

Pázmány Péter Catholic University
Faculty of Information Technology and Bionics



ORGANISATIONAL AND OPERATIONAL
REGULATIONS
OF THE STUDENT RESEARCH SOCIETY
(TDK)

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Created by	György Cserey, András Horváth (Faculty Student Research Society Council Chair, Faculty Student Research Society Council Secretary)	
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Section 1
Student Research Society Activities
and the Faculty Student Research Society Organization

(1) At the Faculty of Information Technology and Bionics of Pázmány Péter Catholic University, the Student Research Societies (hereinafter TDK) operate as other units (research workshops) mentioned in Section 2, Paragraph 5 of the University's Organizational and Operational Regulations.

(2) Student Research Society activities (TDK activities) encompass the unique university work area that includes extracurricular student-lecturer and student-researcher collaborations (hereinafter: TDK academic advisors) aimed at research or course development. As such, TDK activities represent the highest level of preparation for a scientific career before the Doctoral School phase.

(3) The Faculty TDK activities are professionally supervised by the Dean and the heads of study programs.

(4) The Goals and Tasks of the Faculty Student Research Society (KTDSZ):

- a) Providing an organizational framework for TDK activities;
- b) Facilitating the establishment of student-academic advisor collaborations, which form the basis of TDK activities, through exploring topic opportunities, maintaining the information database, and providing up-to-date and multi-channel information to stakeholders;
- c) Organizing at least one Faculty conference per academic year:
 - o Creating a public forum for presenting and professionally evaluating the results of TDK activities by a professional jury,
 - o Providing opportunities for students involved in TDK activities to present in public and develop their debating skills;
- d) Assisting students in participating in scientific conferences and events not organized by the Student Research Society but relevant to them;
- e) Exploring and maximizing publication opportunities to enhance the visibility and popularity of TDK activities;
- f) Advocating for recognition by the Faculty leadership of the most successful student researchers and their instructors;
- g) Advocating for consideration of the results of TDK activities in determining tuition fees or fee exemptions, as well as in awarding National Higher Education Scholarships;
- h) Advocating for the consideration of the effectiveness of TDK activities as a criterion for admission to the Doctoral School;
- i) Ensuring that Student Research Society projects that enhance the reputation of the Faculty are presented in the appropriate professional section of the biennial National Conference of Student Research Societies (OTDK);
- j) Maintaining contacts with student research organizations of other higher education institutions by field (section) to facilitate the organization of OTDKs and the awarding of the Pro Scientia Golden Medal for student life achievements;
- k) Identifying and utilizing opportunities that can serve as the financial basis for TDK activities;
- l) Advocating for the interests of TDK activities to be reflected in other regulations defining life at the Faculty.

Section 2
The Student Research Society (TDK) Membership

(1) A student participating in undergraduate or graduate studies at the Faculty of Information Technology

and Bionics (ITK) shall be considered a member of the Student Research Society (TDK member) if:

- a) They engage in TDK activities, and
- b) They support, to the best of their ability and as needed, the preparation and successful implementation of national (or Faculty) TDK conferences or other events (e.g., winter or summer schools) organized by the relevant faculty section, as well as the dissemination of information relevant to TDK members.

(2) The TDK member has the right to avail themselves of all opportunities and benefits provided by the Faculty Student Research Society (KTDSZ) within the framework of these regulations.

Section 3

TDK Sections and Their Leaders

(1) The **Faculty Student Research Society** (TDK) sections are the local equivalents of the National Student Research Society Conference (OTDK) sections: Technology, Informatics, and Biology.

(2) The relationship between the national and faculty sections is maintained by the faculty section presidents (section presidents), who are full members of the respective national section's professional committee responsible for guiding the national section. Faculty section presidents are appointed by the Dean with the consent of the Faculty Leadership Board.

(3) Section presidents decide on appointing secretaries (section secretaries) with whom they intend to share organizational duties based on proposals from the relevant Student Research Society members.

(4) Specific tasks of section presidents and secretaries include:

- a) Maintaining full membership in the professional committee of the respective national section and the Faculty Student Research Society Council (KTDT), representing the interests of the section they lead;
- b) Participating in the organization of the respective OTDK section (if necessary, as executive president);
- c) Collaborating with the Secretary of the Faculty Student Research Society Council (KTDT) to organize the annual Faculty conference and ensure that the TDK works presented there are submitted to a jury;
- d) Based on the jury's recommendations, proposing TDK works for Faculty recognition and presentation at the OTDK;
- e) Bringing together the supervisors of the field of study, assessing and publicizing TDK topics offered to students.

Section 4

The Faculty Student Research Society Council (KTDT)

(1) Composition of the KTDT:

- a) The KTDT consists of a maximum of 7 members. The members are ex officio the Faculty Section Heads. The lecturer members, the chairs, and the secretary are appointed by the Dean. The Faculty Student Union (HÖK) may delegate three student members.
- b) The appointment is for three years and can be extended. If a member cannot participate in the work for over half a year, a new person must be appointed and elected to replace them.

(2) The Vice Dean responsible for TDK affairs is a permanent invitee to KTDT meetings.

(3) Responsibilities of the KTDT:

- a) The KTDT ensures that the objectives listed in Section 1 (2) of this regulation are realized to the

fullest possible within its domain.

- b) It reviews the activities of the student TDK groups under its jurisdiction, makes decisions on practical issues arising from TDK activities, and monitors the implementation of its decisions.
- c) It decides how to use the faculty TDK funds, monitors the financial conditions of the TDK activities under its jurisdiction, and seeks to improve them through its proposals and decisions.
- d) It proposes improvements to the faculty leadership to improve TDK activities, occasionally announces tenders, and organizes conferences and other events.
- e) It draws the attention of relevant forums to outstanding results and exceptional talents and prepares reward and recognition proposals.
- f) It organizes the KTDT's representation in the National Students Research Society Council (OTDT) professional committees in sections affecting the Faculty.
- g) It assists in developing and meaningfully maintaining the KTDT's relations within the university, inter-university, and internationally.
- h) It supports the organization of OTDK section meetings to be held at the Faculty; and assists the section heads representing the Faculty in organizing OTDK section meetings at other institutions.
- i) It oversees the TDK group publications appearing at the Faculty (TDK website, "hall of fame").
- j) It ensures the appropriate form of faculty-level recognition (TDK participation certificate, opportunity for a representative lecture, etc.).
- k) It makes decisions on theoretical issues related to TDK activities.
- l) It may organize intra-university (inter-faculty), inter-university and other institutional, as well as international conferences (in compliance with the relevant regulations).

Section 5

Financial Conditions for TDK Activities at the Faculty

- (1) The **Faculty TDK Fund** consists of (budgetary) funds from the Faculty leadership. The KTDT decides how to allocate these funds at the beginning of the budget year.
- (2) The **Faculty Reward Fund**: From this fund, the Faculty leadership annually awards the authors of successful projects presented at internal conferences.
- (3) **External, occasional support**: These aim to assist either the general activities of the TDK or the completion of specific tasks. Such support may come from external institutions, individuals, foundations, or as awarded grant prizes. These funds must be used at the level and for the purpose for which they were designated.

Section 6

Recognition of TDK Activities

- (1) To acknowledge TDK activities at the Faculty:
 - a) Upon request from the KTDT representative, the Academic Administrations Office is required to record the student's achievements in various competitions and conferences, as well as received awards and recognitions, along with the titles of studies and papers authored by the student, in the Neptun academic administrations system;
 - b) The KTDT prepares an annual reward list for outstanding lecturers and students, based on which the Faculty leadership may grant awards according to its capabilities;
 - c) The KTDT ensures that those mentioned in the previous point receive a certificate of recognition signed by the KTDT president and the Dean of the Faculty;

- d) The KTDT strives to ensure the widest possible publicity for the successes achieved by those active in the TDK field, utilizing internal communication channels within the Faculty and University, including national recognition such as the Pro Scientia Gold Medal;
- e) It may publish outstanding student research papers in a dedicated publication;
- f) The archiving and preservation of student research papers are managed by the Faculty library;
- g) The Faculty's Education and Exam Regulations and the Student Reimbursement and Benefits Regulations govern the recognition of TDK achievements in academic progression and rewards.

Section 7

Operations of the Faculty Student Research Society Council (KTDT)

- (1) The KTDT holds meetings as needed, but at least once per academic year. The secretary prepares and convenes the meetings.
- (2) The KTDT meeting is quorate if more than half of the eligible voters are present. The KTDT makes decisions by a simple majority of votes.

Section 8

Faculty TDK Conference

- (1) The Faculty organizes at least one but no more than two faculty TDK conferences annually.
- (2) The date for the Faculty TDK Conference is set by the Dean in the faculty schedule of the academic semester, based on the proposal of the KTDT Chair.
- (3) The KTDT Chair determines the deadline and registration method for the Faculty TDK Conference and the deadline for submitting papers, which are published on the Faculty TDK website.
- (4) Submitted papers for the Faculty TDK Conference are reviewed by at least one reviewer.
- (5) The regulations for formal requirements of the OTDK define the formal requirements for papers submitted to the Faculty TDK Conference.

Section 9

Final Provisions

- (1) This regulation was prepared as part of the Faculty Organizational and Operational Regulations, in accordance with its provisions.