquisition of shares in business organisations;*

ANHE Article 86 (1) *Within the scope of their economic activities, higher education institutions may take any decision or measure that contributes to the accomplishment of their tasks defined in their founding charters, provided that such decisions and measures do not jeopardise the performance of core tasks and the effective use of public funds and assets, including in particular: the conclusion of contracts and association agreements, the establishment of business organisations, the use of the assets placed at their disposal (hereinafter referred to as “assets placed at the disposal of the higher education institution”) and the exploitation of such assets in accordance with their asset management contracts.*

- (2) Higher education institutions shall be obliged to use the resources available to them properly and economically, and to protect their intellectual and other assets.*
- (3) The asset management activities of public higher education institutions shall be governed by the legislation laying down the principles and conditions of the management of national assets*

1. For the purpose of carrying out the tasks defined in its Deed of Foundation, the University may cooperate with any domestic or foreign organisation or natural person on the basis of an agreement.
2. The cooperation agreement shall be in writing. The cooperation may be aimed in particular at: the development of training programmes or other programmes and curricula, the organisation of training, practical training, the crediting of studies, the development and management of application, research and development tasks.
3. The University may agree in particular:
 - a) to carry out joint research and training tasks with the Hungarian Academy of Sciences, its institutions and other research institutes,
 - b) for joint courses and joint degrees with another higher education institution,
 - c) with a vocational secondary school to provide higher education vocational training,
 - d) with a public education establishment to run a training centre,
 - e) with a business organisation, foundation or chamber of commerce to finance or support an educational or scientific research organisation, or to establish a scholarship.
4. The detailed rules for the cooperation agreement are set out in the Rector's instructions.

CHAPTER XV.

The University's quality development system

1. The two main elements of the quality development system of the University of Szeged are the implementation of quality assessment and quality-based management; adapted to the current operational parameters, it ensures the designation of development directions and goals, the measurement of the achievement of goals, the planning and implementation of the necessary actions and the provision of feedback.
2. During the quality assessment, the University of Szeged evaluates its capabilities, processes and results; thus, it identifies the areas that need improvement. Self-evaluation is carried out in the following cases:
 - a) the institution intends to modify its strategic objectives,
 - b) the institution intends to modify its quality development objectives; or
 - c) at least every 3 years, the institution shall review the adequacy of the strategy on the basis of an institutional self-evaluation.
3. Quality-based management, focusing on the development points revealed as a result of the quality assessment, defines and sets strategic goals and indicators supporting the realization of the goals. In addition, it provides a regulated framework for planning and implementing the actions necessary to achieve the goals.
4. The institutional strategy and the results of the self-evaluation should be used to define the institution's quality development policy, its quality objectives and the links between the various sub-objectives. The objectives should be broken down to a level of detail and depth that allows their achievement and the points of intervention to be measured in an exact manner. At least one indicator shall be assigned to each target. The definition of indicators means defining them, identifying the attributes (characteristics) and, in the case of aggregated indicators, the way in which they are aggregated. The indicators should be used to monitor the extent to which the objectives are being achieved, allowing continuous quality improvement by providing the opportunity for intervention.
5. The operation of the quality improvement system of the University of Szeged, the division of tasks, competences and responsibilities is regulated in detail by the Quality Development Regulations.

CHAPTER XVI.

Management of the University

1. Budgetary resources of the University:
 - a) the budget support,
 - b) budget revenues,
 - c) own revenue.
2. The University plans and implements its budget in accordance with the provisions of the law in force at the time and with the provisions of this Chapter.
3. The budget shall be drawn up in accordance with the following provisions:
 - a) when preparing the budget for the following year, the Chancellor submits the main guidelines for the budget and the detailed calculation or professionally justified concrete variants to the Economic Committee, which discusses them,
 - b) on the basis of the guidelines established in the Economic Committee, and taking into account the appropriations communicated by the maintainer, the Chancellor communicates to the organizational units the planned funding and management framework to the departments, and provides information on the planning guidelines and deadlines,
 - c) Following the above procedure, the Chancellor proposes to the Senate the adoption of the budget.
4. The following provisions must be taken into account in the implementations of the budget:
 - a) the managing departments may use the appropriations entered in their budgets, or amended in the course of the year, within the limits of the budgetary management rules,
 - b) as a general rule, managing departments must not exceed its approved expenditure limits. It may start to carry out tasks that are not included in its original budget only if the financial resources are provided from sources in points (b) and (c) of Paragraph (1),
 - c) if a managing department has exceeded the amount for the current year's budget and does not make up the excess from the remainder of its other tasks, the amount of the excess is part of the cash surplus which is opened against the next year's budget framework,
 - d) if the budget of the managing department is exceeded or used illegally, the Chancellor may take a decision restricting the department's right to manage.
5. The implementation of the budget shall be continuously monitored in the context of management control and reported at least every six months to the Heads of Unit in Directorate-General for Economic Affairs.
6. The Rector shall be authorised to act as the representative of the University in accordance with Article 16 of Chapter III, Part Two of these Regulations, and the Chancellor in accordance with Article 31 of Chapter III, Part Two of these Regulations, and his/her financial commitments shall be valid together with the countersignature provided for by law and University regulations.
7. The detailed rules of the financial management of the University are laid down in the Financial Regulations, which are adopted by the Senate and are annexed to these Regulations.

CHAPTER XVII.

Rules for the University's document management

1. The organisational structure of the University's document management, the tasks and responsibilities for document management and related activities, the document management plan are set out in the Document Management Regulations, which are adopted by the Senate and are annexed to these Regulations.

CHAPTER XVIII.

University rules on law enforcement and property protection

1. The University is responsible for the coordination and supervision of law enforcement and property protection activities in its operational areas, and for regular monitoring of compliance with the relevant regulations.
2. An organisation must be established and operated for the professional management and control of law enforcement and property protection activities and for the implementation and execution of such tasks.
3. The basic task of the organisation is to enforce the provisions of the legislation in force and the university regulations, with the assistance and cooperation of the members of the law enforcement and property protection organisation, and operating the mechanical, electrical and electronic security equipment and devices.
4. The detailed rules for law enforcement and property protection activities are set out in the University's Property Protection and Law Enforcement Regulations.

CHAPTER XIX.

The order of University festives and commemorations

1. Festives of the University:
 - the opening of the academic year,
 - University Day (11 November),
 - the inaguration of Doctors and Honorary Doctors, (Senator Honoris Causa, and Doctor Honoris Causa,)
 - the awarding of jubilee certificates.
2. On these listed occasions, the University holds a ceremonial assembly, the date of which shall be determined by the Rector. The Rector may order a teaching break for the duration of or in connection with these assemblies.
3. Festive assemblies are open to all citizens of the University.
4. Permanent invitee at the festive assemblies:
 - members and permanent invitee of the Senate,
 - professors and academics of the University,
 - holders of the titles Professor and Magister Emeritus,
 - former rectors, deans.
5. Special invitees also take part in the festive assemblies, the scope and persons of which are determined by the rector.

CHAPTER XX.

Miscellaneous and interpretative provisions

1. Parties and social organisations are not allowed to initiate political events on the University premises. Such an event may not be organised on the campus on the basis of the University's own decision, and no room or hall owned or used by the University may be rented out for open party meetings or forums.
2. The educational units of the University shall be entitled to organise, as part of their educational and scientific programme, professional, scientific and, where the subject matter warrants, political events for students affected by the educational activity. These events are the professional responsibility of the head of the educational unit.
3. Academic student units, doctoral schools or other professional forums, operating alongside the educational establishment, are entitled to organise and hold events for the students concerned on a professional, scientific or, if the subject matter warrants it, political theme as part of their approved professional or scientific programme. These events are the professional responsibility of the head of the teaching department or of the teacher delegated by him/her.
4. The University Student Union and Doctoral Students' Union of the University, as well as the registered voluntary student groups (circles, clubs, etc.) are entitled to organise and hold professional, scientific, political or other social events for the students concerned as part of their approved programme. The professional responsibility for these events lies with the relevant University Student Union and Doctoral Students' Union or student group leadership.
5. In accordance with these Regulations:
 - a) obligation to cooperate: the subjects of the employment status and the students must act and generally behave in a manner that facilitates and does not hinder the exercise of rights and the fulfilment of obligations;
 - b) decision: a decision on matters referred to the decision-maker, which is binding on all or on the university departments, subjects of employment and students specified in the decision;
 - c) making a proposal: the obligation imposed on a person or body empowered by law or university regulations to take decision on the subject of a proposal and to consider the proposal set out in the decision and, on the basis of that decision, to accept or reject the proposal in whole or in part;
 - d) giving an opinion: a decision to support or reject, in whole or in part, the subject matter submitted to the opinion-giver, or to make comments or suggestions for amendments;
 - e) ranking: in personnel matters, the ranking of candidates in order of suitability according to specific criteria and conditions, submitted to the assessor and examined according to formal criteria. The decision-maker may choose from among the ranked candidates to establish an employment status or to take decisions on personnel matters for which he/she is authorised by the relevant Regulations.
 - f) direction: the power to prescribe and direct the performance of professional duties, to take decisions, to control and hold accountable those under authority and to hold them accountable;

- g) right to command and issue instructions: the right of an employer to assign a task to a department or organisational unit, specifying, where necessary, the method, deadline and scope of the duty to cooperate;
 - h) professional supervision: strategic definition of professional tasks and monitoring of the tasks carried out, as well as calling for the rectification of shortcomings, initiating prosecution, and using the data and information service;
 - i) management control unit: a department, usually established as a central organisational unit, which is responsible for the economic, financial, controlling, accounting, payroll and labour processes of the University or its departments;
 - j) administrative unit: a department established at central level or university unit which is responsible for the coordination and organisation of tasks related to the performance of the University's or its organisational unit's core activities;
 - k) approval: a subsequent legal declaration necessary for the validity of the decision of the decision-maker;
 - l) consent: a prior legal declaration necessary for the validity of the decision of the decision-maker;
 - m) coordination: a mechanism ensuring the cooperation of the organisational units or persons to be involved in order to achieve a professional goal or task defined by the unit or person with professional responsibility in the institution. The mechanism may include the application of a rule or procedure; as a designated department, the use of a variety of means to ensure cooperation;
 - n) administration: the operational fulfilment of an institutional objective or task defined by a given unit or person with professional responsibility in the institution, ensuring the professional conditions for its fulfilment, while maintaining and respecting the institutional hierarchy and division of labour, defined rules and procedures, areas of responsibility and competence.
6. If the employment status of an employee of the University has been converted by law from a civil servant status to another employment status, the employment status shall be deemed to be continuous. With the exception of the provisions relating to the promotion and salary system for civil servants, the university's internal rules shall apply to them unchanged, unless otherwise provided by law, with the proviso that the new employment status created by operation of law shall be deemed to be a civil servant status.
7. As a result of the transfer of the right of maintenance of the University of Szeged to the Foundation for the University of Szeged as of 01 August 2021 - in connection with the transformation of the University and the change of its legal status from a public higher education institution operating as a budgetary body into a private higher education institution, the internal regulations in effect at the University at the time of the transformation, as long as it does not conflict with other legal provisions, must be applied with unchanged content until a different relevant provision is issued, or the regulation is not be amended or repealed.
8. In connection with the transfer of the right of maintenance of the University of Szeged to the Foundation for the University of Szeged as of 1 August 2021, following the change of employment status, employees holding managerial positions pursuant to points (1) and (2) of Article 208 of the Labour Code, as well as employees holding other managerial positions, shall be considered managers at the University. An employee holding a managerial position within the meaning of points (1) and (2) of Article 208 of the Labour Code shall be

- a) the rector,
- b) President of the Clinical Centre,
- c) the Chancellor,
- d) the Director-General for Financial Affairs
- e) the deputies of the managers referred to in points (a) to (d),
- f) the director of the educational establishment,
- g) the director of the vocational training institution,
- h) Director-General of the SZTE Klebelsberg Library,
- i) Director of the Archives.

CHAPTER XXI.

Final and transitional provisions

1. These Regulations were adopted and approved by the Senate by its resolution SZ-61-III/2022/2023 (XII.12.) and will enter into force on 1 January 2023. The Regulations are continuously available on the following link: <http://www.u-szeged.hu/szabalyzatok>.
2. The Faculties of the University are obliged to review their own Regulations and make the necessary amendments within 90 days of the entry into force of these Regulations.

Issued: Szeged, 12th of December, 2022

Prof. Dr. László Rovó sgd.
Rector

Dr. Judit Fendler sgd.
Chancellor

Annex I

UNIVERSITY OF SZEGED

SENATE RULES OF PROCEDURE

The Senate of the University of Szeged in accordance with point b) of Paragraph (3) of Article 12 of Act CCIV of 2011 on National Higher Education determines its operating procedures as follows:

CHAPTER I.

General provisions

Convening a meeting of the Senate

Article 1

- (1) These Regulations shall apply to the operation of the Senate of the University of Szeged.
- (2) The University's other bodies and representatives operate according to their own rules of procedure.
- (3) The purpose of these regulations is to provide consistency and transparency in the functioning of the Senate, the decision-making and monitoring body of the University, and thus to promote the maintenance of the University's high quality activities.
- (4) The Senate shall exercise its powers at its meeting, which shall be convened by the Rector as necessary, but at least twice a semester, with the agenda. At the initiative of the Rector, the Senate may vote and take decisions by electronic means outside of the meeting if;
 - a) the identity of the persons participating in the vote and the quorum can be established with reasonable certainty,
 - b) the agenda and the written documentation on which the decision is based shall be circulated to the members, the representative of the maintaining body, at least three working days before the voting is due to take place, with at least one working day being allowed for voting,
 - c) the case is easy to adjudicate or, on the basis of the written documentation used for the preparation, no question has arisen on the part of the member of the Senate or the representative of the maintaining body which cannot be dealt with by supplementing or amending the documentation once; in the case of supplementing or amending the written documentation, the time limit specified in point b) shall be calculated from the date of the submission of the supplemented or amended written documentation to the members,
 - (d) a member of the Senate or the representative of the maintainer's Body does not propose the convening of a meeting of the Senate at the latest before the date on which voting is to begin,
 - (e) at least sixty per cent of the members of the Senate have voted and more than half of the members voting have voted unanimously; and
 - f) minutes of the Senate meeting have been recorded, the Senate's decision has been recorded in a resolution and has been made public.
- (5) Electronic voting and decision-making on personal matters may only take place if the secret ballot provided for in Article 10 is ensured during the electronic procedure.
- (6) The Rector shall inform the members of the Senate at the first meeting of the Senate of the academic semester of the number and date of the Senate meetings to be held during the semester, and shall propose the Senate's work plan for the semester.
- (7) The meetings of the Senate shall be public. The publicity may be restricted if it endangers or infringes upon the rights of personality, commercial secrets relating to the institution (non-profit) activities of the institution or legitimate interests in intellectual works. The Rector may order a closed session or a secret ballot on the initiative of any member of the Senate with the agreement of more than fifty per cent of the members present.

- (8) The Senate shall be convened within 15 days if requested in writing by a faculty council or by one third of the members of the Senate or by the President of the University Student Union, indicating the agenda.
- (9) The number and composition of the Senate shall be determined by the provisions of Chapter III, Part Two, 'The number and composition of the Senate' of the Rules of Organisation and Operation.

Article 2

- (1) The Rector shall propose the agenda of the Senate meeting, and the Senate shall decide on its adoption by a simple majority. The agenda of the meeting shall also include items and issues proposed by a member of the Senate and voted on by the Senate.
- (2) The Rector shall ensure that all members of the Senate receive the invitation containing the items on the meeting agenda at least 5 days before the date of the regular meeting of the Senate, and at least 2 working days before the date of the extraordinary meeting of the Senate.
- (3) The "Announcements" serve information and acknowledgement and there may not be any matters than inquire voting.

CHAPTER II.

Requirements for the content and form of the rules and regulations, submissions

Content requirements

Article 3

- (1) Regulations shall be made if required by law, and if, due to other circumstances, the circumstances to be regulated change and the regulation is missing or inadequate and requires amendment.
- (2) In preparation of the regulations, bodies and representative bodies competent for the subject of the regulation should be involved.
- (3) In the introductory provisions of the regulations, reference shall be made to the statutory or university provisions by virtue of which the regulations are issued. If the Senate, in agreement with other bodies, adopts regulations, reference shall be made to them in the introductory part.
- (4) The draft regulation should be accompanied by a short summary, including a brief summary of its content, its background and a declaration of compliance with the obligation to consult.
- (5) The date of entry into force of the rules must be set in such a way as to allow sufficient time to prepare for their application. The rules shall not impose any obligation prior to the date of publication.
- (6) The rules shall provide for their staffing (personal scope) and duration. Unless otherwise provided by law or University regulations, the regulations shall enter into force on the date of their publication, which shall be published by the Director-General for Legal Affairs, Administration and Human Resources in the electronic University Bulletin within 30 days of the Senate's decision (amending or adopting). The date of publication shall be deemed to be the date of announcement. At the same time as the date of publication, the Director-General for Legal Affairs, Administration and Human Resources shall make the Regulations available to employees of the University on the University's website. At the same time as they enter into force, provision shall be made for the repeal of any rules which cease to be in force and for any transitional provisions which may become necessary.

- (7) In the event of a major amendment to the rules, codification should be carried out.
- (8) The Director-General for Legal Affairs, Administration and Human Resources is responsible for giving opinions on the rules and checking their conformity with the law

Article 4

- (1) Written submissions to a Senate meeting shall include:
 - the professional reasons for and background to the proposal,
 - the main objectives of the proposal,
 - the expected economic, budgetary and professional impacts,
 - its connection with any other proposal or decision,
 - a description of any remaining issues of controversy,
 - if necessary, provide for the repeal or amendment of the previous decision and for transitional provisions.
- (2) Proposals for decisions must be drafted briefly and clearly so that the content of the proposal/amending proposal can be understood and interpreted without the need for minutes.
- (3) The proposer shall attempt to clarify any remaining differences of opinion and settle any disputes by personal discussion before the Senate meeting.

Formal requirements

Article 5

- (1) The cover page of the regulations shall indicate:
 - the name of the University of Szeged,
 - the title of the regulation,
 - the number of the Senate meeting at which the decision was taken.
- (2) In case of amendments to the regulations, the date of the amendment must also be indicated on the cover page. After the comprehensive amendment, the consolidated version shall also be indicated.
- (3) The Director-General for Legal Affairs, Administration and Human Resources is responsible for keeping and recording the regulations. After the adoption or amendment of the Regulations, the Director-General for Legal Affairs, Administration and Human Resources shall ensure that they are published on the website at the same time as they are published electronically in the University Bulletin.
- (4) The marking of the decision includes the abbreviation of the name of the Senate, the number of the decision in Arabic numerals, the serial number of the meeting in Roman numerals, the academic year and the date of the decision (month, day). Model: SZ-1-I/2005/2006 (12.VI.12.) The numbering of the resolutions shall be consecutive per academic year.

CHAPTER III.

The order of preparation of Senate meetings

Article 6

- (1) The Senate shall carry out its activities on the basis of a work plan.
- (2) The work plan contains the agendas and timetable for the definition and implementation of tasks.
- (3) The written proposal and the proposal for amendment shall be submitted to the Senate meeting in accordance with Appendix I, No. 2.
- (4) Both the proposals included in the work plan and those not included in the work plan must be submitted to the relevant Senate committee and the Council of Deans for an opinion.
- (5) Personnel cases are submitted in accordance with the procedures laid down in the specific regulations.
- (6) The Council of Deans may waive the obligation to submit proposals to the Committee for an opinion.
- (7) The proposer is obliged to agree on the proposal.
- (8) The proposal, written on paper and on electronic form, shall be submitted to the Director-General for Legal Affairs, Administration and Human Resources by the proposer at least 15 days before the Senate meeting, with the content specified in Article 4 and Article 6 (3) of these Rules of Procedure, in particular so that the content of the substantive provision of the proposal is made clear from the proposal for a decision.
- (9) The Council of Deans gives its opinion on the proposals submitted within the deadline. In this context, it takes a position on the suitability of the proposals and reports for a decision by the Senate, on the inclusion of the proposals on the agenda, and on the need for further consultations and the need to revise or supplement the proposal. If, at a meeting of the Council of Deans, a significant new element emerges in connection with the proposal due to a lack of preparation or consultation, the Council of Deans may remove the proposal from the agenda.
- (10) The Director General for Legal Affairs, Administration and Human Resources shall send the proposals to the members of the Senate and the invited persons by electronic mail at least 5 days before the Senate meeting, or at least 2 working days in the case of an extraordinary Senate meeting.
- (11) Written textual proposals for amendments to the proposals shall be submitted to the Director General for Legal Affairs, Administration and Human Resources at least 3 days before the Senate meeting, in accordance with Article 6 (3), and shall be sent to the members of the Senate by the Director General for Legal Affairs, Administration and Human Resources.
- (12) At the Senate meeting, oral amendments can only be discussed with the agreement of a simple majority of the Senate.

CHAPTER IV.

Senate meetings procedure

Article 7

- (1) The Chair of the Senate shall be the Rector. The Chair shall open, conduct and close the meeting.
- (2) After the opening of the meeting, the authenticators of the minutes shall be approved by a simple majority of those present. The Chair shall then announce the names of those absent from the meeting, whether they have excused themselves and who will replace the absent councillor. The Chair shall then check the number of attending members and establish whether there is a quorum.
- (3) If a member is prevented from attending, he/she shall be obliged to act in a timely manner to replace themselves.
- (4) If an elected member is absent without prior excuse on three consecutive occasions, the Rector may initiate the dismissal of the member. The Senate shall decide on the dismissal by a qualified majority.
- (5) The Senate shall constitute a quorum when at least sixty percent of its members are present.
- (6) If the Senate is unable to reach a quorum, a new Senate meeting shall be convened 2-8 days later, which shall constitute a quorum for the matters previously included in the agenda of the Senate meeting that failed to reach a quorum, regardless of the number of members present.

Article 8

- (1) The Chair of the meeting shall
 - a) open the meeting, establish the quorum,
 - b) lead and summarise the debate,
 - c) ensure the order of the meeting,
 - d) order the vote and announce the result,
 - e) adjourn or close the meeting if necessary.

Article 9

- (1) Decisions of the Senate, when it has a quorum, shall normally be taken by the affirmative vote (simple majority) of more than half of the members present at the meeting.
- (2) The Senate may, by a unanimous vote of all its members, take a decision which is contrary to a written objection by the maintainer.
- (3) It is possible to abstain from voting, not to vote (not to cast a ballot, not to press the vote button, etc.).
- (4) The number of invalid votes and the number of abstentions shall be taken into account only to the extent that the total number of valid "yes", "no", "abstention" and invalid votes shall not be less than the number of votes required to pass a resolution.

Article 10

- (1) The Senate shall normally vote by open ballot, except in the case of personal matters and if more than fifty per cent of the members of the Senate present request a secret ballot.
- (2) Specific provisions on personal matters:
 - a) A simple majority is required for personnel matters where the Senate exercises the power of opinion, recommendation and ranking.
 - b) If no candidate obtains a simple majority in an election, a new election between the two candidates with the highest number of votes shall be held.
 - c) Group voting shall not be used for elections at Senate meetings.
 - d) In a secret ballot, voting on personal issues are with a yes or no
- (3) The open vote:
 - a) Open voting is done using a counting machine.
 - b) If proposed by any member of the Senate, a vote by show of hands shall be taken. The President shall count the votes. In this case, the audio recording and the minutes shall contain a summary statement by the Chair.
- (4) Secret ballot:
 - a) The secret ballot is conducted using a counting machine.
 - b) If proposed by any member of the Senate, a secret ballot shall be ordered by ballot. In this case the Chair shall appoint a ballot counting committee of 3 members.
 - c) If a Senate member requests this on the spot, the votes shall be recounted by another committee. The ballot papers shall be destroyed immediately after the vote.
 - d) A vote from which the voter's opinion on the given question cannot be clearly determined is invalid.
- (5) A roll-call vote may also be ordered if it is supported by a qualified majority vote of the Senate on the motion of any member of the Senate. In such cases, the members of the Senate shall vote in alphabetical order, after their names have been called, by indicating "yes", "no" or "abstain". No roll-call vote may be requested on personal matters.
- (6) In the case of roll-call votes, votes shall be shown on a separate list. The certified sheet shall be annexed to the minutes.
- (7) A roll-call vote may be proposed only on a matter to be decided by open ballot.
- (8) Voting is only possible in person. Absentee ballots may not be cast in writing.
- (9) The Senate may order a closed session if it is justified by the educational, scientific research, economic interests of the University, the protection of personal rights or the protection of official secrets. In this case, the relevant part of the audio recording and minutes of the meeting shall be kept in accordance with the rules of confidentiality. No one other than the members of the Senate, the permanent invitees and the court reporter shall be present at a private meeting. The Senate may, by special resolution, make exceptions to this provision, subject to a motion.

Article 11

- (1) A member of the Senate may, at the meeting of the Senate, address written or oral questions to the leaders of the University on any matter concerning the University's life. The leader responsible for the subject of the question shall give a written answer to the question, preferably orally at the Senate meeting, but not later than 30 days, which shall be sent to all

members of the Senate.

- (2) An elected member of the Senate shall submit to the Senate for consideration of any matter of public interest given to him/her in writing by any of his/her constituents. The Senate may, however, decide to refer the matter to the appropriate committee or University officer.
- (3) The Chair shall have the right to speak on all items on the agenda. He/she may, however, decide that questions shall be put first and contributions last.
- (4) The right to speak first shall be granted to the person who asked to speak first.
- (5) If no member of the Senate raises an objection, the Chair may give the right to speak to a person present without voting or deliberation rights. In case of objection, the Senate decides by open vote.
- (6) The Senate may, on the motion of any member, limit the duration of speeches. The Senate shall decide on the motion by a vote.
- (7) If the speaker departs from the subject, the Chair may warn him/her of this, and, after a second reminder, the Chair may, instead of reminding the speaker again, withdraw the floor.
- (8) On any question requiring a vote, the Chair shall, on the motion of one-third of the members of the Senate present, order a recess of not less than ten minutes and not more than thirty minutes.
- (9) If the order of the meeting is disturbed, the Chair may expel members of the audience from the meeting room. If the persons called upon do not comply with the order, the Chair may suspend the meeting or adjourn it to a date to be fixed by him/her, which may not be later than eight days.
- (10) The presenter or the Chair may propose the postponement of the agenda item. The Senate decides on this without debate.
- (11) If there is an amendment to the original motion, the original motion shall be put to the vote first. In the case of several amendments, the Chair shall determine the order in which the amendments shall be put to the vote. If the original motion has obtained the required majority, the amendment shall not be put to the vote. If there are several amendments, voting shall continue until one of them has obtained the required majority or until all the amendments have been put to the vote.
- (12) If there are no further speakers on the motion for a resolution, the Chair shall close the debate and call for a vote. If the debate drags on or becomes inconclusive, the Chair or one third of those present may present a motion that the debate be closed. The Senate shall decide on this without debate.

Article 12

- (1) Simultaneous audio recording and summary in written minutes shall be made of the Senate meeting. At the request of a member of the Senate, his/her comments shall be recorded word by word in the minutes.
- (2) Any member of the Senate may request that his/her dissenting opinion be recorded in the minutes.
- (3) A person invited to a Senate meeting may request that his/her position, views and reasons be recorded in the minutes.
- (4) The minutes shall be accompanied by the referral, any written additions, amendments and any dissenting opinion.
- (5) The minutes must be drawn up and authenticated within eight working days.

- (6) If the certifiers/authenticators refuse to authenticate the minutes because the material is unverifiable, the disputed part shall be discussed again at the next meeting or an extraordinary certification meeting shall be convened.
- (7) The minutes shall be deemed adopted if:
 - signed by the Chair and the two authenticators, and
 - no written objections were received from the participants within one week of the deadline for written comments.

CHAPTER V.

Final provisions

Article 13

- (1) A copy of the minutes of the Senate meeting shall be kept by the Klebelsberg Library of the University of Szeged; persons employed by or having student status with the University shall have the right to inspect them. The Senate shall publish the decisions of its meetings in the electronic University Bulletin - including the voting proportions. Requests for access to the proposals, minutes and resolutions must be submitted in writing to the Rector and must be dealt with within 30 days.
- (2) The audio recording shall be kept for 1 year. Written records may not be disposed.
- (3) The resolutions of the Senate shall be numbered consecutively, starting again each year.

Appendix 1

Name and title of the proposer Department

Proposal For Senate meeting

Title of the proposal:

1. Professional reasons and background (situation assessment, fact-finding)
2. Main objectives of the proposal
(Proposed solution, definition of the objectives to be pursued)
3. Expected economic, budgetary and professional impact
4. Result of the coordination
(Presentation of the position of the contributors, commentators.)
5. Links to other proposals
6. (Linkage with previously adopted Senate resolutions and regulations.)
7. Proposal for a decision:
(Short, clear wording of the proposed decision)
8. (If necessary, repeal or amendment of the previous decision, possible transitional provisions)

Szeged,

Proposer(s)

The rapporteur was:

Appendix 2

Amendment proposal

To the proposed agenda for the Senate meeting of 2006 submitted by
..... the following

proposed amendment

is submitted:

1. Justification of the amendment to the proposal:
2. The exact text of the proposed amendment for a resolution.

Szeged,

..... The Proposer of the ammendment