



# **Organizational and Operational Regulations of Pázmány Péter Catholic University**

with Additional Provisions of the  
Faculty of Information Technology and Bionics  
in a Consolidated Structure

Budapest

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## PREAMBLE

Pázmány Péter Catholic University (hereinafter referred to as: the University) is a state-recognized ecclesiastical university in Hungary, operating in the organizational form of an ecclesiastic legal entity, with its Governor being the Hungarian Catholic Bishops' Conference. In accordance with the provisions of Act CCVI of 2011 on the right to freedom of conscience and religion, and the legal status of churches, religious denominations, and religious communities, an ecclesiastical legal entity may carry out activities by itself or through its institutions that preserve historical and cultural values, including educational, teaching, higher educational, healthcare, charitable, social, family, child affairs and youth protection, cultural, or sports activities. By decision No. 1151 of the Congregation for Catholic Education, dated March 25, 1999, the Holy See established the University as a pontifical institution. This grants the University a specific legal status, which is governed both by the national laws on higher education, including Act CCIV of 2011 on higher education, and other regulations, as well as by the specific and mandatory provisions regarding Catholic universities issued by the Holy See, including the apostolic constitution *Ex corde Ecclesiae* (1990, VIII. 15., AAS 82, 1990, 1475-1509), the *Codex Iuris Canonici* (1983), and further relevant canon law regulations, as the "ecclesiastical faculties" of the University, which teach sacred sciences, the provisions of Pope Francis' apostolic constitution *Veritatis gaudium* (2017, XII. 8), along with the related implementation decree *Ordinationes Congregationis de Institutione Catholica ad Constitutionem Apostolicam Veritatis gaudium fideliter exsequendam* (2017, XII. 27) issued by the Congregation for Catholic Education, and further ecclesiastical regulations relating to ecclesiastical faculties.

Considering and adhering to all of the above, and based on the authorization provided in Section 11, Paragraph 1, Point a) of Act CCIV of 2011 on higher education, the University Council of Pázmány Péter Catholic University, with due respect to the higher authority of the Congregation for Catholic Education and the binding nature of the Holy See's provisions, as well as to the provisions of Act CCVI of 2011 on the right to freedom of conscience and religion, and the legal status of churches, religious denominations, and religious communities, determines that, in order to ensure high-quality higher education, the University defines itself as an institution of higher education the educational activities of which, as well as its research efforts primarily aim at the advancement of scientific research of high quality. Therefore, the University establishes the following regulations.



## **PART I:**

### **Organizational and Operational Regulations**

#### **Chapter 1:**

#### **Organization and Regulation of the University**

##### *Scope of the Regulation*

**Section 1** (1) The scope of this regulation extends to all organizational units of the University, its employees (hereinafter: staff), as well as its other employees and students.

(2) The provisions of this regulation must be applied in full compliance with the ecclesiastical legal requirements applicable to the University, and the Charter issued for the University by the Hungarian Catholic Bishops' Conference with the prior approval of the Apostolic Holy See.

(3) The provisions of this regulation shall be interpreted authentically by the Rector and the Grand Chancellor of the University, in accordance with state regulations on ecclesiastical matters and canon law. If the two interpretations differ, due to its canonical nature the Regulation should be interpreted in accordance with the position of the Grand Chancellor consistent with the Charter.

##### *Organizational Structure*

**Section 2** (1) The University consists of faculties as independent basic organizational units and the Rector's Office as a central basic organizational unit. Postgraduate centers can also be established as independent basic organizational units, based on the needs. Additionally, central organizational units operate within the University.

(2) Educational, research, and other organizational units may be established within the faculties and the central unit.

(3) The educational and research units may consist of:

- a) institute,
- b) department,
- c) research center,
- d) laboratory,
- e) college for advanced studies<sup>1</sup>.

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<sup>1</sup> Enacted by Decision 97 of October 26, 2023 of the University Council. Effective as of January 1, 2024.

(4) The other faculty or central organizational units may consist of:

- a) directorate,
- b) department,
- c) office,
- d) dormitories<sup>2</sup>.

(5) In addition to the units defined in paragraphs (3) and (4), other units (departments, groups, offices, research workshops, libraries, etc.) may be organized.

### ***Faculty additional provision***

#### ***Section 1***

*(1) The organizational units of the Faculty are included in the Organogram in Annex 1 of these Regulations.*

*(2) The Faculty operates entirely under a “Department” system, meaning that it is generally not divided into institutes or departments (“tanszékek” or “intézetek”).*

## **Chapter 2:**

### **Central Governance of the University and its Organizational Units**

#### ***Title 1:***

#### ***Governance by the Governor***

**Section 3** (1) The rights and responsibilities of the University’s governance are exercised by the Hungarian Catholic Bishops’ Conference and by delegated authority by the Grand Chancellor.

(2) The Grand Chancellor of the University is the President of the Hungarian Catholic Bishops’ Conference.

(3) The Hungarian Catholic Bishops’ Conference is entitled to:

- a) initiate proceedings for the state recognition or the withdrawal of state recognition of the University,
- b) issue and amend the University’s Charter of Foundation, according to the prior approval by the Apostolic Holy See,

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<sup>2</sup> Enacted by Decision 97 of October 26, 2023 of the University Council. Effective as of January 1, 2024.

- c) approve the framework of the University's budget (gross sums) and evaluate the annual report prepared according to accounting regulations,
- d) approve the University's Organizational and Operational Regulations, institutional development plan, budget, commitment plan, and their implementation schedule,
- e) monitor the University's financial management, the legality of its operations, its efficiency, and the effectiveness of its professional work,
- f) grant prior approval for the disposal of assets exceeding 10,000 USD belonging to the University's principal assets.
- g) deciding on the establishment, dissolution, or merger of educational and research units, departments, as well as the authorization to initiate negotiations regarding these matters,
- h) deciding on the creation, division, or merger of educational units within the faculty,
- i) deciding on the acquisition, disposal, or lease of real estate, as well as the authorization to initiate preliminary negotiations regarding these matters,
- j) deciding on legal transactions falling under extraordinary asset management,
- k) deciding on the appointment of the Rector, and to exercise rights of employers over the Rector and the Director of Development,
- l) exercising the powers of appointment defined in this Regulation,
- m) to initiate the appropriate proceedings to protect legality

(4) The Grand Chancellor decides:

- a) on the appointment of the Director of Development, Vice-Rectors, University Professors, Associate Professors, the Trustee of the University (Director-General of Finance), and the Directors of Finance at the faculties. In this context, it ensures that all deans, as well as the majority of the lecturers, are committed Catholics who are truly able and willing to take part in fulfilling the University's ecclesiastical mission,
- b) on the appointment and dismissal of deans and Vice-deans of faculties that do not teach holy sciences,
- c) on the awarding of university honours and honorary titles upon the proposal of the University Council,

d) on the prior written approval of legal transactions falling under extraordinary asset management within the framework of the approved budget, regarding the allocation of resources and the conclusion of contracts.

(5) Other Powers of the Grand Chancellor:

a) In accordance with canon law, the Grand Chancellor represents the University before the Apostolic See and represents the Apostolic See before the University,

b) If deemed necessary, the Grand Chancellor may order vigilance and appoint a representative for this task for the period of vigilance. During the period of vigilance, the consent of the appointed representative is required for the validity of any actions taken by the Rector and the Deans (except for the Dean of the Faculty of Theology and the Head of Canon Law Institute) that fall within the scope of the vigilance as a result of the order of vigilance by the Grand Chancellor,

c) decides on the removal of the Rector, the Director of Development, the Vice Rectors, the Deans, the Vice Deans, the University Professors, the University Associate Professors appointed for an indefinite period, and on the removal of the University's Director-General of Finance and of the Directors of Finance of the individual faculties.

***Title 2:***

***The University Council***

*Composition of the University Council*

**Section 4** (1) The University Council performs the tasks and exercises the authority of the Senate as defined in the 2011 CCIV Act, taking into account the provisions of the Holy See mentioned in the preamble. The competence of the University Council does not extend to the internal affairs of the Faculty of Theology and the Postgraduate Institute of Canon Law.

(2) The President of the University Council is the Rector.

(3) The members of the University Council are:

a) the Deans of each faculty and the Head of the Canon Law Institute,

b) the Director-General of Finance,

c) one elected lecturer from each faculty,

d) up to 5 (five) members appointed by the Grand Chancellor,

e) one representative of the Students' Union.

(4) The Students' Union representative is delegated by the Students' Union at University level.

(5) The mandate of the University Council is for three years, in accordance with the provisions of the Charter.

**Section 5** (1) Members of the University Council elected by faculty members and researchers must be full-time university professors or associate professors at the given faculty.

(2) The election of the University Council's elected members is governed by the Organizational and Operational Regulations of the individual faculties.

(3) Membership is terminated:

- a) upon the expiration of the University Council's mandate,
- b) upon the member's death,
- c) upon the member's resignation at the time of its acceptance by the Grand Chancellor,
- d) upon the termination of the position that entitles the member to membership,
- e) upon the termination of the employment or student status with the University.

***Faculty additional provision***

***Section 2***

*The member of the University Council elected from the Faculty is elected by the Faculty Council upon the recommendation of the Dean. The mandate lasts for three years.*

*The Tasks and Competences of the University Council*

**Section 6** (1) The following tasks fall within the competence of the University Council:

- a) acceptance of the institutional development plan,
- b) acceptance of the research, development, and innovation strategy,
- c) acceptance of the guidelines for the University's training programs,
- d) acceptance and amendment of the University's Charter, Organizational and Operational Regulations, doctoral and habilitation regulations, and quality improvement program, as well as acceptance of the faculties' Charter and Organizational and Operational Regulations,

- e)<sup>3</sup> approval of the Student Council's constitution,
- f) <sup>4</sup>acceptance of the University's other regulations and supplements made by the faculties to these regulations,
- g) acceptance of the University's annual budget and financial report (final accounts)
- h) acceptance of the University's annual and multi-year commitment plan and its implementation schedule and the asset management plan, in accordance with the Commitment Regulation,
- i) acceptance of the principles, practices, and main aspects of the University's library (IT) services of fulfilling the academic information needs,
- j) determination of the principles for student counseling and student feedback on teaching work,
- k) initiation of the establishment or closure of programs, as well as adjudgement of the faculties' related initiatives,
- l) evaluation of the implementation of the quality improvement program,
- m) defining the University's educational and sports activity policies,
- n) determination the principles of international relations,
- o) Initiation of the grant of national scholarships,
- p) initiation the creation, transformation, or closure of the University's faculties and educational and research units to the Grand Chancellor,
- q) acceptance of the research program based on faculty proposals,
- r) establishment of the scientific, doctoral, and habilitation councils, and submission of the names of its members and the chairperson to the Grand Chancellor.
- s) establishment of the University's permanent committees and councils,
- t) proposal for the grant of university titles and honors,
- u) acceptance of the University's rules of procedure and work plan,<sup>5</sup>
- v) acceptance of the University's research plan.

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<sup>3</sup> Amended by Decision 6 of January 30, 2023 of the University Council. Effective as of April 1, 2023.

<sup>4</sup> Amended by Decision 6 of January 30, 2023 of the University Council. Effective as of April 1, 2023.

<sup>5</sup> Amended by Decision 6 of January 30, 2023 of the University Council. Effective as of April 1, 2023.

(2) The University Council will make proposals and express an opinion on any matter in which it is requested by higher authorities according to effective regulations.

(3) The minutes of the University Council meetings must be sent to the Grand Chancellor for information, while decisions and proposals must be sent to the Grand Chancellor for approval. In cases required by law, the relevant state authorities must also be informed.

(4) The University's Organizational and Operational Regulations, institutional development plan, budget, commitment plan, and implementation schedule, as well as their amendments, must be sent to the Governor within fifteen days of the University Council's decision.

(5) Decisions of the University Council that fall within the competence of higher authorities must be submitted to those higher authorities within the deadline set by them.

#### **Section 7 (Repealed)<sup>6</sup>**

### ***3. Title:***

#### ***The Rector***

##### ***The Rector's Person***

**Section 8** (1) The Rector is the operative leader of the University. The Rector is appointed by the Grand Chancellor after hearing the University Council, and with the consent of the Hungarian Catholic Bishops' Conference. The validity of the appointment requires the prior consent of the Holy See. The Grand Chancellor may establish nominations committee for the selection of the Rector.

(2) The Rector's mandate may be granted to a person who possesses the necessary leadership, organizational, and financial management knowledge and experience, and who is a full-time professor at the University, or with whom such an employment contract will be established in the case of the appointment.

(3) The Rector's mandate is for a term of four (4) years. After the term expires, the appointment may be renewed once.

(4) The Rector's appointment terminates:

a) upon the expiration of the term of office,

b) upon the Rector's death,

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<sup>6</sup> Repealed by Decision 6 of January 30, 2023 of the University Council. Repealed as of April 1, 2023.

- c) upon the Rector's resignation and its acceptance by the Grand Chancellor,
- d) upon the Rector's dismissal,
- e) upon the Rector's reaching the age of 70.

### *The Rector's Duties and Powers*

**Section 9** (1) The Rector is responsible for ensuring that the University conducts its educational and academic activities, as well as further tasks at a high level of quality, and that the conditions necessary for carrying out and enhancing the quality of the work are provided. For this purpose, the Rector exercises the supervisory, control, and employer rights and the powers of action that belong to them within the framework of this regulation.

(2) In the course of the performance of its duties and exercise of its powers, the Rector has a general power of instruction. However, this authority does not apply to the University Council, Faculty Councils, the Institute Council of the Canon Law Institute, councils or meetings operating alongside the educational and research units, the Students' Union, or any staff representation organizations operating within the framework of the University, nor to the Director-General of Development.

(3) The Rector is entitled to annul decisions, resolutions, or actions that violate state or ecclesiastical law. Against the Rector's decision, one can appeal to the Grand Chancellor.

(4) The Rector's Duties and Powers:

- a) independent representation of the University in all matters that the law or this regulation does not reserve to another body.
- b) direction of the University's strategy-making process and the implementation of the strategies made.
- c) organization and coordination of educational and research work, as well as organization of training courses.
- d) preparation, promulgation and enforcement of the decisions of the University Council.
- e) appointment of presidents and members of state (final) examining boards with the consent of the relevant Faculty Council.
- f) guidance in principle of admission activities.



g) exercise of publisher and distributor rights of the university's main publications in accordance with legal provisions.

h) decision on any matter in relation to the management of the University that is not assigned to another authority by law or regulation.

i) exemption of professors teaching faith or morals related subjects from the confession requirement when assuming their office according to ecclesiastical law.

j) The proposal for the appointment of university chaplains.

5) The Rector exercises employer's rights over the head of the Rector's Office, other persons employed by central organizational units, the heads of independent teaching and other basic units, and - with the exception of appointment and recall - over university professors.

(6) The Rector exercises legal supervisory competence over the self-government bodies and self-organizing communities operating within the University.

(7) The Rector regularly informs the University Council about its activities and reports on decisions made within delegated powers.

(8) The Rector directly or through a designated representative, may monitor the activities of organizations and institutions operating within the University, and may request information or reports from them. The Rector has the right to attend official meetings, events, or activities of any University organization. Each Faculty Council must send a copy of the minutes and decisions of its meetings to the Rector within 8 (eight) days following the meeting.

(9) To assist in fulfilling its duties, the Rector may appoint one or more Rector's Chief Advisors. The duties and powers of the Rector's Chief Advisor(s) are described by the Rector.

#### *Substitution of the Rector*

**Section 10** (1) Upon the Rector's proposal, if necessary, the Grand Chancellor may appoint a Vice-Rector or Vice-Rectors. The division of powers between the Rector and any possible Vice-Rectors is determined by the Rector, after consulting the University Council. This division of powers must be recorded in writing.

(2) In the event of the Rector being prevented from performing its duties the Vice-Rector designated by the Rector shall exercise the Rector's powers. If the duration of the impediment is foreseeable, the Rector may designate the competence in which they retain their authority.

(3) Delegated powers may not be further delegated.

## ***Chapter 4:***

### ***University Chaplaincy***

**Section 11** (1) The activities of the University Chaplaincy are an important and integral part of the University's educational tasks. These activities are carried out by one or more university chaplains who serve the entire University or specific faculties. The chaplain is appointed by the Grand Chancellor based on the Rector's proposal and with the consent of the competent diocesan bishop or religious superior,

(2) The educational activities related to religious life conducted at the faculties teaching secular sciences are harmonized by a designated coordinator.

## ***Chapter 5:***

### ***The Committee System***

#### *Committee types*

**Section 12** (1) The types of committees are:

- a) permanent committee,
- b) temporary committee,
- c) ad-hoc committee.

(2) A committee is considered to be established once its president and members have been appointed, and its tasks have been defined.

(3) In the case of a temporary committee, in addition to the establishment conditions outlined in subsection (2), an additional criterion is the determination of the term of appointment.

(4) Committee members receive written appointments or nominations for their participation in the committee. If the membership is by virtue of office, the committee membership must be indicated in the appointment to the office.

(5) The operation of the committee is supervised by the person who set it up.

(6) The person who set up the committee, may request written or verbal information from the committee chairperson on the committee's activities at any time.

#### *Standing Committee*

**Section 13** (1) A standing committee is a body that permanently participates in the development of educational, scientific, administrative, economic, and other issues of high

importance, the preparation of decisions, and the work of the Rector and the University Council – as well as other senior leaders and bodies of the University.

(2) The standing committee has independent decision-making authority on matters for which it is specifically authorized by this regulation, a University Council decision, or a Faculty Council decision.

(3) <sup>7</sup>A standing committee can be established by the University Council as a uniform university committee or by the Faculty Council as a faculty standing committee. The competent Dean informs the Rector about the establishment of the faculty standing committee.

(4) The composition of standing committees is determined by the University Council or the Faculty Council upon the establishment of the committee, taking into account legal regulations.

(5) <sup>8</sup>The term of office for members of a standing committee is indefinite from the date of its establishment, unless otherwise expressly specified in this regulation.

(6) <sup>9</sup>To carry out its tasks more effectively the standing committee may, if necessary, establish own rules of procedure and work plan, which must be approved by the Rector in case of university permanent committees and by the Dean in case of faculty standing committees.

(7) In case of verbal reports, the president of the university standing committee must be invited to the University Council meeting for the relevant agenda item with advisory capacity.

#### *Temporary and Ad Hoc Committees*

**Section 14** (1) A temporary committee is a body that can be assigned tasks within the scope of a permanent committee, as well as specific tasks for a defined period.

(2) A temporary committee does not have a decision-making authority.

(3) A temporary committee can be established by:

- a) the University Council,
- b) the Rector,
- c) the Faculty Council,

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<sup>7</sup> Amended by Decision 6 of January 30, 2023 of the University Council. Effective as of April 1, 2023.

<sup>8</sup> Amended by Decision 6 of January 30, 2023 of the University Council. Effective as of April 1, 2023.

<sup>9</sup> Amended by Decision 6 of January 30, 2023 of the University Council. Effective as of April 1, 2023.

d) the Dean.

(4) The duration of a temporary committee's mandate must be determined at the time of its establishment.

(5) An ad hoc committee is a body created to perform a specific task.

(6) An ad hoc committee is established for a given matter and automatically ceases to exist upon the completion of that matter. Another case in which the mandate of an ad hoc committee ends is the impossibility of its operation. Unless otherwise specified by a separate regulation, an ad hoc committee does not have any decision-making authority.

(7) An ad hoc committee can be established in cases and manners specified in this regulation.

### ***Title 6:***

#### ***The University Council's Compulsory Standing Committees and the Special Provisions Applicable to Them***

##### *University Doctoral and Habilitation Council*

**Section 15** (1) The rules regarding the composition, scope of authority, and operation of the University Doctoral and Habilitation Council are specified in the University's Doctoral and Habilitation Regulations.

(2) The Rector, in collaboration with the University Doctoral and Habilitation Council, oversees, coordinates, and supervises the doctoral and habilitation organizational system, matters, and processes, while ensuring compliance with applicable laws and other legal sources.

##### *Committee for the Review of Student Affairs*

**Section 16** The rules regarding the composition, scope of authority, and operation of the Review Committee of Student Affairs are specified in the Student Remedy Regulations.

##### *Committee for Academic Quality Assurance*

**Section 17** The rules regarding the composition, scope of authority, and operation of the Committee for Academic Quality Assurance are specified in the University Quality Assurance Regulations.

##### *Equal Opportunities Committee*

**Section 18** (1) The Equal Opportunities Committee is a standing committee that deals with matters related to ensuring equal opportunities for students in accordance with the

provisions of this regulation. The Committee carries out its duties based on a detailed independent internal rules of procedure.

(2) The Committee's scope of duties and authority are as follows:

- a) to take care of the issues of students with disabilities related to the University's programs;
- b) to decide on requests of students with disabilities regarding academic and exam requirements;
- c) to supervise the use of normative support for assisting students with disabilities in their studies and the procurement of the necessary equipment to aid them;
- d) to formulate recommendations to the faculties and the University senior management for ensuring more effective equal opportunities for students with disabilities;
- e) to opine academic matters falling within the competence of the Deans, academic committees, and heads of educational organizational units, if the student's health condition adversely affects or hinders its ability to complete its studies. In this capacity, the Committee acts upon the student's request, which must include the required certificate;
- f) to monitor the proportionate representation of women and men, propose measures to achieve proportionate representation, and control the effectiveness of related actions;
- g) to identify manifestations of discrimination and initiate actions to eliminate them;
- h) to carry out any other tasks delegated by the University Council to the Committee's scope of authority;
- i) to examine the implementation of the Equal Opportunities Plan and propose any modifications necessary.

(3) The Committee's meetings are convened by the chairperson.

(4) The Committee consists of one member delegated by each faculty and one student representative. The members are appointed by the Rector based on the proposals of the faculties. The chairperson is appointed by the Rector after consulting the University Council.

### *University Student Welfare Committee*

**Section 19** (1) The University Student Welfare Committee is a permanent committee that deals with students' social and scholarship matters in accordance with the provisions of this regulation.

(2) The Committee's scope of duties and authority are as follows:

- a) adjudgement of applications for basic support, regular social scholarships, and extraordinary social scholarships;
- b) adjudgement of students' requests for instalment payment benefits or payment deferrals regarding tuition fees;
- c) to carry out any other tasks delegated by the University Council to the Committee's scope of authority.

(3) The Committee consists of one member delegated by each faculty, one member delegated by each of the Students' Union's faculty organizations, one student delegate from the University Students' Union, and one delegate from the Economic and Technical Directorate. The chairperson of the Committee is appointed by the Rector from among its members.

(4) To review social scholarship applications, the Committee will invite social committee members from the Students' Union faculty organizations to serve as reviewers.

### *Sports Committee*

**Section 20** (1) The Sports Committee is a permanent committee that coordinates student sports activities in accordance with the provisions of this regulation.

(2) The Committee's tasks and powers are as follows:

- a) proposing the annual professional program for university-wide sports activities;
- b) proposing the establishment, maintenance, or termination of institutional sports federations and other related organizational memberships and partnerships;
- c) proposing the amount and use of the annual budget allocated for the financing of sports activities;
- d) carrying out any other tasks delegated to the Committee by the University Council.

(3) The Committee consists of one member delegated by each faculty, one member delegated by each faculty organization of the Students' Council, one student delegate from the University Students' Council, and one delegate from the Directorate-General for

Economic and Technical Affairs. The chairperson of the Committee is appointed by the Rector from among its members.

### *Committee for Scientific and Innovation*

**Section 20/A** <sup>10</sup>The rules regarding the composition, scope of authority, and operation of the Committee for Scientific and Innovation are outlined in the University's Intellectual Property Management Regulations.

### ***Title 7:***

### ***Compulsory Committees established by the Faculty Councils for each faculty at the University and the relevant specific provisions***

#### *Disciplinary Committee*

**Section 21** (1) The Disciplinary Committee is a standing committee organized within each faculty that deals with matters related to the violation of the disciplinary rules of the University by students, in accordance with the provisions of this regulation.

(2) The Committee's scope of duties and authority, and detailed procedural rules are defined in the Student Disciplinary and Compensation Regulations.

#### *Credit Transfer Committee*

**Section 22** (1) The Credit Transfer Committee is a standing committee organized within each faculty that deals with student credit transfer matters in accordance with the provisions of this regulation.

(2) The Committee's scope of duties and authority are as follows:

- a) determining the extent of knowledge conformity required for the recognition of credits earned at other domestic or foreign academic institutions, or in other programs of the University, based on the opinion of the course responsible lecturer or program director;
- b) carrying out any other tasks delegated to the Committee by the University Council.

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<sup>10</sup> Enacted by Decision 6 of January 30, 2023 of the University Council. Effective as of April 1, 2023.

(3) The members of the Committee are elected by the Faculty Council based on the proposal of the Dean. The chairperson of the Committee is appointed by the Dean from among the members of the Committee.

#### *Study Committee*

**Section 23** (1) The Study Committee is a standing committee organized within each faculty that deals with students' academic matters in accordance with the provisions of this regulation.

(2) The scope of duties and authority of the Study Committee are defined in the Education and Exam Regulations.

#### *Scientific and Appointment Committee*

**Section 24<sup>11</sup>** (1) The Scientific and Appointment Committee is a standing committee organized within each faculty that reviews appointments for academic and research staff, at least at the level of university or college associate professors and university or college professors.

(2) The Scientific and Appointment Committee consists of at least four members within each faculty.

(3) The members of the Scientific and Appointment Committee must hold a doctoral (PhD or DLA) degree or an equivalent qualification and habilitation, and must be engaged in internationally recognized teaching or research activities in their area of science.

(4) The members of the Scientific and Appointment Committee are appointed by the Rector upon the proposal of the Dean.

#### ***Faculty additional provision***

##### ***Section 2A<sup>12</sup>***

*(1) The mandate of the members of the Scientific and Appointments Committee is for three years.*

#### *International Mobility Committee*

**Section 25** (1) The International Mobility Committee is a standing committee organized within each faculty that deals with international mobility matters concerning students, faculty, and staff.

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<sup>11</sup> Amended by Decision 6 of January 30, 2023 of the University Council. Effective as of April 1, 2023.

<sup>12</sup> Enacted by Decision No. 35/2024/XII.4. of the Faculty Council. Effective as of 1 January 2025.



(2) The composition scope of duties and authority of the Committee, as well as the detailed rules of its procedures, are determined by the Faculty Council.

(3) The members of the Committee are appointed by the Dean.

### ***Faculty additional provision***

### **Section 3**

*(1) Scope of responsibilities and authority of the International Mobility Committee:*

- a) The Committee's key responsibilities include reviewing individual student, faculty, and staff applications related to international mobility programs, preparing and making decisions within the Faculty's competence (e.g., Erasmus+, International Credit Mobility, CEEPUS, and other programs).*
- b) <sup>13</sup> Upon the request of the Dean or the Vice-Dean responsible for international affairs, the Committee provides an opinion on any international application or matter related to international mobility, and performs all tasks assigned to it by the Dean or the Faculty Council.*

*(2) Members of the Committee:*

- a) <sup>14</sup> The Faculty International Mobility Committee consists of a maximum of 9 members. The term of office for Committee members is three years.*
- b) The Chair of the Committee is the Vice-Dean responsible for international affairs.*
- c) <sup>15</sup> Members of the Committee include:*
  - i) the Faculty Erasmus Coordinator,*
  - ii) the Academic Coordinators for Mobility,*
  - iii) the Head of the International Relations Office,*
  - iv) the Head of the Academic Administrations Office,*
  - v) two students delegated by the Students' Union,*
  - vi) additional academic staff members appointed by the Dean.*

*(3) <sup>16</sup> The Committee shall define its own rules of procedure and operational regulations.*

### ***Faculty Committee for Quality Assurance***

**Section 26** (1) To fulfill the faculty's quality assurance tasks, the relevant faculty council may, upon the Dean's proposal, elect a faculty quality assurance committee.

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<sup>13</sup> Amended by Decision No. 35/2024/XII.4. of the Faculty Council. Effective as of 1 January 2025.

<sup>14</sup> Amended by Decision No. 35/2024/XII.4. of the Faculty Council. Effective as of 1 January 2025.

<sup>15</sup> Amended by Decision No. 35/2024/XII.4. of the Faculty Council. Effective as of 1 January 2025.

<sup>16</sup> Enacted by Decision No. 35/2024/XII.4. of the Faculty Council. Effective as of 1 January 2025.

(2) The composition, scope of duties and authority of the Committee, as well as the detailed rules of its procedures, are determined by the individual faculties within the framework of the University Quality Assurance Regulations.

### ***Faculty additional provision***

#### ***Section 4***

*(1) Scope of responsibilities and authority of the Faculty Committee for Quality Assurance:*

*The Committee's responsibilities include:*

- a) <sup>17</sup>*
- b) developing the Faculty quality development programme and submitting it to the Faculty Council;*
- c) approving the work plan for the analysis of quality indicators, based on the proposal of the central organizational unit responsible for quality assurance tasks;*
- d) participating in the implementation of quality assurance tasks at the Faculty level;*
- e) <sup>18</sup>*
- f) executing university-level quality assurance tasks related to the Faculty; and*
- g) carrying out any additional quality assurance tasks assigned to the Committee by the Faculty Council.*

*(2) Members of the Committee:*

- a) <sup>19</sup>*
- b) The Chair of the Committee is the Faculty Quality Management Officer.*
- c) Members of the Committee include:*
  - i) the Faculty Quality Management Officer,*
  - ii) the Faculty delegate to the University Quality Assurance Committee,*
  - iii) the alternate Faculty delegate to the University Quality Assurance Committee,*
  - iv) members delegated by the Dean,*
  - v) a student delegated by the Students' Union.*

*(3) The Chair of the Committee represents the Committee before the Dean and the Faculty Council, convenes the Committee meetings, and presides over them.*

*(4) The Committee shall define its own rules of procedure and operational regulations.*

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<sup>17</sup> Repealed by Decision No. 35/2024/XII.4. of the Faculty Council. Repealed as of 1 January 2025.

<sup>18</sup> Repealed by Decision No. 35/2024/XII.4. of the Faculty Council. Repealed as of 1 January 2025.

<sup>19</sup> Repealed by Decision No. 35/2024/XII.4. of the Faculty Council. Repealed as of 1 January 2025.

## ***Title 8:***

### ***The Pope Saint John Paul II Research Center***

**Section 27** (1) The Pope Saint John Paul II Research Center (hereinafter: Research Center) is an independent research unit operating under the direct supervision of the Rector, complementing the activities of the faculties in a subsidiary manner.

(2) The description of the organization and the operational procedures of the Research Center are outlined in its own Organizational and Operational Regulations, approved by the University Council.

## ***Title 9:***

### ***The Rector's Office and Central Organizational Units***

#### ***The Rector's Office***

**Section 28** (1) The Rector is assisted in the leadership of the University by the Rector's Office. The Rector's Office is the central administrative body of the University, which supports the Rector in carrying out its leadership tasks.

(2) The head of the Rector's Office is appointed by the Rector, after hearing the opinion of the University Council.

(3) The Rector's Office performs the tasks defined in the Regulation of the Rector's Office, including, in particular:

- a) filing incoming and outgoing documents and acting in accordance with the Rector's instructions for their dispatching to the faculties or other organizational units (register book),
- b) archiving and clearly systematising Rector's documents and proposals,
- c) preparing the meetings of the University Council, recording its decisions in the minutes, communicating and preserving the decisions, and keeping the book of decisions,
- d) performing the necessary tasks for organizing university's central events,
- e) handling all matters required by the administrative order of the Rector's Office, ensuring written documentation of deadlines outlined in rector's instructions,

- f) <sup>20</sup>providing legal and technical support for the faculties or other central organizational units and coordinating, and supervising administrative tasks carried out by them,
  - g) <sup>21</sup>coordinating and providing legal and professional support in the forming and amendment of university regulations, with special attention to monitoring statutory changes,
  - h) <sup>22</sup>participating in the development of intellectual property registration procedures,
  - i) <sup>23</sup>assisting the data protection commissioner in the establishment, operation, and supervision of the data protection system,
  - j) <sup>24</sup>ensures the legal preliminary opinionating, control, and, in case of a supportive opinion, the signing of contracts to be concluded by the Rector, except for those defined in Section 40, point u).
  - k) <sup>25</sup> ensures the development of applicable contract templates and other legally relevant document templates, except for those defined in Section 40, point v).
- (4) <sup>26</sup>A person with legal expertise, under the direct supervision of the Rector, is responsible for the tasks outlined in points f)-k) of paragraph (3).
- (5) <sup>27</sup>A Quality Assurance Office operates within the Rector's Office.
- (6) <sup>28</sup>In its activities, the Quality Assurance Office follows the regulations of the Hungarian Accreditation Committee, as its accrediting body.
- (7) <sup>29</sup>The office performs quality assurance tasks, specifically:
- a) supports the Rector in the development of the mission statement and quality regulations and ensures their implementation,
  - b) supervises the comprehensive development of regulations related to quality management,

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<sup>20</sup> Enacted by Decision 39 of May 14, 2024 of the University Council. Effective of July 1, 2024.

<sup>21</sup> Enacted by Decision 39 of May 14, 2024 of the University Council. Effective of July 1, 2024.

<sup>22</sup> Enacted by Decision 39 of May 14, 2024 of the University Council. Effective of July 1, 2024.

<sup>23</sup> Enacted by Decision 39 of May 14, 2024 of the University Council. Effective of July 1, 2024.

<sup>24</sup> Enacted by Decision 39 of May 14, 2024 of the University Council. Effective of July 1, 2024.

<sup>25</sup> Enacted by Decision 39 of May 14, 2024 of the University Council. Effective of July 1, 2024.

<sup>26</sup> Enacted by Decision 39 of May 14, 2024 of the University Council. Effective of July 1, 2024.

<sup>27</sup> Enacted by Decision 39 of May 14, 2024 of the University Council. Effective of July 1, 2024.

<sup>28</sup> Enacted by Decision 39 of May 14, 2024 of the University Council. Effective of July 1, 2024.

<sup>29</sup> Enacted by Decision 39 of May 14, 2024 of the University Council. Effective of July 1, 2024.

- c) organizes a wide dissemination of the "quality management mindset",
- d) supervises the mapping and operation of quality management systems at the University,
- e) monitors the University's strategy development process and gives feedback when necessary,
- f) cooperates with the University's organizational units responsible for quality assurance and regulation-related matters,
- g) supports the University and Doctoral Schools in their accreditation processes in the field of quality assurance,
- h) supervises the development of international and national quality assurance frameworks as follows:
  - 1. prepares and oversees self-assessments,
  - 2. oversees efficiency measurement and provides feedback,
  - 3. prepares the development of management information systems,
- i) coordinates the faculty's quality management activities.

#### *The Internal Audit Department*

**Section 29** (1) The Internal Audit Department conducts audits of the operations of individual organizational units based on a work program approved by the Rector. The aim of its activities is to identify non-compliance with laws, university or faculty regulations, rector's instructions, and university council decisions.

(2) Based on its audits, the Internal Audit Department makes recommendations for managerial measures.

(3) The Internal Audit Department is structurally placed under the exclusive control of the Rector. Any head of an organizational unit may propose audit activities, and the Rector, taking into account the opinion of the head of the Internal Audit Department, makes the final decision on the initiation of an investigation.

#### **Section 30** <sup>30</sup>

#### *Communication Department*

**Section 31** (1) The Communication Department is an organizational unit operating under the direct supervision of the Rector.

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<sup>30</sup> Repealed by Decision 39 of May 14, 2024 of the University Council. Repealed as of April 1, 2024.

(2) <sup>31</sup>The head of the Communication Department, as the University's Executive Communication Officer, coordinates the institutional and faculty communication activities from a professional communication perspective.

(3) <sup>32</sup>The Communication Department is responsible for:

- a) developing the University's communication strategy,
- b) planning and organizing internal and external communication related to the University's mission, institutional operations, as well as its academic, scientific, and faith-related activities.

(4) <sup>33</sup>The tasks of the Communication Department include, in particular:

- a) implementing institutional communication in accordance with the communication strategy in cooperation with the faculty communication staff,
- b) establishing the University's unified visual identity, supporting the related institutional practices, and continuously monitoring them,
- c) managing the content of the University's central, non-faculty-related Hungarian-language digital platforms,
- d) participating in the organization and execution of the University's main events, as well as handling public relations tasks, preparing reports, photos, and videos,
- e) managing the University's media relations, handling journalist' inquiries, organizing interviews, preparing press releases, managing media communication of the Rector and Vice-rectors, and digitally archiving media appearances,
- f) providing photo and video services for the University and the faculties,
- g) coordinating and harmonising faculty activities related to the University's secondary school relationships,
- h) building a network that connects the University's alumni communities, developing related platforms and services in cooperation with the faculties,
- i) handling tasks related to the issuance and registration of the University's Pázmány Card, preparing and managing service contracts that provide discounts,
- j) performing visual identity and organizational tasks related to the University's branded gifts.

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<sup>31</sup> Amended by Decision 6 of January 30, 2023 of the University Council. Effective as of April 1, 2023.

<sup>32</sup> Amended by Decision 6 of January 30, 2023 of the University Council. Effective as of April 1, 2023.

<sup>33</sup> Amended by Decision 6 of January 30, 2023 of the University Council. Effective as of April 1, 2023.

### *The Education and Academic Office*

**Section 32** The Education and Academic Office is an organizational unit operating under the direct supervision of the Rector, responsible for the central coordination of administrative activities related to educational coordination and academic matters. In particular, it:

- a) organizes and coordinates study-related administrative activities,
- b) ensures the development and central operation of the electronic study system in accordance with user needs, in cooperation with the organizational unit responsible for IT activities,
- c) records faculty supplements to the academic regulations, participates in the modification and review of them,
- d) keeps records of program and faculty accreditations, systematizes documents, and is entitled to request information from the responsables of the faculties in this area,
- e) continuously records the accreditation licenses of programs, and when those expire, initiates actions for their extension in due time,
- f) prepares educational and accreditation decisions for the University Council and the Rector,
- g) handles preparatory and procedural tasks related to administrative authority procedures in educational matters,
- h) maintains contact with the relevant authorities in educational and study matters,
- i) performs any tasks assigned to it by regulations or rector's instructions.

### *The Central Office for Foreign Affairs*

**Section 33** The Central Office for Foreign Affairs is an organizational unit operating under the direct control of the Rector, responsible for carrying out all tasks emerging from the University's international relations, specifically:

- a) performs supervisory and coordinating activities concerning international mobility and other projects within its scope of responsibility,
- b) keeps contact with international and national organizations providing programs,
- c) within the framework of its supervisory and coordinating activities, may request information from the responsible staff members of the faculties, who are obliged to provide the requested information,

- d)<sup>34</sup> prepares and submits international applications, contributes to their implementation and accounting,
- e) assists in the preparation and execution of decisions that define the University's international relations, closely monitoring the implementation of the University's foreign affairs strategy,
- f) keeps record of the University's international relations, prepares institutional-level international agreements, and facilitates their implementation,
- g) coordinates the University's duties in connection to its contractual relations with foreign universities,
- h) assists faculties in handling their international relations,
- i) participates in organizing and implementing international programs organized by the University, organizes and manages institutional-level programs and events related to mobility projects,
- j) handles administrative tasks related to the University's membership in international professional organizations,
- k) contributes to the promotion and publicity of the University abroad,
- l) performs any tasks assigned to it by regulations, rector's instructions, or Vice-rector's instructions.

*Pázmány Péter United Dormitory*

**Section 33/A** <sup>35</sup>(1) The Pázmány Péter Unified Dormitory is a main organizational unit directly controlled by the Rector, with professional oversight provided by the Vice-rector responsible for education. The dormitory is run by the Dormitory Director appointed by the Rector.

(2) The description of the dormitory's tasks and the detailed rules of its operation are outlined in the Student Dormitory Rules and the House Rules, approved by the University Council.

***Title 10:***

***Project Office***

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<sup>34</sup> Amended by Decision 6 of January 30, 2023 of the University Council. Effective as of April 1, 2023.

<sup>35</sup> Enacted by Decision 97 of October 26, 2023 of the University Council. Effective as of April 1, 2024.



**Section 34** (1) <sup>36</sup>The Project Office is an organizational unit operating under the direct control of the Director-General for Development, responsible for coordinating the development of the University's Budapest Campus, particularly focusing on the development tasks related to the real estate transferred to the ownership of the Hungarian Catholic Bishops' Conference as specified in a separate law, involving a non-paid property contribution (Campus Development and the Bródy Project, hereinafter referred to together as the "Campus Project").

(2) By coordinating and controlling the University's development activities the Project Office carries out the following tasks in connection to and the Campus Project:

- a) supporting the implementation of the University's mission statement and strategy,
- b) defining the infrastructure required for implementing the strategy and monitoring the development process,
- c) identifying specific needs, developing a planning program, and coordinating with the contractor and designers,
- d) coordinating needs and possibilities in consultation with the developer and contractor,
- e) participating in decision-making processes, ensuring the interests of the University and the Governor,
- f) providing ongoing education-professional, and operational control during the investment process,
- g) coordinating the handover process,
- h) developing operational conditions and managing the move-in process,
- i) managing warranty issues,
- j) professional and economical evaluation of the project.

*The Director-General for Development*

**Section 35** (1) The employer's rights over the University's Director-General for Development are exercised by the Secretary of the Hungarian Catholic Bishops' Conference, except for the right to conclude and terminate the employment contract, which falls exclusively under the authority of the Grand Chancellor.

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<sup>36</sup> Amended by Decision 6 of January 30, 2023 of the University Council. Effective as of April 1, 2023.

(2) The Director-General for Development is authorized to represent the University, in accordance with the provisions of their employment contract, concerning Campus Investment matters and together with the Rector, as determined by the Governor.

(3) The Director-General for Development is entitled and obliged to carry out its duties under the direct and continuous supervision of the Rector.

(4) The Director-General for Development's responsibilities and authority include, in particular:

a) organizing, managing, and deciding on Campus Investment matters (with the prior approval of the Governor, and taking into account the University's interests), including both the preparation and execution phases, and being responsible for its lawful and efficient implementation,

b) leading the Project Office, exercising employer's rights over its staff, and managing its assets management within the framework of the approved budget, organizing and directing its activities,

c) coordinating the work of external and internal partners involved in the Campus Investment, and keeping contact with the Hungarian Catholic Bishops' Conference, as well as with state bodies and authorities.

d) carries out risk analysis and quality assurance tasks related to the Campus Investment, directs the development work, organizes, coordinates, and supervises the operational tasks of the development, and monitors and qualifies the progress of the project, as well as the performance of administrative tasks,

e) coordinates the conveyance and occupancy processes and the conveyance of possession related to the Campus Investment and manages the enforcement of warranty claims,

f) after the conveyance of possession ensures the technical supervision of the real estate related to the Campus Investment and the movable property necessary for its intended use, and is responsible for tasks not falling under others' responsibilities, including their operation, maintenance, and preservation,

g) monitors compliance with legal and other regulatory requirements related to the Campus Investment,

h) countersigns Rector, University Council, and lower-level decisions and proposals made in connection with the Campus Investment, and exercises the right of consent during the University Council's decision-making on strategic and economic decisions related to the Campus Investment,

i) with the approval of the Governor and the Rector's consent, makes decisions on the economic aspects of the Campus Investment, monitors the fulfillment of economic and financial obligations related to the development, and manages the assets of the Campus Investment in accordance with the University's financial practices, with the Rector's consent and approval from the Hungarian Catholic Bishops' Conference (MKPK). The Director-General for Development is required to conduct business in a way that supports the implementation of the approved strategy and budget, cooperating with the University's Director-General for Economic and Technical Affairs in this regard,

j) exercises independent authorization up to the value limit defined by the Governor, and joint authorization with the Rector above that limit, in matters related to the Campus Investment,

k) cooperates with the Vice-rectors, University departments, and appointed Rector's advisors on Campus Investment matters, in such a way that they are authorized to review, evaluate, approve, or reject any documents or measures prepared or coordinated by the above-mentioned individuals in relation to the Campus Investment.

6) The Director-General for Development may participate in the meetings of the University Council in an advisory capacity.

(7) The Director-General for Development is authorized to instruct any University staff member not employed in teaching or research positions in matters related to the Campus Investment, or any directly related investments. Additionally, they have the right to request information from the Rector or teaching and research staff regarding the investment.

(8) <sup>37</sup>The Director-General for Development appoints the Project Director for the Campus Investment, who is a member of the Project Office and the operational leader coordinating the Campus Investment.

### ***Title 11:***

### ***Directorate-General for Economic and Technical Affairs***

**Section 36** The tasks of the Directorate-General for Economic and Technical Affairs are as follows:

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<sup>37</sup> Enabled by Decision 6 of January 30, 2023 of the University Council Effective as of April 1, 2023.

- a) budget planning, allocation and use of appropriations, and modifications of appropriations within its authority,
- b) drawing up the rules for the financial management system applicable to the University as a whole, organization of financial management and procurement, ensuring the IT infrastructure, supporting and supervising the financial management at the faculties and organizational units,
- c) financial and accounting records, data disclosure, and reporting:
  - 1. to the Governor and other external bodies,
  - 2. to the faculties and organizational units,
  - 2. with the frequency required for sound financial management, information on the available resources of the University and their use,
- d) organization, coordination, and execution of workforce management,
- e) central coordination, accounting, and auditing of tender activities,
- f) tasks related to wages, benefits, and other employment-related matters: payroll, payment, data disclosure, related records,
- g) organization, management, and execution of social security benefits (sickness benefit, family allowance, maternity pay, parental leave, etc.) records, calculations, payments, and data disclosure,
- h) management and documentation of labor records,
- i) management of student financial benefits and other forms of support, in cooperation with the faculties and other organizational units,
- j) keeping tax-related records, preparing tax returns,
- k) organization, coordination, and management of university financial provisioning and money management,
- l) operation, maintenance, utilization, repair, cleaning, protection, and preservation of buildings and facilities,
- m) organization and management of energy supply and energy management,
- n) coordination, execution, and realization of investment and renovation work planning,
- o) coordination and management of asset management and property protection,

- p) management, coordination, and execution of occupational safety, civil protection, and fire safety tasks,
- q) partial fulfillment of printing demands,
- r) management of built-in controls within the financial processes,
- s) drawing up of measures to address deficiencies discovered during financial audits, and management of their implementation.

*The Director-General for Economic and Technical Affairs (Trustee of the University)*

**Section 37** (1) The University's Director-General for Economic and Technical Affairs (later referred as Director-General of Finance) is appointed for a term of three (3) years by the Grand Chancellor, based on the Rector's recommendation. The appointment condition, in addition to general employment requirements, is a Master's degree in the field of economics. The appointment is renewable.

(2) The Director-General of Finance acts on behalf of the Rector in matters related to the economic and financial tasks of the institution. They perform their duties under the direct supervision and control of the Rector.

(3) As the University's trustee, the Director-General of Finance works under the direct authority of the Rector, in accordance with laws and the University's regulations, while taking into account the decisions of the University Council.

(4) The Director-General of Finance is personally responsible for creating, organizing, operating, and executing the framework of the University's financial management, except for matters that fall under the responsibility of the faculty's economic directors. In this regard, the Director-General of Finance may instruct the faculty's economic directors according to the provisions of the Financial Management Regulations, with simultaneous notification of the Dean, and may initiate disciplinary actions against them.

(5) The Director-General of Finance 's scope of duties and authority include, except for those under the scope of the Development Director, particularly:

- a) organizing and directing the University's economic activities,
- b) managing the University's assets, considering regulations related to extraordinary assets management,
- c) being responsible for preparing the University's budget proposal and ensuring its execution, compliance, and enforcement.

- d) ensures the preparation of economic proposals for the University Council and other university-level bodies, provides preliminary opinions on other proposals from an economic perspective, and assists the Rector and the University Council in the preparation and drawing up of development plans,
- e) ensures the timely fulfillment of the University's economic and financial obligations, particularly regarding the University's annual accounts,
- f) organizes and operates the University's accounting system, its documentation system, establishes the procedure for remittance, ensures compliance with financial-management regulations, and ensures the timely preparation and submission of required statistical reports,
- g) is responsible for ensuring that the University, the faculties, and other organizational units' leaders and economic directors are properly informed about the management and finances in a timely and appropriate manner,
- h) after the closure of the financial year, reports to the University Council on the previous year's complete financial management,
- i) in matters related to the University's financial affairs – within the scope of authority delegated by the Rector – exercises the right of commitment,
- j) exercises the counter-signing rights related to all financial commitments and authorizations at university level, in accordance with this regulation and the Financial Management Regulations,
- k) exercises the assignment rights delegated by the Rector,
- l) advises the University's senior management on decisions that he/she becomes aware of, in case those violate any law concerning their area of responsibility. In exceptional cases, acting on behalf of the Rector, may suspend certain asset management measures at faculties if they conflict with state or ecclesiastical laws, University regulations, or the Rector's directives,
- m) selects the proposed auditor(s) and submits the proposal to the Governor,
- n) cooperates with the auditor designated by the Governor during the audit: prepares the audit work, provides the requested documents, discusses proposed amendments with the auditor, accounts for necessary modifications based on the auditor's comments, responds to any points raised in the management letter, and modifies accounting practices based on the management letter etc.,

o) additionally performs all tasks assigned by laws, regulations issued by the Hungarian Catholic Bishops' Conference and the University, decisions of the University Council, or directives from the Rector.

(6) The Director-General of Finance is assisted in fulfilling his or her duties by one or more Deputy Directors. The Director-General of Finance may delegate his/her powers to other individuals within the scope defined in this regulation.

**Section 38** (1) The organization of the Directorate-General for Economic and Technical Affairs:

- a) Secretariat of the Directorate-General for Economic and Technical Affairs
- b) Labour and Human Employment Resources Department
- c) Controlling Department
- d) Economics Department
- e) Public Procurement and Purchasing Department
- f) Operations Department
- g) IT Department
- h) <sup>38</sup>
- i) Tender Management Department

2) <sup>39 40</sup> The Director-General of Finance directly controls the organizational units of the Directorate for Economic and Technical Affairs listed in paragraph (1), as well as the activities of the groups and organizational units subordinated to them, and further carries out the tasks entrusted to them by the Director-General of Finance terms of reference or specific instructions.

(3)<sup>41</sup> The Economic Director may regulate the detailed duties and responsibilities of the deputy economic director(s) in a terms of reference. The instructions of authority must be sent to the faculties and other organizational units. In addition to the instruction that regulates the duties and responsibilities, the Economic Director may also define tasks through special instructions.

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<sup>38</sup> Repealed by Decision 97 of October 26, 2023 of the University Council. Repealed as of January 1, 2024.

<sup>39</sup> Amended by Decision 6 of January 30, 2023 of the University Council. Effective as of April 1, 2023.

<sup>40</sup> Amended by Decision 97 of October 26, 2023 of the the University Council. Effective as of January 1, 2024.

<sup>41</sup> Amended by Decision 97 of October 26, 2023 of the the University Council. Effective as of January 1, 2024.

*The duties of the organizational units of the Director-General for Economic and Technical Affairs*

**Section 39** The duties of the Secretariat of the Directorate-General for Economic and Technical Affairs:

- a) The full registration and filing of the correspondence and data provision obligations of the Directorate-General for Economic and Technical Affairs,
- b) Handling the correspondence of the director and the employees of the Directorate-General for Economic and Technical Affairs,
- c) Preparation of events organized by the Directorate-General for Economic and Technical Affairs and participation in the events.

**Section 40** Duties of the Public Procurement and Purchasing Department:

- a) Ensuring the needs that arise and providing continuous supply by taking care of the purchases related to the University's operations, in compliance with legal requirements and considering cost-efficiency,
- b) Conducting situation and market research for public procurements (goods, equipment and services, construction investments), preliminary market consultations, planning, preparing technical and professional descriptions in cooperation with the claimant, managing the process, administration, monitoring deliveries and performances in accordance with the current Public Procurement Law and the University's Procurement and Public Procurement Regulations,
- c) Preparing the University's annual aggregated public procurement plan and any potential modifications, and submitting it for approval,
- d) Preparing an annual statistical summary of the University's public procurement activities and publishing it,
- e) Uploading data and documents into the electronic public procurement database,
- f) Coordinating and managing centralized public procurements,
- g) Conducting situation and market surveys, preliminary market consultations, planning, and preparing technical and professional descriptions in cooperation with the claimant for procurements under the procurement value threshold (goods, equipment and services, construction investments), managing the process, administration, monitoring deliveries and performances, handling complaints in accordance with the current University Procurement and Public Procurement Regulations,
- h) Recording and keeping track of contracts and framework agreements concluded as a result of conducted public procurement procedures,
- i) Ensuring fair competition and transparency in procurement,



- j) Continuously takes into consideration the optimization of the University's strategic and operational procurement processes, and making recommendations.
- k) Maintains contact with the university website administrator for the maintenance and updating of sections related to public procurements and purchases,
- l) Collaborates with relevant departments and claimant organizational units during public procurement processes,
- m) Monitors changes in relevant laws and regulations,
- n) Ensures the organization of transportation for goods and equipment to be procured, according to requirements,
- o) In case of imports, arranges clearance procedures,
- p) Ensures the quality and quantity acceptance of incoming goods and equipment, and the performance of services either independently or in cooperation with the claimants,
- q) Operates a central warehouse for goods and equipment, performs inventory management tasks,
- r) Ensures the allocation of inventory numbers for received equipment, prepares commissioning documents, and handles the disposal of sorted out items, collaborating with partner organizations in the inventory process,
- s) Manages the electronic public procurement announcement handling system,
- t) Plans, carries out, and administers public procurements under the centralized procurement framework, prepares "plan-request" documents, manages the KSZF portal,
- u) <sup>42</sup>Ensures the legal review and verification of contracts related to public procurements and purchases to be signed by the Rector, and their signature by the Rector in case of supportive opinion,
- v) <sup>43</sup> Ensures the draw up of contract templates and other legally relevant document templates to be used in public procurements and purchases,
- z) <sup>44</sup>Establishes and oversees the contract registration system.

#### **Section 41 Duties of the Labour and Employment Department:**

##### **I.) Payroll-related tasks:**

- a) Calculation of salaries and benefits for employees in employment or other legal relationships, performing various deductions on payment items, establishing and maintaining necessary records,
- b) Handling, recording, and calculation of welfare benefits,

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<sup>42</sup> Enabled by Decision 39 of May 14, 2024 of the University Council. Effective as of July 1, 2024.

<sup>43</sup> Enabled by Decision 39 of May 14, 2024 of the University Council. Effective as of July 1, 2024.

<sup>44</sup> Enabled by Decision 39 of May 14, 2024 of the University Council. Effective as of July 1, 2024.

c) additional data disclosure for general ledger posting.

II.) Social security-related tasks:

- a) Managing social security matters, maintaining necessary records,
- b) Determining eligibility for sick pay benefits, calculating and disbursing payments for this entitlement,
- c) Preparing pensions for retirees.

III.) Employment-related tasks:

- a) Regulating the establishment, modification, and termination of employment or other work-related relationships. Organizing, carrying out, and supervising the proper execution of these processes,
- b) Determining various employment-related entitlements, initiating and implementing related actions,
- c) Organizing occupational health services,
- d) Administering work clothing and personal protective equipment allowances,
- e) Annually determining employees' leave entitlements, reassignment, and tracking guaranteed salaries and salary changes.
- f) Implementation of salary increases in accordance with the law, issuance and recording of written notifications,
- g) Preparation of monthly change reports for payroll,
- h) Requesting and processing of faculty declarations, relevant data disclosure,
- i) Administration of travel vouchers,
- j) FIR data reporting related to employee data,
- k) Administration of bonus payments,
- l) Recruitment of labor.

IV.) human-resources-related tasks:

- a) Administration of retirement, job postings, and assignments,
- b) Preparation of appointments of executives,
- c) Maintenance of non-full-time faculty declarations,
- d) Management of personal records,

e)<sup>45</sup>

V.) General tasks:

- a) Completion of declarations and data reporting obligations on time,
- b) Preparation of statistical reports for the Governor and authorities,
- c) Data disclosure for the University senior management,
- d) Assistance in preparing the annual narrative report,
- e) Fulfillment of employer obligations related to personal payments,
- f) Administration of private pension funds' and voluntary pension funds' matters,
- g) Analytical record-keeping of assignment contracts.

**Section 42** The tasks of the Economics Department:

I.) Record-keeping and data disclosure tasks:

- a) Keeping detailed analytical and general ledger records, as prescribed by the Accounting Act and other regulations applicable to ecclesiastical legal entities, which serve as the basis for reporting statements, including general ledger bookkeeping,
- b) Preparation of tax returns based on analytical data from value-added tax (VAT) records, ensuring consistency with the synthetic accounting records in compliance with legal requirements,
- c) Monitoring changes in regulations affecting operations, internal policies, and data reporting requirements that impact the administrative system, informing and training relevant stakeholders,
- d) Recording economic events, designing, implementing, and controlling the documentary system that serves as the basis for these events,
- e) Ensuring the legality and timelines of data entry and processing in the administrative system, as well as developing the administrative system,
- f) Ensuring the connection between the financial module of the Neptun system and the administrative system,
- g) Recording revenue and expenditure commitments, as well as changes in assets and liabilities,

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<sup>45</sup> Repealed by Decision 6 of January 30, 2023 of the University Council. Repealed as of April 1, 2023.

- h) communication with the supervisory authorities,
- i) Supporting the validation of assets and liabilities in the annual report through the analytical records in accordance with the Accounting Regulations and the Inventory and Disposal Regulations,
- j) Assisting organizational units with management-related issues.

**II.) Financial and funding tasks:**

- a) Operating cash desks, ensuring the conditions for secure cash handling and control,
- b) Recording and reconciling cash flow,
- c) Fulfilling cash payment obligations via a cashier register and ensuring cash availability,
- d) Maintaining communication with banks, financiers, and external bodies,
- e) Managing finances related to public procurement,
- f) Handling financial tasks related to official international travels
- g) Transferring payroll calculations prepared by the salary group and student monetary allowances via the giro system,
- h) Preparing outgoing invoices, tracking liabilities, and collecting receivables,
- i) Authorizing and recording incoming invoices in the system, ensuring financial settlement.

**Section 43** The tasks of the Controlling Department:

- a) Recording the original and modified budget allocations, monitoring and analyzing their usage and performance. Initiating necessary actions and proposing budget modifications,
- b) Monitoring the number of employees working under the planned personnel and personal allowances in the annual budget, detailed by faculty and organizational unit, and its correction by any mid-year amendments,
- c) Reporting on the allocations distributed by organizational units, monitoring the usage, executing allocation modifications and transfers, and tracking settlements with approved allocations,

- d) Verifying the cost plans for own resources and training courses upon payment in accordance with regulations, proposing necessary modifications to the allocations, and monitoring the usage of the allocations,
- e) Participating in the preparation of the balance sheet and income statement for the final accounts,
- f) Preparing the annual budget, coordinating relevant processes, conducting negotiations, and working with relevant specialist departments,
- g) Preparing periodic and annual financial reports,
- h) compilation periodic and annual text reports,
- i) Preparing analyses and forecasts for Directorate-General for Economic and Technical Affairs,
- j) Continuously reviewing the reporting system, conducting negotiations, defining content elements, and operating the system,
- k) Providing management information, preparing monthly, quarterly, semi-annual, and annual reports,
- l) University-level risk management and related tasks, proposing measures for improvement,
- m) Preparing and recording the allocation notifications for organizational units approved by the University Council in the budget,
- n)<sup>46</sup> Supervising and monitoring interface connections,
- o)<sup>47</sup> Fulfilling data reporting obligations,
- p)<sup>48</sup> liaising with unit leaders and external organizations.

#### **Section 44** <sup>49</sup> (...)

#### **Section 45** <sup>50</sup>The tasks of the Operations Department:

##### I.) Operations-related tasks:

- a) Preparing the maintenance plan,

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<sup>46</sup> Amended by Decision 97 of October 26, 2023 of the University Council. Effective as of January 1, 2024.

<sup>47</sup> Amended by Decision 97 of October 26, 2023 of the University Council. Effective as of January 1, 2024.

<sup>48</sup> Amended by Decision 97 of October 26, 2023 of the University Council. Effective as of January 1, 2024.

<sup>49</sup> Repealed by Rector's Instruction 15 of October 27, 2022. Repealed as of October 27, 2022.

<sup>50</sup> Article 45, point 1 amended and Article 45, point II inserted by Decision 6 of January 30, 2023 of the University Council. Effective as of April 1, 2023.

- b) Preparing statistical reports for the Central Statistical Office (KSH),
- c) Utilization of real estate,
- d) Recording room bookings related to real estate utilization,
- e) Uploading and managing facility data in the Neptun system,
- f) Handling insurance matters (building and property insurance),
- g) Performing real estate management tasks,
- h) Ensuring the uninterrupted operational conditions of the University,
- i) Coordinating technical (maintenance, repairs, renovations) and operational (cleaning, reception services, etc.) tasks at the campuses,
- j) Maintaining records of room functions and data,
- k) Organizing, coordinating, and supervising university maintenance works,
- l) Optimizing the costs of gas, electricity, district heating, water, and waste disposal,
- m) Providing data for utility contracts,
- n) Preparing utility statistics and providing data,
- o) Maintaining ongoing partnership and contractual relation with utility providers,
- p) Carrying out transportation tasks within the University for people and goods,
- q) Operating the vehicles used by the University,
- r) Participating in official procedures and technical handovers,
- s) Performing occupational health and fire protection tasks,
- t) Ensuring reception services in the University buildings,
- u) Partially fulfilling printing service requests.

## II.) Developments-related tasks:

- a) Organizing the investment, modernization, and renovation tasks of the facilities,
- b) Preparing the University's annual investment plan for proposition,
- c) Preparing technical decisions, obtaining the necessary plans and technical documents,
- d) Preparing or commissioning authorization and construction plans,

- e) Planning procurements and public procurement procedures related to developments and renovations, preparing public procurement documentation,
- f) Financial planning for developments and renovations, monitoring the progress of expenditures,
- g) Handling the necessary administrative procedures for construction projects,
- h) Preparing data reports and statements,
- i) Maintaining records related to investments, performing or providing technical inspection tasks,
- j) Managing project executions, representing the University at cooperation meetings,
- k) Organizing and conducting technical conveyance procedures, issuing delivery reports, performing preliminary professional checks on invoice attachments,
- l) Enforcing warranty and guarantee claims.

**Section 46** <sup>51</sup>The scope of duties and authority of the IT Department, as well as the detailed rules of its procedures, are defined by the IT Regulations and the Information Security Regulations.

**Section 47** <sup>52</sup>(...)

**Section 47/A**<sup>53</sup> The tasks of the Tender Management Department are as follows:

- a) registration of tender requests submitted by the faculties in due time,
- b) Supporting the preparation and completion of tender applications emerging at the faculties,
- c) Timely registration of the documents required for submitting applications, continuously informing the Director-General of Finance about these needs,
- d) Preparing completed applications for signature,
- e) Keeping records of submitted applications and preparing grant/tender contracts for signature of awarded grants,
- f) Keeping records of data disclosure and other obligations during the implementation of awarded grants, ensuring their timely completion,

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<sup>51</sup> Amended by Decision 97 of October 26, 2023 of the University Council. Effective as of January 1, 2024.

<sup>52</sup> Repealed by Decision 97 of October 26, 2023 of the University Council. Repealed as of January 1, 2024.

<sup>53</sup> Amended by Decision 6 of January 30, 2023 of the University Council. Effective as of April 1, 2023.

- g) Documenting the use of grant funds during the implementation of awarded grants, and continuously informing the Director-General of Finance, from whom information on such data can also be requested,
- h) Preparing documents for signature concerning changes, contract amendments during the implementation of awarded grants,
- i) Cooperating with the faculties, and counseling regarding questions arising during the implementation of grants,
- j) Participating in audits, conducting necessary preparations for them, and providing information and documents required for the audits concerning the grants,
- k) Timely submission of tender reports,
- l) Carrying out other tasks as specified in the Tender Regulations and procedures.

## ***Title 12:***

### ***The University Students' Union***

**Section 48** (1) The University Students' Union operates at the University to represent the interests of students.

(2) Every student of the University is a member of the University Students' Union.

(3) The structure and operation of the University Students' Union are determined by its bylaws, which is established within the framework of applicable laws and this regulation and approved by the University Council.

**Section 49** (1) The Doctoral Student Association operates at the University to represent the interests of doctoral students.

(2) Every doctoral student of the University is a member of the Doctoral Student Association.

(3) The structure and operation of the Doctoral Student Association are determined by its bylaw, which is established within the framework of applicable laws and this regulation and approved by the University Council.



**Chapter 3:**  
**The Organization and Operation of the Faculties**

***Title 1:***

***The Faculty Council***

*Composition of the Faculty Council*

**Section 50** (1) The governing body of the faculty is the Faculty Council. In the case of the Canon Law Institute, which has faculty status, the function of the Faculty Council is fulfilled by the Institute Council. The Faculty of Theology and the Canon Law Institute are ecclesiastical faculties, and their organization and operation are determined by their own regulations approved by the Apostolic Holy See, including the specific composition of the Faculty Council. In this regard, these and other University regulations apply to these two faculties only to the extent they are in accordance with the regulations approved by the Holy See. At the other faculties of the University, the Faculty Council is a joint body consisting of the heads of institutes and departments, lecturers, other employees, and students of the faculty.

(2) The number of members of the Faculty Council shall not exceed twenty. Only members have right to vote. The term of office of the Faculty Council is two years.

(3) The Chair of the Faculty Council is the Dean.

(4) The members of the Faculty Council are:

- a) the Director of Finance,
- b) <sup>54</sup>five members elected by the full-time academic staff who hold teaching assignment within the faculty (hereinafter referred to as the academic members),
- c) up to eleven members appointed by the Rector from among the Dean's proposed faculty Vice-deans, heads of institutes, or other university professors,
- d) one representative of the Faculty Students' Union,
- e) one non-teaching staff member elected by their peers

(5) A person can only be a member of the Faculty Council in one legal title at a time.

(6) Membership in the Faculty Council ceases:

- a) upon the expiration of the Faculty Council's term,

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<sup>54</sup> Amended by Decision 6 of January 30, 2023 of the University Council. Effective as of April 1, 2023.

- b) upon the death of the member,
- c) upon the resignation of the member, which can be accepted by the Rector based on the Dean's recommendation,
- d) upon the termination of the legal relationship that entitles the member to hold office,
- e) upon the termination of the employment or student relationship with the faculty,
- f) <sup>55</sup>in case of members appointed by the Rector based on the Dean's proposal, upon the expiration of the Dean's term who proposed the member,
- g) <sup>56</sup>upon dismissal by the Rector.

#### *The Tasks and Competences of the Faculty Council*

**Section 51** (1) The Faculty Council has the following authority:

- a) to prepare, approve, and, in cases specified in the University Charter, submit proposals to the Rector for referral to the Hungarian Catholic Bishops' Conference for approval,
- b) to propose the establishment, division, merger, or dissolution of organizational units within the faculty,
- c) to approve curricula,
- d) to prepare and review the faculty's budget and financial statements,
- e) to elect the Dean and propose the appointment of the Dean to the Grand Chancellor through the Rector,
- f) opinionating the appointment of Vice-Deans, Faculty Directors of Finance, Heads of Institute or Departments, as well as University Professors and Associate Professors,
- g) to express opinions on the awarding of titles not related to academic positions.
- h) opinionating on other matters referred to the Faculty Council's competence by regulation or the Dean,
- i) to make proposals to the Rector or the University Council on any matters affecting the University or the faculty.

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<sup>55</sup> Amended by Decision 6 of January 30, 2023 of the University Council. Effective as of April 1, 2023.

<sup>56</sup> Amended by Decision 6 of January 30, 2023 of the University Council. Effective as of April 1, 2023.

(2) The Dean convenes the Faculty Council meeting with an invitation delivered at least 8 days in advance. Convening the Council is mandatory if requested in writing by at least twenty percent of the members. The Chancellor and the Rector must be invited to the meetings with advisory capacity, and they may be represented by their agents. Other individuals may also be invited to the Faculty Council meetings with advisory capacity.

(3) The Faculty Council meeting is open to the University's members, except when the Dean or the majority of the Faculty Council members request a closed session.

(4) The Faculty Council is quorate if at least half of its members are present.

(5) A summary or minutes of the Faculty Council meeting must be prepared, which must be certified by the Dean and a member designated in advance for this task.

### ***Faculty additional provision***

#### ***Section 5***

*(1) Meetings of the Faculty Council are chaired by the Dean.*

*(2) The agenda is approved by the Faculty Council at the beginning of the meeting, upon the Dean's proposal.*

*(3) The Dean is assisted in their work by the Head of the Dean's Office.*

*(4) Decisions of the Faculty Council are recorded in resolutions. Resolutions must be numbered sequentially starting from 1 each calendar year. The Head of the Dean's Office publishes the resolutions on the Faculty's official internal platform no later than the eighth working day following the meeting.*

*(5) The minutes of Faculty Council meetings and the resolutions are retained by the Head of the Dean's Office.*

#### ***Section 6***

*Audio recordings may be made of Faculty Council meetings if requested by any member of the Faculty Council at the beginning of the meeting. The recording shall serve as the basis for the minutes subsequently prepared.*

#### ***Section 7***

*<sup>57</sup> The Faculty Council decides by secret ballot on matters involving individuals and direct financial benefits to individuals.*

#### ***Section 8***

*(1) <sup>58</sup> Upon the Dean's proposal, the Faculty Council may make decisions via remote voting (per vota dispersa) in matters falling within its competence, except for those excluded from the remote voting procedure under paragraph (2). In the case of remote voting, the proposal*

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<sup>57</sup> Amended by Decision No. 35/2024/XII.4. of the Faculty Council. Effective as of 1 January 2025.

<sup>58</sup> Amended by Decision No. 35/2024/XII.4. of the Faculty Council. Effective as of 1 January 2025.

*must be sent at least three working days before the start of voting, unless the Dean decides otherwise in justified cases.*

*(2) <sup>59</sup> Remote voting may not be held on the adoption of the budget or on proposals for amending the Organizational and Operational Regulations.*

*(3) For the matters listed in paragraph (2), voting conducted through remote presence is equivalent to voting held with physical presence.*

*(4) Remote presence refers to participation via an electronic telecommunications network that enables simultaneous transmission of audio and video.*

*(5) The Dean orders remote voting by sending the proposal in writing. If any member of the Faculty Council submits a written request to withdraw the proposal, the Dean shall withdraw it and notify all members of the Faculty Council. In such cases, the proposal may be placed on the agenda of the next Faculty Council meeting. In the absence of a withdrawal request, members of the Faculty Council may cast their vote on an open ballot paper sent together with the proposal within five working days - in urgent cases, in two - following the submission of the proposal, by delivering it to the Dean's Office. The proposal must include the deadline for the remote vote; votes received after the deadline shall not be considered.*

*(6) A remote vote is valid if more than half of the Faculty Council members participate, and is effective if the majority of the valid votes cast support or reject the proposal. The Dean shall inform the Faculty Council members of the result by sending the resolution, and shall submit the resolutions adopted via remote voting to the next regular Faculty Council meeting for confirmation.*

#### *Election of Academic and Non-Academic Members of the Faculty Council*

**Section 52** (1)<sup>60</sup> In the election of the academic members of the Faculty Council, each faculty's educational-research unit nominates one full-time university professor or associate professor, or one full-time researcher, senior lecturer, or assistant lecturer, or a person employed in an academic position. The nominations take place at a meeting (hereinafter: All-teachers' Meeting) convened by the head of the educational-research unit, involving all faculty members, researchers, and lecturers employed by the University within that unit.

(2)<sup>61</sup> If a faculty does not have educational-research units, all full-time faculty members, researchers, and teaching staff of the faculty may be nominated. The nominations, based on the Dean's decision, may take place at the All-teachers' Meeting or outside of it—either in writing or electronically—provided that the identity of the nominator can be clearly verified for the purpose of checking eligibility.

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<sup>59</sup> Amended by Decision No. 35/2024/XII.4. of the Faculty Council. Effective as of 1 January 2025.

<sup>60</sup> Amended by Decision 6 of January 30, 2023 of the University Council. Effective as of April 1, 2023.

<sup>61</sup> Amended by Decision 6 of January 30, 2023 of the University Council. Effective as of April 1, 2023.

(3)<sup>62</sup> Three of the elected teaching members of the Faculty Council must be selected from among the full-time university professors and associate professors, and two from among the full-time researchers, senior lecturer, assistant lecturer, and teaching staff employed in academic positions.

(4) <sup>63</sup>The academic members of the Faculty Council are elected by the faculty's academic staff, lecturers, and researchers employed by the faculty.

(5)<sup>64</sup> The non-academic member of the Faculty Council is elected by the faculty's non-academic, non-researching, non-lecturing staff. Anyone among the full-time non-teaching, non-researching, non-lecturing staff may be nominated for election.

(6) The date of the election must be set by the Dean, at least three months prior to the expiration of the Faculty Council's mandate. The election may take place over multiple days. To oversee the election process, the Faculty Council will elect a minimum of a three-member election committee based on the Dean's proposal. Members of the election committee cannot be candidates of the election.

(7) According to a separate list:

a) The university professors and associate professors employed in a specific academic position may vote for candidates nominated for the same academic position.

b) <sup>65</sup>Those employed in the positions of senior lecturer, assistant professor, researcher, and lecturer may vote for candidates nominated for the same positions.

c)<sup>66</sup> Non-academic, non-researching, and non-lecturing staff may vote for candidates nominated for non-academic, non-researching, and non-lecturing positions.

(8) The voting process is secret. Each voter may vote for as many candidates as can be elected from the given list.

(9) The election is valid if at least half of those entitled to vote on the given list have participated. In case of an invalid election, a new election must be held, which will be valid regardless of the number of participants.

(10) According to the number of positions available in the Faculty Council, the candidates who obtain the most valid votes on the given list will become members. In the event of a

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<sup>62</sup> Amended by Decision 6 of January 30, 2023 of the University Council. Effective as of April 1, 2023.

<sup>63</sup> Amended by Decision 6 of January 30, 2023 of the University Council. Effective as of April 1, 2023.

<sup>64</sup> Amended by Decision 6 of January 30, 2023 of the University Council. Effective as of April 1, 2023.

<sup>65</sup> Amended by Decision 6 of January 30, 2023 of the University Council. Effective as of April 1, 2023.

<sup>66</sup> Amended by Decision 6 of January 30, 2023 of the University Council. Effective as of April 1, 2023.

tie vote, the election must be repeated among the candidates who obtained the same number of votes, at this time without a validity threshold. After the available positions are filled, the candidates who obtained votes are considered alternates. In case of a tie vote between two alternates, the person chosen by the Dean will become a member of the council.

(11) The election results are concluded by the election committee after the voting period has expired and are sent to the Dean.

(12) The election is conducted either on paper or through the Neptun system, as decided by the Dean.

## ***Chapter 2:***

### ***The Dean***

#### *The Person of the Dean*

**Section 53** (1) The leader of the Faculty is the Dean, whose role and authority in the case of the Canon Law Institute with faculty rights are fulfilled by the President.

(2) The Dean directs and supervises the overall operations of the Faculty. The Dean carries out their duties within the framework defined by state and ecclesiastical laws, as well as by the present regulations.

(3) For the nomination of the Dean to be elected, the Rector appoints a special committee from the Faculty's university professors and associate professors. The special committee nominates three candidates from the Faculty's university professors and associate professors. After a secret vote conducted by the Faculty Council, the Dean is appointed for a three-year term by the Grand Chancellor, based on the Rector's recommendation.

(4) The Dean's term of office ends:

- a) upon the expiration of their term,
- b) upon the death of the Dean,
- c) upon the resignation of the Dean, which is accepted by the Grand Chancellor after consulting the Rector's opinion,
- d) upon the dismissal of the Dean,
- e) upon the termination of the Dean's employment at the University,
- f) upon the Dean reaching the age of 70.

(5) The same person may be re-elected as Dean for one additional term.

(6) In justified cases, the Grand Chancellor may dismiss the Dean of their duties before the expiration of their term.

(7) The Faculty Council may also propose the dismissal of the Dean to the Rector. A Faculty Council decision to initiate the dismissal of the Dean requires a two-thirds majority vote of the Council members.

#### *The scope of duties and authority of the Dean*

**Section 54** (1) In fulfilling his duties, the dean has general authority to give instructions and take actions within the faculty.

(2) The Dean's duties and powers include:

- a) Representing the faculty,
- b) Ensuring compliance with applicable laws and university regulations,
- c) Exercising employer rights over faculty staff members, except for university professors,
- d) Managing the faculty's budget within the framework of this regulation,
- e) Annuling any faculty decision that violates laws, ecclesiastical regulations, or university or faculty rules; an appeal against such a decision may be submitted to the Rector within 8 days,
- f) Carrying out any additional tasks delegated to him by laws or university decisions within his scope of authority.

#### *Substitution of the Dean*

**Section 55** (1) The Vice-deans are appointed and dismissed by the grand chancellor, based on a proposal from the Rector after hearing the opinion of the Faculty Council. The Vice-deans' term ends, unless they are dismissed or resign, when the Dean's term ends.

(2) The number of Vice-deans, which must be between one and four, is determined by the Faculty Council upon the Dean's proposal, and their scope of authority is defined by the Dean.

#### *The Pro-dean*

**Section 56** The previous Dean, if they are a full-time faculty member or an emeritus professor of the faculty, is entitled to the title of "Pro-dean."

### ***Chapter 3:***

#### ***The Director of Finance***

**Section 57** (1) The director of finance, who is employed full-time and has the necessary professional qualifications, manages the economic affairs of the faculty within the approved faculty budget, in accordance with university and supplementary faculty regulations, University Council decisions, and corresponding faculty council decisions, as well as Rector's Director-General of Finance's instructions.

(2) The faculty director of finance is appointed and dismissed by the grand chancellor based on a proposal from the Rector, after hearing the opinion of the Faculty Council.

(3) The professional supervision of the faculty director of finance is exercised by the Director-General of Finance.

(4) Within the framework defined in paragraph (1), the faculty director of finance acts according to the Dean's instructions regarding the use of faculty financial resources.

(5) The scope of authority of the director of finance includes the following tasks:

- a) directly controls and supervises the work of the subordinate organizational units,
- b) organizes and directs the faculty's economic and financial tasks,
- c) prepares the Dean's economic decisions,
- d) submits the faculty's annual report to the Faculty Council,
- e) is responsible for the content of the faculty's annual budget proposal, for submitting it to the appropriate decision-making forums within the set deadlines, and, together with the Dean, for the implementation of the approved budget's allocations.
- f) Opinionates the Dean's proposal regarding the allocation of economic frameworks for educational, research, and other organizational units; following the approval, continuously monitors the use of these economic frameworks,
- g) Is responsible for the implementation of the faculty's budget, for continuous monitoring of the implementation of the faculty's budget, asset management, staffing, and cost management, regularly informs the Dean about the status of the faculty's financial management, and, when necessary, composes proposals for required actions,
- h) Monitors the budget of faculty tenders, and ensures the accuracy and compliance of financial calculations related to program initiation requests,



- i) Exercises the right of commitment, financial endorsement, and assignment rights based on written authorization, in accordance with the institutional regulations,
- j) Ensures the timely provision of relevant faculty data to the Economic and Technical Directorate for institutional reports and other financial data disclosures,
- k) Observes and ensures observance of legal, regulatory requirements, as well as the professional guidance and instructions of the Director-General of Finance, and, based on this, develops the faculty's financial regulations,
- l) Continuously reports on activities to the Dean.

#### ***Chapter 4:***

#### ***Administrative Organization of the Faculties***

**Section 58** (1) The faculty's non-academic and non-research organizational units are responsible for carrying out, in cooperation with the relevant central organizational units, the following administrative tasks, in particular:

- a) administrative tasks,
- b) academic administration,
- c) education- organizational tasks,
- d) doctoral and habilitation matters,
- e) science management and library tasks,
- f) management of international relations,
- g) financial and economic tasks,
- h) communication and PR tasks.

(2) The structure, accurate tasks and responsibilities of the faculty's non-academic and non-research organizational units should be defined at the faculty level, and the operative organizational chart should be published on the faculty's website.

#### ***Faculty additional provision***

#### ***Section 9***

*The following organizational units are responsible for the tasks specified under Section 58 (1) at the Faculty:*

- a) administrative tasks – Dean's Office*
- b) study administration – Academic Administrations Office*

- c) *educational coordination tasks – Academic Affairs Office*
- d) *doctoral and habilitation matters – Doctoral and Habilitation Office*
- e) *science management tasks – Doctoral and Habilitation Office*
- f) *library services – Library*
- g) *administration of international relations – International Relations Office*
- h) *financial and economic tasks – Finance Office*
- i) *communication and PR tasks – Public Relations Office*

### *Dean's Office*

## **Section 10**

*(1) The Dean and the Vice Deans are supported in managing the Faculty by the Dean's Office. The Dean's Office is the Faculty's central administrative body, assisting the Dean in carrying out leadership functions.*

*(2) The Dean's Office performs the tasks assigned by the Dean, in particular:*

- a) *registers incoming and outgoing documents and, in accordance with the Dean's instructions, ensures their delivery to the relevant organizational units, and monitors the fulfillment of the resulting tasks;*
- b) *archives and systematically organizes the Dean's documents and proposals;*
- c) *performs secretarial duties for the Faculty Council, including preparing the meetings, recording the resolutions in the minutes, and handling the communication and safekeeping of the resolutions;*
- d) *handles all matters entrusted to it by the Dean.*

## **Section 11**

*The Head of the Dean's Office, under the Dean's direction, organizes and manages the work of the Dean's Office as an organizational unit. Their core responsibility is to ensure the institutional background essential for education and to operate the administrative apparatus necessary for this purpose.*

## **Section 12**

*(1) The responsibilities of the Head of the Dean's Office include, in particular:*

- a) *Maintaining continuous contact with the Rector's Office.*
- b) *Contributing to the development of the Faculty's educational and internal-external relations.*
- c) *Organizing the submission of matters falling within the scope of responsibilities of the Faculty Council, the Leadership Collegium, and the Dean; assisting in the preparation*

*of leadership decisions and their implementation, as well as in the related administrative processes.*

- d) Organizing and preparing the meetings of the Faculty Council and the Leadership Collegium, and ensuring written proposals are distributed to the participants.*
- e) Performing administrative tasks in support of the Dean and Vice Deans, and organizing and supervising the operation of the Dean's Office.*
- f) Initiating amendments to Faculty regulations and the necessary decisions to be made, as needed, toward the Dean and the Faculty Quality Assurance Committee.*
- g) Contributing to the resolution of individual or ad hoc tasks arising in connection with the above responsibilities of the Faculty.*
- h) Ensuring division of labor, cooperation, and information flow among the organizational units within the Dean's Office.*
- i) Supporting the operation of Faculty Committees.*
- j) Maintaining continuous contact with the Students' Union.*
- k) Supervising the work of the Facility Management Unit.*
- l) <sup>67</sup>*
- m) Supervising the regular updating of the Faculty website.*
- n) <sup>68</sup> Overseeing the preparation of Faculty publications and maintaining contact with the University and external printing services.*

#### *Academic Administrations Office*

### **Section 13**

*(1) The Faculty Academic Administrations Office operates under the direct supervision of the Dean or the Vice Dean responsible for educational and academic affairs appointed by the Dean. It is an organizational unit responsible for administrative tasks related to educational coordination and academic affairs at the Faculty.*

*(2) In this capacity, it particularly:*

- a) <sup>69</sup> Provides comprehensive student and academic administration from admission procedures to diploma issuance for bachelor's, master's, and postgraduate specialist training programmes, and manages the related records;*
- b) Prepares:*
  - decisions related to the academic year for the Dean, the Vice Dean responsible for educational and academic affairs, and the Heads of Study Programs;*

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<sup>67</sup> Repealed by Decision No. 35/2024/XII.4. of the Faculty Council. Repealed as of 1 January 2025.

<sup>68</sup> Amended by Decision No. 35/2024/XII.4. of the Faculty Council. Effective as of 1 January 2025.

<sup>69</sup> Amended by Decision No. 35/2024/XII.4. of the Faculty Council. Effective as of 1 January 2025.

- *the announcement and evaluation of student applications and scholarships for the competent committee or body;*
- *the revision and amendment of the Faculty's academic regulations;*
- c) *Maintains curricula, subjects, and courses in the electronic academic system, and ensures that courses are announced to students;*
- d) *Maintains contact with the Central Educational and Academic Affairs Office in matters of education and academic administration;*
- e) *Carries out all other tasks assigned by regulations, or delegated by the Dean or the Vice Dean responsible for educational and academic affairs.*

#### *Doctoral and Habilitation Office*

### **Section 14**

*The tasks and operational regulations of the Office for Doctoral and Habilitation Affairs are defined by the University Doctoral Regulations and the Operational Regulations of the Doctoral School.*

#### *Library*

### **Section 15**

*(1) The Faculty Library (hereinafter: Library) is an organizational unit participating in the educational and scientific activities of the Faculty. It operates under the administrative supervision of the Dean's Office, with professional oversight exercised by the Dean.*

*(2) The Library is maintained by the Faculty and is classified as a public higher education library. Its official name is: Library of the Faculty of Information Technology and Bionics of Pázmány Péter Catholic University.*

*(3) The Library supports the educational and research activities of the Faculty. Its core responsibilities include the provision of academic literature and meeting the library needs of both academic staff and students. In this capacity, its main tasks include:*

- a) *acquisition*
- b) *cataloguing*
- c) *reader services*
- d) *management of the storage collection*
- e) *periodicals management*
- f) *interlibrary loan (domestic)*
- g) *database management*
- h) *administration of MTMT (Hungarian Scientific Publications Database)*

*(4) The tasks listed in paragraph (3) are carried out by the Library directly within its collection scope, and through interlibrary loan services or database licensing beyond that scope.*

*(5) To fulfil its responsibilities, the Library:*

- a) preserves, expands, and registers its holdings;*
- b) catalogues its collection;*
- c) provides access to its services for its users.*

*(6) The Library manages and administers publication data related to the Faculty's scientific activities within the Hungarian Scientific Publications Database (MTMT) system.*

*(7) Library Collection Scope*

- a) The Library collects literature and other documents necessary for the studies of the Faculty's students in all fields taught at the Faculty.*
- b) It collects and preserves publications of lasting value.*
- c) It collects scientific publications by the Faculty's academic staff and the Faculty's own publications.*
- d) It collects students' theses and dissertations.*

*(8) The operational rules of the Faculty Library are defined by the Library Regulations of the Faculty of Information Technology and Bionics.*

#### *International Relations Office*

### **Section 16**

*(1) The International Relations Office is an organizational unit established to carry out the operational coordination of the Faculty's international and external relations. It operates under the direct supervision of the Dean or the Vice Dean responsible for international affairs appointed by the Dean.*

*(2) <sup>70</sup> Its tasks include, in particular:*

- a) <sup>71</sup> maintaining continuous contact with the Central Office for International Relations and with the international relations offices of other faculties;*
- b) liaising with external partners involved in international cooperation;*
- ba) <sup>72</sup> contributing to the international visibility of the Faculty and its internationalization processes;*

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<sup>70</sup> Amended by Decision No. 35/2024/XII.4 of the Faculty Council. Effective as of 1 January 2025.

<sup>71</sup> Amended by Decision No. 35/2024/XII.4 of the Faculty Council. Effective as of 1 January 2025.

<sup>72</sup> Enacted by Decision No. 35/2024/XII.4 of the Faculty Council. Effective as of 1 January 2025.

- c) *performing international recruitment and marketing activities related to the English-language programmes;*
- d) *carrying out the Faculty-level administration of international mobility programmes;*
- e) *announcing calls for applications related to international mobility and coordinating the evaluation process;*
- f) *handling matters related to the mobility and stay in Hungary of incoming international students participating in mobility programmes or bilateral exchanges;*
- g) *handling matters related to the mobility and stay in Hungary of incoming international teaching and administrative staff participating in mobility programmes or bilateral exchanges;*
- h) *participating in academic administration related to international study programmes, in cooperation with the Academic Administrations Office;*
- i) *contributing to the creation of English-language promotional materials for the Faculty (e.g., brochures, videos), in cooperation with the Office for Public Relations;*
- j) <sup>73</sup> *contributing to the content updates of the Faculty's English-language website and social media platforms, as well as the standalone website of the IPCV programme, in cooperation with the Office for Public Relations;*
- ja) <sup>74</sup> *participating in the preparation of international grant applications initiated by the Faculty;*
- jb) <sup>75</sup> *contributing to the organization and implementation of international programmes hosted by the Faculty;*
- k) *participating in the preparation of decisions related to international relations, in their administrative implementation, and in summarizing and evaluating their outcomes.*

#### *Finance Office*

### **Section 17**

*(1) The Faculty Finance Office performs Faculty-level procurement, payroll and HR-related tasks, as well as grant administration, in cooperation with the departments of the Financial and Technical Directorate, under the supervision of the Faculty Financial Director.*

- a) *The staff of the Finance Office collect asset procurement needs for the following year, which are submitted for approval to the Dean.*
- b) *Finance Office staff participate in the implementation of the annual Procurement Plan and ensure the financial execution of related tasks.*
- c) *They cooperate closely with the staff of the Procurement and Public Procurement Office.*

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<sup>73</sup> Amended by Decision No. 35/2024/XII.4 of the Faculty Council. Effective as of 1 January 2025.

<sup>74</sup> Enacted by Decision No. 35/2024/XII.4 of the Faculty Council. Effective as of 1 January 2025.

<sup>75</sup> Enacted by Decision No. 35/2024/XII.4 of the Faculty Council. Effective as of 1 January 2025.

- d) *A designated staff member maintains continuous contact with the Faculty leadership, as well as with current, newly hired, or departing staff members.*
- e) *In cases where the Dean exercises employer's rights, the Finance Office prepares the relevant employment and payroll documents and forwards them to the Payroll and HR Office.*
- f) *The payroll and HR officer of the Finance Office provides data and professional advice to support the decision-making of the Faculty leadership—particularly regarding the human resource management aspects of grant projects—and supports the work of financial project managers responsible for grant administration.*
- g) *This staff member also cooperates closely with colleagues at the Payroll and HR Office.*
- h) *Finance Office staff track, record, and support grant initiatives emerging at the Faculty and submit the necessary documentation to the Grants Office.*
- i) <sup>76</sup> *Finance Office staff carry out financial tasks related to the planning, contracting, implementation, and accounting of grant projects affecting the Faculty.*
- j) *They act as financial managers for awarded projects.*
- k) *They provide consultancy and financial project management support for the professional implementation of the Faculty's grants.*
- l) *Finance Office staff cooperate closely with the Grants Office and with all departments of the Financial and Technical Directorate.*

#### *Public Relations Office*

### **Section 18**

(1) <sup>77</sup>*The Public Relations Office is an organizational unit established for the operational coordination of the Faculty's domestic relations and event organization. It operates under the direct supervision of the Dean or a Vice Dean appointed by the Dean.*

(2) *The tasks of the Office include:*

- a) <sup>78</sup> *carrying out the Faculty's external and internal PR activities and planning the communication strategy;*
- b) *preparing and overseeing the production of informational materials about the Faculty;*
- c) *continuously updating the content of the Faculty websites in cooperation with Faculty organizational units;*
- d) *producing articles, photographs, and videos at Faculty events;*
- e) *creating, operating, and managing the content of the Faculty's social media platforms;*
- f) *organizing Faculty events;*

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<sup>76</sup> Amended by Decision No. 35/2024/XII.4 of the Faculty Council. Effective as of 1 January 2025.

<sup>77</sup> Amended by Decision No. 35/2024/XII.4 of the Faculty Council. Effective as of 1 January 2025.

<sup>78</sup> Amended by Decision No. 35/2024/XII.4 of the Faculty Council. Effective as of 1 January 2025.

- g) *communicating the public results of surveys conducted by the Faculty;*
- h) <sup>79</sup> *contributing to communication projects aimed at organizing and engaging Faculty alumni communities;*
- i) <sup>80</sup> *planning and implementing student recruitment campaigns;*
- j) <sup>81</sup> *coordinating the Faculty's appearances at external venues and ensuring participation at events.*

### *Technology Transfer Office*

#### **Section 19**

*(1) The Technology Transfer Office (hereinafter: TTO) is an office operating at the Faculty, under the professional supervision of the Vice Dean responsible for innovation appointed by the Dean. The Dean may assign a Head of Office to oversee its day-to-day operations.*

*(2) The aim of the TTO is the proactive identification, reception, evaluation, and protection of intellectual creations and research results generated at the Faculty that have economic potential.*

*(3) The TTO supports and facilitates the utilization of:*

- a) intellectual property and technological developments created at the Faculty;*
- b) research results of the Faculty and the Jedlik Laboratory;*
- c) innovative ideas of the Faculty's academic staff and students.*

*(4) To realize the goals listed in paragraph (3), the TTO:*

- a) identifies potential industrial and grant partners;*
- b) maintains direct contact with domestic and international industry and business actors;*
- c) catalyzes the transformation of intellectual creations into products and services that benefit society.*

*(5) For the protection of new intellectual property and results, the TTO:*

- a) evaluates, upon request, the potential for utilization of research results and the protectability of submitted technical descriptions;*
- b) provides guidance to inventors during the patenting process;*
- c) maintains a registry of intellectual property created at the Faculty;*
- d) handles patent administration related to intellectual property generated at the Faculty.*

*(6) The TTO cooperates with:*

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<sup>79</sup> Amended by Decision No. 35/2024/XII.4 of the Faculty Council. Effective as of 1 January 2025.

<sup>80</sup> Enacted by Decision No. 35/2024/XII.4 of the Faculty Council. Effective as of 1 January 2025.

<sup>81</sup> Enacted by Decision No. 35/2024/XII.4 of the Faculty Council. Effective as of 1 January 2025.



- a) *the Faculty Leadership Collegium;*
- b) *the Faculty's researchers;*
- c) *the Office for Public Relations;*
- d) *the International Relations Office;*
- e) *the Faculty's designated PR officer;*
- f) *the Faculty's designated Grants officer*

### *The Ányos Jedik Laboratories*

#### **Section 20**

*(1) The Ányos Jedik Laboratories (hereinafter: Jedlik Laboratories) serve as the Faculty's Research–Development–Technology Centre. They operate under the direct supervision of the Dean or the Vice Dean responsible for scientific affairs appointed by the Dean. The Dean may assign a Head of Office to oversee their day-to-day operations.*

*(2) Members of the Jedlik Laboratories include the Faculty's teaching staff, researchers, and developers.*

*(3) The research areas of the Jedlik Laboratories align with the disciplines pursued at the Faculty and in the Doctoral School operating alongside the Faculty, with particular focus on biology, infobionics, and information technology.*

*(4) The members of the Jedlik Laboratories, as defined in paragraph (3), operate research projects and topic-specific research and development laboratories.*

*(5) The Jedlik Laboratories maintain direct contact with supporting research institutes, companies, and sponsors under contractual agreements.*

*(6) The Jedlik Laboratories are responsible for the laboratory component of the Faculty's Scientific Students' Associations, diploma project supervision, doctoral training, and postgraduate education.*

*(7) Members of the Jedlik Laboratories may participate in individual or group research grant calls. In such cases, the Jedlik Laboratories provide access to the laboratories referred to in paragraph (4).*

*(8) The Jedlik Laboratories may also apply for research grants as an independent research unit. In such cases, they are supported by the grant offices of the Faculty and the University.*

*(9)*

*a) Research groups and individual research activities within the Jedlik Laboratories are organized around distinct research topics.*

*b) The financial support for these topics is provided by funds obtained through individual contracts and sponsorships. Research topics may be led by associate professors, senior research fellows, university professors, or professors emeriti of the Faculty. New research topics must be submitted for approval to the Head of the Jedlik Laboratories, who makes a decision after consulting the Faculty Leadership Collegium.*

*(10) When establishing research groups, external Partner Institutions (as referred to in paragraph (5)) may also be involved. Researchers and developers seconded from Partner Institutions may work on a full- or part-time basis, with funding provided partially or fully by the Partner Institution. The detailed regulations are included in the annexes of the respective bilateral agreements. As a guiding principle, publishable results of the work performed by seconded researchers or developers must be made available to the Partner Institution, which must also be acknowledged in the resulting publications.*

#### *Faculty Leadership Collegium*

### **Section 21**

*(1) The Faculty Leadership Collegium expresses opinions on the current affairs of the Faculty and formulates comments and proposals regarding various tasks and matters related to the Faculty's development and operations.*

*(2) Members of the Faculty Leadership Collegium include the Dean, the Pro-Dean, the Vice Deans, the Financial Director, and the Head of the Dean's Office. The Dean may invite other individuals to the meeting for the discussion of specific agenda items.*

*(3) The operational meetings of the Faculty Leadership Collegium are held weekly during the academic term. The implementation of its resolutions is coordinated by the Head of the Dean's Office.*

## **Chapter 4:**

### **The Quality Assurance System**

**Section 59** (1) The aim of the operation of the quality assurance system is to implement the objectives defined in the University's mission statement and quality regulations, so that the University is able to continuously meet the expectations of the Catholic Church, the Hungarian State, employers, and all stakeholders at a steadily increasing level. The quality management system operates according to the PDCA principles.

(2) The University's quality assurance system is governed by a separate regulation.

## ***Chapter 5:***

### ***The Procedure of Data Management and Data Transfer***

**Section 60** The University has a separate regulation regarding data management and data transfer.

## **PART II:**

### **Employment Requirements System**

## **Chapter 1:**

### **General Provisions**

#### *Scope*

**Section 61** (1) The scope of the employment requirements system extends to staff members who are entered into employment with the University.

(2) In addition to the provisions of this regulation, the applicable laws and the provisions of the Charter of the Pázmány Péter Catholic University must also apply to the employment relationship of staff members.

(3) Specific provisions of this regulation apply solely to contractual relationships.

#### *Employer's Rights*

**Section 62** (1) The Rector exercises employer's rights—unless these fall directly within the authority of the founder—over the head of the Rector's Office, other individuals employed by the central organizational units, the heads of independent educational and other basic units, and university professors except for their appointment and dismissal.

(2) The Rector may delegate the employer's rights described in paragraph (1) in writing to the Vice-rector or another staff member.

(3) the Dean exercises employer rights over staff members of the faculties, excluding university professors. The Dean may not further delegate employer's rights, except for the work control power.

#### *Starting Employment*

**Section 63** (1) Employment may only be established with a properly documented employment contract, which must include the staff member's job description as an attachment.

(2) Before signing the employment contract, the prospective staff member must present the original documents required by law – or this regulation – to the relevant organisational unit to verify the qualifications for the position. Certified copies of these documents must be kept in the staff member's personnel file.

(3)<sup>82</sup> The University employs all staff members – except those in academic and teaching positions – on a probationary period. The duration of the probationary period is uniformly three months. For employment contracts established for no more than 12 months, the duration of the probationary period must be calculated proportionally.

(4) The University's official template for the employment contract and job description must be used, as outlined in the University's document template directory.

(5) In case of a fixed-term employment, the person exercising the employer's rights must inform the staff member of their intention to continue employment at least one month before the end of the employment contract.

(6) The staff member must notify the Labour and Employment Department of any changes to previously reported information within 15 days of the change, accompanied by the appropriate documentation. This includes, but is not limited to:

- a) a change in name or address,
- b) obtaining a higher education or qualifications,
- c) obtaining an academic degree,
- d) being classified as a pensioner under the provisions of the Labor Code.

#### *Learning Contract*

**Section 64** The University may conclude a learning contract with an employed staff member.

#### *Working Hours*

**Section 65** (1) University employees generally work a five-day workweek, with one-shift and uninterrupted work schedule.

(2) The working hours of employees in senior positions, as well as those employed in teaching, research, and academic roles, are flexible.

(3) The working hours of employees not employed in teaching, research, or academic roles—unless otherwise agreed—are from 8:00 AM to 4:30 PM, Monday through Thursday,

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<sup>82</sup> Amended by Decision 6 of January 30, 2023 of the University Council. Effective as of April 1, 2023.

with a 30-minute break (lunch break) included in the working hours. On Fridays, the working hours are from 8:00 AM to 2:00 PM without a break.

(4) For employees working in on-call positions, continuous or multi-shift work schedules, the provisions of the Labor Code are applicable.

(5) Due to the University's operational activities, it observes an end-of-year break from December 24 to 31. For workdays falling within this period, employees must be granted vacation leave.

(6) The person exercising employer's rights at the individual faculties may order a summer break, during which vacation must be granted to the employees.

(7) In addition to the public holidays specified in the Labor Code, the Rector of the University and the Dean at the faculties are authorized to grant additional paid days off.

(8) The University continuously records the observance of working hours via a designated form or other technical means.

#### *Annual Leave*

**Section 66** (1) Employees are entitled to annual leave for each calendar year spent in an employment, which may consist of basic and additional leave.

(3) Whenever possible, annual leave should be granted during academic breaks.

(4) In order to ensure the continuity and planning of work, the employer is required to prepare the leave plan by May 30 of each year.

(5) For lecturers and employees involved in educational organization, annual leave may only be granted during the academic and exam periods in exceptional and justified cases.

(6) For other provisions regarding leave, the Labor Code shall apply.

#### *Unpaid Leave*

**Section 67** (1) Employees must submit a written request for unpaid leave at least fifteen days before the desired start of the leave period. The request must be submitted to the person exercising employer's rights.

(2) Unpaid leave—unless requested for reasons specified in the Labor Code—can be granted by the person exercising employer's rights, based on the opinion of the employee's direct supervisor.

#### *Remuneration*

**Section 68** (1) Wages must be paid no later than the eighth day following the month to be reported.

(2)<sup>83</sup> Based on university or faculty regulations, or the specific provisions of the person exercising employer's rights, the employee may be entitled to an additional pay supplement or wage differential for tasks not included in their job description or for tasks performed beyond the required standard, in the amount and for the duration specified in the regulation or employer directive. The extra pay is not part of the base salary.

#### *Substitution fee*

**Section 69** (1) If, in addition to their job duties, the employee is temporarily assigned tasks from another position by the University and as a result of which are carrying out significant additional work, they are entitled to a substitute fee proportional to the work performed, and in addition to their salary.

(2) Substitution can be ordered by the person exercising employer's rights based on the recommendation of the employee's first level supervisor.

(3) The monthly amount of the substitute fee may not exceed 100% of the monthly base salary of the employee being substituted.

(4) If multiple employees share the substitution, the substitute payment must be divided proportionally based on the workload involved.

(5) The amount of the substitute fee and its duration (calculated from the order of substitution) are determined by the person exercising employer's rights.

#### *Reward*

**Section 70** (1) Employees who perform outstanding, consistently good, or consistently committe-type work without additional compensation, and who have been in an employment by the University for at least six months, may be awarded a bonus.

(2) The amount of the reward is decided by the person exercising employer's rights, based on the direct supervisor's recommendation, within the budgeted amount or the limit specified in this regulation.

(3) The rector's reward – up to a maximum of 25% of the annual gross rector's wage differential – is decided by the grand chancellor, based on the proposal of the University Council.

(4) A reward corresponding to a maximum of 25% of the annual gross rector's wage differential may be granted to the Vice-rector.

(5) The dean's reward – up to a maximum of 25% of the annual gross dean's wage differential – is decided by the Rector, based on the proposal of the Faculty Council.

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<sup>83</sup> Amended by Decision 6 of January 30, 2023 of the University Council. Effective as of April 1, 2023.

*Senior managers and related provisions*

**Section 71**<sup>84</sup> (1) The following individuals are considered senior managers of the University:

- a) the Rector,
- b) the Chief Development Officer,
- c) the Vice-rector(s),
- d) the Director-General of Finance
- e) the Deans.

(2) According to the terms of the employment contract, the following individuals may also be considered senior managers:

- a) the Deputy Director-general(s) of Finance,
- b) the Vice-deans,
- c) the Director(s) of Finance, Financial Manager(s),
- d) the Heads of Departments, Institutes, and Laboratories,
- e) Project Director,
- f)<sup>85</sup> Director of Dormitory.
- g) <sup>86</sup>the Heads of Departments and their Deputies, as well as
- h) <sup>87</sup>the leaders and deputies of other organizational units defined in the faculty regulations.

(3) The employment of managers may be for a fixed term or an indefinite period, unless otherwise specified in this regulation.

(4) The managers are selected according to the provisions of this regulation; in the absence of such provisions, the employer's authority may decide whether the selection is done through a tender process or without it. The decision regarding the selection and employment of a manager, unless otherwise provided in this regulation, is made by the person exercising the employer's rights.

(5) A leadership position can be occupied until the employee reaches the age of 70.

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<sup>84</sup> Amended by Decision 6 of January 30, 2023 of the University Council. Effective as of April 1, 2023.

<sup>85</sup> Amended by Decision of October 26, 2023 of the University Council. Effective as of January 1, 2024.

<sup>86</sup> Amended by Decision of October 26, 2023 of the University Council. Effective as of January 1, 2024.

<sup>87</sup> Amended by Decision of October 26, 2023 of the University Council. Effective as of January 1, 2024.

### *Health Services*

**Section 72** The University provides health services for its employees through the university's occupational health service.

### *Conflicts of Interest*

**Section 73** (1) If an employee enters into a business, accounting, auditing, management, or supervisory relationship with a close relative or an economic organization in which the employee or their close relative has direct influence over the management, any decision or measure related to this matter can only be valid if approved by the employee's supervisor who is not considered a close relative.

(2)<sup>88</sup> A manager cannot establish an additional employment relationship in the activity area of the organizational unit they manage. Unless specified otherwise in the employment contract, this prohibition does not apply to employments related to scientific, academic, or activities protected by copyright.

(3) The employer's authority may exempt from the restraint in paragraph (2).

### *Non-wage Benefits*

**Section 74** The scope of non-wage benefits and other benefits, as well as the detailed rules for their use, are regulated by institutional regulations and rector's instructions.

## **Chapter 2:**

### **Additional Provisions for Lecturers and Researchers**

#### *Title 1:*

#### *General Rules*

**Section 75** The provisions applicable to lecturers and researchers apply to all employees working in educational, research, and professorial positions at the University, as well as to those put in charge to such activities.

**Section 76** (1)<sup>89</sup> The University may create positions for university professors, associate professors, senior lecturers, assistant lecturer, and master instructors within the teaching staff, as well as for teachers (such as language teachers, physical education teachers, practical instructors, and dormitory educators).

(2) Regarding researchers, the University may create positions such as research professor, scientific advisor, senior researcher, research associate, and research assistant.

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<sup>88</sup> Amended by Decision 6 of January 30, 2023 of the University Council. Effective as of April 1, 2023.

<sup>89</sup> Amended by Decision 97 of October 26, 2023 of the University Council. Effective as January 1, 2024.



(3) Employment in academic/educational and research positions entails the awarding of a job title identical to the position title and the right to use this job title.

(4) To become a lecturer, researcher, or professor at the University, a person must:

a) have a clean criminal record and not be under a professional suspension that would prevent them from performing the activity,

b) possess the required qualifications and professional expertise.

(5) The activities of the University's lecturers and researchers must be regularly evaluated, and as for lecturers, opportunities of student feedback must also be provided.

### *Establishing and Terminating Employment*

**Section 77** (1) The employment contract of university professors and associate professors is generally for an indefinite period.

(2) The employment contract of university adjuncts and assistant professors is generally for a fixed term, which may be extended according to the provisions of the Labor Code.

(3) If a lecturer employed by the University is appointed as a university or college professor at the proposal of another higher education institution, this appointment does not affect the position they hold at the University.

(4) For filling specific positions, the University may apply a public application procedure, or, if the conditions for employment in the given position are met, the employer's representative may directly decide on the establishment of the employment.

(5) The University may establish a contractual relationship with a person employed by it to perform tasks outside the scope of their job.

### *Rights and Obligations of Lecturers and Researchers*

**Section 78** (1) The rights of a lecturer and researcher at the University are as follows:

a) To express opinions and make suggestions on any matters related to the life of the University, following the official channels, and to receive a substantial response,

b) To participate—either directly or through a representative—in decision-making that concerns their interests and in the University's governing bodies,

c) For full-time lecturers: the right to vote and to be elected in the University's governing bodies,

d) To use the University's establishments, facilities and equipment in accordance with the relevant regulations,

- e) To propose institutional submissions for domestic and international scientific grants,
- f) to conduct research on a scientific topic of their choice within the disciplines maintained by the University alongside scientific research tasks arising from their job duties, provided financial funding is available,
- g) To propose inventions for apply for patent and to publish their scientific research results,
- h) To participate in national and international scientific and professional events and organizations, and to propose institutional participation.

(2) Upon request, the University may grant lecturers and researchers a research or creative leave period of up to one year every seven years, in accordance with the relevant regulations.

(3) In addition to the provisions of paragraphs (1) and (2), lecturers have the right to:

- a) Define the curriculum, choose the educational and training methods in accordance with the training and output requirements, the curriculum regulations, and the division of labor within the educational unit,
- b) Develop subject programs and course content,
- c) Evaluate students' academic work and performance.

**Section 79** (1) In accordance with their job description, it is the duty of every lecturer and researcher at the University to:

- a) Participate in the educational activities of the faculty, including leading educational sessions (lectures, seminars, various practical classes, consultations), and in student examinations,
- b) Conduct scientific work,
- c) Continuously improve their own knowledge and skills,
- d) Acquire the qualifications (and language skills) necessary for their career advancement,
- e) Participate in institutional public life,
- f) Fulfill university, faculty, and departmental positions obtained through election,
- g) Respect the Catholic spirit of the University.

(2) In addition to the above, university professors and associate professors are required to participate in tasks related to PhD programme.

(3) University professors and habilitated educators are required to participate, by assignment, in the habilitation procedure.

(4) Senior lecturers (university professors, associate professors, advantaged senior professors, advantaged senior language teachers, and advantaged senior physical education teachers) are required to participate in activities in educator training and mentorship.

(5) Full-time lecturers, in addition to the tasks outlined in paragraphs (1)-(3), may be required to perform the following educational activities:

- a) Exam-related duties,
- b) Professional consultation,
- c) Participation in student scientific club activities,
- d) Preparation for classes,
- e) Assisting in providing written materials to students in the manner and form determined by the head of the educational organizational unit.

(6)<sup>90</sup> Lecturers holding educational positions are required to carry out the following tasks in accordance with the regulations:

- a) PhD programme and supervision,
- b) Responsibility for a field, a major or a degree modul,
- c) Responsibility for subject areas and courses,
- d) Supervision of theses and dissertations,
- e) Educational administrative tasks related to the activities of the education organizational unit.

(7) It is the duty of every lecturer and researcher employed in any educational/academic or research position at the University to record data related to the results of their scientific research activities in the national scientific bibliographic database, as prescribed by law.

#### *Provisions on Compulsory Workload and Teaching Duties*

**Section 80** (1) The lecturer, over the average of two consecutive academic semesters, is required to spend at least eight hours per week in a university or college professor

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<sup>90</sup> Amended by Decision 6 of January 30, 2023 of the University Council. Effective as of April 1, 2023.

position, at least ten hours per week in an associate professor position, and at least twelve hours per week in an senior lecturer, assistant lecturer, or master instructor position, on lectures, seminars, practical classes, and consultations for student preparation. At least twenty percent of the lecturer's working time must be spent on scientific research—artistic or sports-related activities in the fields of arts, arts mediation, and sports science, and during the time not dedicated to work with students or scientific research, they must perform those duties related to the operation of the higher education institution and requiring the educator's expertise, as specified by the employer. The employer may increase the time spent on teaching by up to forty percent or reduce it by up to twenty-five percent, for a maximum of two consecutive semesters.

(2) Full-time lecturers and researchers are obligated to conduct scientific research activities at a level appropriate for their position.

(3) The weekly compulsory workload for lecturers and the further provisions on the determination of teaching time are contained in the decisions of the faculty councils.

(4) In determining the compulsory weekly hours, the following educational sessions or activities may be taken into account:

a) For all teaching positions, the following activities determined in the valid curriculum of the given program:

- a. Lecture,
- b. Seminar,
- c. Practical training,
- d. Other contact meetings;

b) In addition to those listed in point a), activities such as thesis supervision, evaluation of theses and course-work, and conducting final examinations outside of the exam period may also be considered;

c) For lecturers authorized to participate in doctoral training programs, activities in the doctoral training tasks, expressed in weekly average hours;

d) For university professors, associate professors, lead senior language teachers, and lead senior physical education teachers, activities in educator training and mentorship, expressed in weekly average hours.

## ***Faculty additional provision***

### ***Section 22***

*In the case of lecturers employed in a teaching position (engineering teacher, language teacher, physical education teacher), the average weekly teaching time shall be twenty hours over two academic semesters. The employer may increase or decrease the teaching time by fifteen percent in accordance with the employment requirements, provided that the average weekly teaching time per teacher in a teaching position at the higher education institution does not fall below eighteen hours over two academic semesters.*

**Section 81** (1) In determining the individual lessons-based hourly workload, the following duties performed by the lecturer must be taken into account:

- a) Rector's duties,
- b) Vice-rector's duties,
- c) Dean's duties,
- d) Vice-dean's duties, and
- e) Duties related to elected positions in university and/or faculty bodies.

(2) The compulsory weekly hours for the Rector and Vice-rector are two hours. The method and extent of considering the hourly workload for other university or faculty positions will be decided by the University Council and the relevant faculty council.

**Section 82** (1) A full-time lecturer is required to spend at least half of their weekly working hours (20 hours out of 40) at the workplace for carrying out of educational duties that can only be performed at the university.

(2) The lecturer must hold at least two hours of office hours per week, and the time and place of the office hours must be publicly posted for students in the manner customary.

(3) A part-time lecturer is required to spend at least a quarter of their weekly working hours (10 hours out of 40) at the workplace for educational duties that can only be performed at the university. The employer may grant exemption from this provision.

(4) Other provisions related to the compulsory workload and the educational duties for part-time lecturers shall apply in accordance with this regulation. Other regulations affecting part-time lecturers are determined by the decisions of the faculty councils.

**Section 83** A lecturer may be employed on a non-employment basis (e.g., as a guest lecturer, etc.) only if justified by the educational and research needs of the respective educational unit.

## **2. Title:**

### ***Special Provisions for Individual Lecturers***

#### *The University Professor*

**Section 84** (1) A person may be appointed as an university professor if, in addition to the general requirements, they meet the following criteria:

- a) They hold a doctoral degree (PhD or DLA) or an equivalent qualification (hereinafter: doctoral degree) and habilitation,
- b) Their educational, scientific, and professional activities demonstrate their ability to supervise the academic, scientific, and professional work of students, doctoral candidates, and assistant professors,
- c) They possess pioneering educational, scientific, and professional work, experience in educational and scientific organization, and leadership skills,
- d) They are capable of giving lectures in a foreign language,
- e) They have extensive national and international contacts and professional and public recognition,
- f) They undertake to ensure and respect the Catholic character of the University.

(2) The requirements for the continuous employment of university professors are as follows:

- a) Comprehensive knowledge and creative development of the scientific field that includes the taught subject, preparation for leading subject groups, independently preparing course materials, and delivering high-quality lectures, possibly in a foreign language,
- b) Ongoing content and methodological modernization of the material taught, and direction of such activities (e.g., course book, textbooks, professional reference books, and other educational aids),
- c) Organization of teaching-educational and scientific work,
- d) Management of the work of lecturers and researchers, as well as mentoring the next generation of educators and researchers,
- e) Regular publication and literature activities at both national and international levels,
- f) Maintaining regular and extensive connections with the practical activities of the field, directing solutions of scientific tasks, coordinating the activities of tender groups, and obtaining research/professional commissions,

- g) Engagement in scientific and scientific organizational activities, representing their scientific field, institution, and country in the national and international scientific community,
- h) Initiative and leadership participation in the professional and public activities within the institution, solving faculty and university tasks,
- i) Leadership participation in doctoral education, and involvement in doctoral and habilitation procedures.

(3) The bodies entitled to make nominations may establish additional requirements for the appointment of university professors.

#### *The University Associate Professor*

**Section 85** (1) A person may be appointed as an university associate professor if, in addition to the general requirements, they meet the following criteria:

- a) They hold a doctoral degree,
- b) They have habilitation or at least ten years of teaching experience at an academic institution,
- c) They are capable of supervising the academic, scientific, and professional work of students, participants of PhD programmes, and assistant professors,
- d) They are capable of giving lectures in a foreign language,
- e) They possess broad (national and international) research and professional experience based on independent research and practice, regularly participating in professional events and in the public life of the institution,
- f) They undertake to strive to ensure and respect the Catholic character of the University.

(2) The requirements for the continuous employment of university associate professors are as follows:

- a) Comprehensive knowledge of the relevant scientific field, as well as the necessary knowhow for independently enhancing the course material and giving high-quality lectures,
- b) Knowledge of the economic and social aspects of the field, keeping regular connections with the practical activities of the field, obtaining research/professional commissions, and participating in research projects,
- c) Conducting independent scientific creative work and publishing the results (including in foreign languages),

- d) Active participation in national and international scientific communities and professional events,
- e) High-level educational and training activities, participation in the training and mentoring of future educators,
- f) Contributing to solving departmental, faculty, and university tasks,
- g) Contributing to the preparation of textbooks, course books, and other educational aid materials,
- h) Supervising PhD candidates, taking a supervisory role in PhD training, and participating in PhD procedures,
- i) Striving to meet the requirements for university professorship (acquiring habilitation).

(3) the bodies entitled to make nominations for the appointment of university associate professors may establish additional requirements.

#### *The Senior Lecturer*

**Section 86** (1) A person may be appointed as a senior lecturer if, in addition to the general requirements, they meet the following criteria:

- a) They hold a doctoral degree,
- b) They have independent contribution to science,
- c) They have published papers in professional journals,
- d) They have active knowledge in a world language,
- e) They undertake to strive to ensure and respect the Catholic character of the University.

(2) The requirements for the continuous employment of senior lecturers are as follows:

- a) Thorough and comprehensive knowledge of the subject taught, at a level sufficient to independently develop the material for practical sessions, lead classes, and deliver certain lectures,
- b) Conducting scientific research and publishing the results (including in foreign languages),
- c) Contributing to the department's or institute's educational organization tasks and engaging in professional public life,



- d) Contributing to the preparation of textbooks, lecture notes, and other educational materials,
- e) Preparation to meet the requirements for becoming an associate professor, acquiring a PhD degree,
- f) Giving lectures in foreign languages, if possible.

(3) The bodies authorized to provide opinions for the appointment senior lecturers may establish additional requirements.

#### *The Assistant lecturer*

**Section 87** (1) A person may be appointed as an assistant lecturer if, in addition to the general requirements, they meet the following criteria:

- a) They engage in initial scientific activities with professional guidance,
- b) They possess active knowledge in at least one world language,
- c) They undertake to strive to ensure and respect the Catholic character of the University,
- d) They have started PhD training.

(2) The requirements for the continuous employment of assistant lecturers are as follows:

- a) Adequate knowledge of the subject taught at a level required for teaching, and the ability to lead practical courses based on that knowledge,
- b) Participation in other tasks of the department or institute, and involvement in university public life events,
- c) Adequate awareness of the essential literature in their scientific or artistic field, or a more in-depth understanding of the subfield they are specializing in,
- d) Knowledge of the basic methods of scientific work and conducting research under appropriate guidance, selecting a doctoral research topic, and preparing for obtaining a doctoral degree,
- e) Preparation to meet the requirements for becoming an assistant professor,
- f) Knowledge of specialized terminology in a second foreign language necessary for studying the literature related to the taught subject and the research area of the assistant lecturer.

(3) An assistant lecturer who has not obtained a PhD degree within ten years from the start of their employment cannot continue to be employed. The period of maternity leave,

childcare, caring for a close relative, illness resulting in incapacity for work, as well as employment in a foreign higher education institution or research institute, or professional study trips, is not included in this ten-year period.

(4) If the assistant lecturer meets the requirements for continuous employment, they must be reassigned to an senior lecturer position within three years from obtaining their PhD degree.

#### *The Master Instructor*

**Section 88** (1) To be employed in the position of a master instructor, a master's degree, at least ten years of professional and practical work experience, and proof of knowledge are required. Additionally, the individual must be capable of providing practical training to students.

(2) The requirements for the continuous employment of a master instructor are as follows:

- a) Adequate knowledge of the subject taught at a level required for teaching, and the ability to lead practical courses based on that knowledge,
- b) Participation in the department's or institute's other tasks and involvement in university public life events,
- c) Contribution to the development of textbooks, course books, or other educational materials.

#### ***Faculty additional provision***

#### *Engineering lecturer*

#### ***Section 23***

*(1) The conditions for employing an engineering lecturer are as follows:*

- a) higher education degree and professional qualification;*
- b) at least two years of teaching experience;*
- c) commitment to upholding and respecting the Catholic identity of the University.*

*(2) If the person holds a higher education degree in engineering or engineering education, the engineering lecturer may be employed in an engineering educator position.*

*(3) Requirements for permanent (indefinite-term) employment:*

- a) thorough and comprehensive knowledge of the subjects taught, and adequate preparation for assembling the content of practical classes, conducting sessions, and administering examinations;*
- b) contribution to the development of teaching aids and notes;*
- c) active participation in the Faculty's other duties and in professional public life.*

### *Termination of Employment*

**Section 89** (1) in addition to the conditions defined in the Labor Code the University may terminate the employment in the educational position by giving notice, if the lecturer:

- a) has failed to meet the requirements of the given position defined in this regulation for continuous employment,
- b) has been unable to ensure at least fifty percent of the required work performance of teaching hours - as an average over two semesters,
- c) has not met the conditions required for the position, specified by the University in the employment contract with a reasonable deadline.

(2) Before terminating the employment based on point (1) a), the University may offer the lecturer the possibility of continuing employment in a lower position, provided that the lecturer has otherwise fulfilled the requirements for the lower position.

### *The Language Teacher*

**Section 90** (1) The conditions for the employment of language teachers are:

- a) an appropriate level of qualification in the language to be taught,
- b) at least two years of teaching experience,
- c) striving to ensuring and respecting the Catholic nature of the University.

(2) The requirements for continuous employment are:

- a) thorough and comprehensive knowledge of the language taught, compiling material for practical courses, conducting classes, and administering exams,
- b) involvement in drafting training aids, course books, or educational aid materials,
- c) fostering a deeper interest in languages and language use, supporting students who use foreign languages as a tool,
- d) active participation in the academic and professional public life of the institution.

### *The physical education teacher*

**Section 91** (1) The conditions for the employment of a physical education teacher are:

- a) a diploma certifying appropriate qualifications,
- b) at least two years of teaching experience,

c) a striving to ensuring and respecting the Catholic nature of the University.

(2) The conditions for continuous employment are:

a) continuous development of high-level theoretical and practical knowledge in the taught type of sports,

b) general knowledge of the practices and literature related to physical education and sports in the respective disciplines,

c) active participation in extracurricular physical education and university sports activities,

d) participation in the university sports associations' sporting life,

e) a coaching certificate in a specific sport.

(3) Further requirements for the employment of physical education teachers are defined by the faculty councils of each department.

## **Section 92<sup>91</sup>**

### *External Lecturer*

**Section 93** (1) An educational task can be performed under a contractual relationship as an external lecturer if the nature of the activities performed by the lecturer permits it, and the time spent on the work does not exceed sixty percent of full-time employment.

(2) A contractual relationship can also be established for occasional, non-regular teaching tasks.

### **3. Title:**

#### ***Titles Not Linked to Teaching Positions***

##### *Professor Emeritus*

**Section 94** (1) The title of Professor Emeritus (or Professor Emerita, hereinafter together referred to as Professor Emeritus) can be awarded to a university professor whose full-time employment with the University ends upon reaching the age of seventy or the acceptance of their resignation, and who, due to outstanding professional achievements and exemplary conduct, is deemed worthy of bearing this title.

(2) The title of Professor Emeritus may be awarded for a fixed term and can be extended multiple times.

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<sup>91</sup> Repealed by Decision 6 of January 30, 2023 of the University Council. Repealed as of April 1, 2023.

(3) The holder of the title of Professor Emeritus is entitled to bear this title and may appeal in writing or orally the various official bodies of the University. Additionally, they can hold lectures or other courses and participate in examinations, for which they may be remunerated.

#### *University Privat-docent*

**Section 95** (1) The title of University Privat-docent may be awarded to a habilitated individual not in an employment with the University, who participates in the University's academic and scientific research activities and commits to continue this in future.

(2) The University Privat-docent has the right to announce lectures in their field of expertise.

(3) The University Privat-docent is entitled to remuneration proportionate to their performance for the teaching and scientific research work they carry out.

(4) If the University establishes an employment relationship with the University Privat-docent, they may continue to use the title of University Privat-docent.

#### *Honorary University Professor*

**Section 96** The title of Honorary University Professor may be awarded to an individual who is not in employment with the University, who has worked in their field for at least twenty-five years, is a nationally recognized expert, and who has actively participated in the University's educational and scientific-research activities for at least five years, undertaking to continue this in the future.

#### *Honorary University Associate Professor*

**Section 97** The title of Honorary University Associate Professor may be awarded to an individual who is not in employment with the University, who has worked in their field for at least fifteen years, is a recognized expert, and who has actively participated in the University's educational and scientific-research activities for at least three years, undertaking to continue this in the future.

#### *Master Teacher*

**Section 98** The title of Master Teacher may be awarded to a lecturer employed by the University who has earned this honourable title through exceptional practical teaching work.

#### *Further Provisions*

**Section 99** The procedures for the grant and revocation of titles not related to teaching positions are regulated by a separate regulation.

#### **4. Title:<sup>92</sup>**

##### ***Further Tasks Related to Teaching Positions***

###### ***PhD Program / Thesis Supervision***

**Section 99/A** The rules related to PhD program / thesis supervision are outlined in the University Doctoral Regulations and the operational regulations of individual doctoral schools.

###### ***Field/Specialization/Professional Qualification/Subspecialization Responsibility***

**Section 99/B** (1) A person responsible as head of study program is a full-time lecturer employed by the University with an academic degree, either a university or college professor or associate professor, who has designated the University in accordance with Section 26 (3) of the Higher Education Act (Nftv.), and whose professional competence and research area align with the field of study they are overseeing. The individual must also meet additional requirements specified in the evaluation system of the Hungarian Accreditation Committee (MAB). The head of study program is appointed by the relevant Faculty Council, based on the proposal of the Dean responsible for the program, for an indefinite term. However, in some cases, the responsibilities may be combined with other managerial roles within specific programs, as decided by the faculty.

(2) A person responsible for teacher-training is a full-time lecturer employed by the University with an academic degree, either a university or college professor or associate professor, who has designated the University in accordance with Section 26 (3) of the Higher Education Act (Nftv.), possesses pedagogical and psychological professional competence, and is responsible for coordinating the content of the Teacher Preparation module, including the teaching practice, in the teacher training programs offered by the University. This individual must also meet additional criteria defined by the MAB evaluation system. The appointment of the teacher training supervisor is based on the proposal of the Dean responsible for teacher training and is approved by the relevant Faculty Council for an indefinite term.

(3) Based on the head of study program's recommendation, the head of degree module or head of specialization assigned to the curricula of a given major, responsible for the content of the educational unit that leads to an independent qualification or provides specialized knowledge within the program. This individual is also responsible for coordinating the specialized/subspecialized training process and must possess professional competence and research expertise aligned with the focus area or

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<sup>92</sup> Amended by Decision 6 of January 30, 2023 of the University Council. Effective as of April 1, 2023.

specialization being supervised, as well as meet the additional requirements defined by the MAB evaluation criteria.

(4) Responsibilities of the head of study program:

- a) Preparation of the program establishment / program launch documentation, including the development of training and output requirements (hereinafter: KKK) and the study plan, with the involvement of other lecturers;
- b) Recommendation for the appointment of head of degree modul/head of specialization, as well as study area and course supervisors, in accordance with curriculum requirements, and the preparation, development, and improvement of teaching materials;
- c) Coordination of the work of study area and course supervisors, review and harmonization of course descriptions;
- d) Recommendation for the establishment, maintenance, and, if necessary, development of the infrastructure needed for the program;
- e) Coordination of the identifying of potential practice locations and maintaining contact with practical training sites;
- f) Specification of the order and topics for input and output competence measurement for the program;
- g) Coordination of quality assurance tasks related to the program;
- h) Support for the admission campaign for the program;
- i) Monitoring the announcement of courses, as well as the development and modification of class schedules;
- j) Supporting the work of the coordinators for international affairs in terms of faculty and student mobility;
- k) Monitoring and supporting student scientific association activities related to the program;
- l) Review of topics for the thesis to be announced, suggesting new thesis topics, and monitoring the announcement of the program's thesis topics;
- m) Providing expert's opinions in response to inquiries from permanent or ad-hoc university committees regarding student affairs, if necessary, in cooperation with the head of course;

- n) Organizing regular (at least annual) student forums to gather feedback on the training and provide personal information to students;
- o) Continuous monitoring of student performance, key indicators related to the training, and the results of student surveys, as well as regular, at least annual written evaluations, and making recommendations for necessary actions based on these results;
- p) Recommendation for supporting the postgraduate training of instructors;
- q) Participation in professional forums related to the content of the study program;
- r) Keeping contact with labor market actors;
- s) Ongoing review of publicly accessible data related to the program;
- t) Continuous monitoring of the KKK and initiating necessary curriculum modifications based on them;
- u) Coordination of the regular review of the study program (tasks to be carried out at the end of each semester and every five years), proposing necessary amendments, and initiating the launch of the program in a new schedule, location, or language of instruction;
- v) Keeping contact with other head of study programs;
- w) Preparation of an annual report;
- x) Handling any issues that are transferred to the field supervisor's responsibilities according to institutional regulations.

(5) The responsibilities of the professional/specialization/subspecialization heads are to support the head of study program in performing his or her duties regarding the professional/specialization/subspecialization heads.

#### *Study area and course supervisors*

**Section 99/C** (1) The person responsible for the study area or course (hereinafter referred to as the course supervisor) is the lecturer responsible for the development and continuous improvement of the study area's or course's professional content. The course supervisor's professional competence, teaching development orientation, and research area must be in line with the study area's or course's field, and they must meet the additional criteria defined in the MAR evaluation system.

(2) The appointment of the course supervisor is recorded in the curriculum of the given program.



(3) The responsibilities of the course supervisor are as follows:

- a) Development of the professional content of the given course, preparation of the course description;
- b) Proposition for the lecturers teaching the course;
- c) Coordination and monitoring of the uniform implementation of the evaluation method based on the semester requirements;
- d) Ensuring the continuous modernization of the educational material, the development of the course, and the review of the course syllabus at least every semester;
- e) Providing expert's opinions in response to request from permanent or ad-hoc university committees regarding student affairs, in collaboration with the field supervisor if necessary;
- f) Handling any matters referred to the course supervisor's responsibilities according to institutional regulations.

#### *Thesis / Dissertation Supervision*

**Section 99/D** (1) The regulations related to thesis or dissertation supervision are outlined in the Academic and Examination Regulations.

#### *Other Educational Administration Tasks*

**Section 99/E** A person employed in an educational/research/lecturing position may also be entrusted with other educational administration tasks within the scope of their duties, including, in particular, membership tasks in interinstitutional or national academic bodies operating within the University or any of its organizational units, or carrying out institutional or faculty coordinator tasks.

### **Chapter 3:**

#### **Provisions Regarding the Creative Leave and Foreign Study Trips of Teachers**

##### ***Title 1: Creative Leave for Teachers***

##### *General Provisions*

**Section 100** (1) University professors, associate professors, senior lecturers, and assistant lecturers employed full-time by the University may be granted research and creative leave, without teaching duties, for a maximum period of two semesters every seven years, to facilitate scientific research and individual academic development.

(2) For the purposes of subsection (1), a "seven years" period consists of fourteen semesters during which the lecturer has actively engaged in teaching at the faculty on a full-time basis,

and the period of creative leave is not counted as part of this period.

(3) Creative leave may not be granted to department and institute heads, Vice-deans, or the Dean during the time of their mandate.

(4) The employer may grant an exemption from the provision outlined in section (3).

#### *Procedure for Granting Creative Leave*

**Section 101** (1) Creative leave is granted by the Dean.

(2) For granting of a creative leave, a prior written consent from the relevant department and head of institute is required, which must be attached to the application.

(3) The deadline for submitting the application is four months before the planned start of the creative leave.

(4) A detailed work plan must be submitted to the Dean along with the application for creative leave, outlining the scientific research tasks to be undertaken during the leave (such as research work, participation in study trips, participation at scientific events, writing textbooks or reference books, etc.).

#### *Rights and Obligations of the Lecturers on Creative Leave*

**Section 102** (1) The lecturer is required to suspend all other regular income-generating activities for the period of creative leave. The Dean may grant an exemption from this rule when justified.

(2) The lecturer is required to submit a written report to the Dean within one month after the end of the creative leave, detailing the results of the tasks undertaken in the work plan and presenting the research findings.

(3) During the creative leave, the lecturer is entitled to their salary, which is due to their classification, as guaranteed by the relevant laws.

#### *Further Provisions*

**Section 103** Faculties may establish additional rules regarding creative leave.

### **2. Title:**

#### ***Foreign Study Trips for Lecturers***

**Section 104** (1) The person exercising the employer's rights permits:

- a) the participation of lecturers in foreign study trips or conferences, partially or fully financed from faculty funds,
  - b) work-related trips on abroad of full-time lecturers financed from any source during the academic and exam periods.
- (2) The heads of departments, institutes, deputy deans, and the Dean are not allowed to stay abroad for more than two consecutive months in a calendar year during their mandate.
- (3) The lecturer is required to submit a report on their approved foreign stay to the person exercising the employer's authority within one month after returning home.
- (4) A foreign study trip longer than one year is not permitted.
- (5) For a foreign stay within a calendar year, the lecturer is entitled to:
- a) 100% of the salary guaranteed by the relevant laws for the first two months of the stay,
  - b) 70% of the salary guaranteed by the relevant laws for a stay exceeding two months but not exceeding six months,
  - c) 50% of the salary guaranteed by the relevant laws for a stay exceeding six months but not exceeding one year.
- (6) Any management allowance will be granted to the teacher who replaces the manager during their stay abroad.
- (7) Additional regulations regarding the approval of foreign study trips may be determined by individual faculties.

## **Chapter 4:**

### **Provisions for Researchers**

**Section 105** (1) The condition for employment in the position of research assistant is, in addition to the general requirements, the entry to doctoral studies.

(2) The condition for employment in the position of research fellow is, in addition to the general requirements is to hold a doctoral degree.

(3) The condition for employment in the position of senior research fellow is, in addition to the general requirements, to hold a doctoral degree, be capable of leading the academic, scientific, and artistic work of students, doctoral candidates assistant lecturers, and research assistants, and be able to give lectures in a foreign language, as well as having the necessary professional experience acquired during teaching and research.

(4) The condition for employment in the position of research advisor and research professor is, in addition to the general requirements, to hold a PhD degree and to be an internationally recognized representative of the given scientific or artistic field, with outstanding scientific research or artistic work. Based on their experience in education, research, and research organization, they must be capable of leading the academic, scientific, and artistic work of students, PhD candidates, assistant lecturers, and research assistants, managing research projects, publishing in foreign languages, and holding seminars and lectures.

(5) The bodies entitled to give opinions may establish additional requirements for the employment of research professors, research advisors, senior research fellows, research fellows, and research assistants.

***Faculty additional provision***

***Section 24***

*In addition to the provisions of Section 105, the procedures applicable to researchers shall be governed by the Faculty Research Regulations.*

**Chapter 5:**

**Code of Ethics**

*General Provisions*

**Section 106** The purpose of the provisions of the Code of Ethics is to preserve the spirit of the University and to ensure more effective functioning of the University.

**Section 107** (1) The University is a state-recognized ecclesiastical university in Hungary.

(2) The University endeavors for:

- a) a universal, comprehensive, in-depth scientific approach capable of synthesis,
- b) the respect for human personality, the Christian and European ideal of culture, and of the family,
- c) the skills for cooperation and the recognition of others' values,
- d) openness in science, internationalism, autonomy, and the guarantee of academic freedom within the boundaries of individual and community rights, truth, and the common good,
- e) serving the intellectual and ethical ascension of the country and the Hungarian people, in accordance with the will of Péter Pázmány,

f) promoting the Christian approach to life and the Catholic teachings, fostering love for Christian spirituality, practicing and experiencing it in all university activities, especially in education.

(3) As a Catholic university, the University possesses the following essential characteristics:

- a) Catholic ideal, not only among individuals but also within the university community,
- b) continuous reflection on the growing richness of human knowledge in the light of Catholic faith, and the enhancement of this knowledge through its own research,
- c) loyalty to the Christian message transmitted by the Catholic Church,
- d) commitment as an institution to serving God's people and the great family of humanity on the path that leads to the transcendental goal that gives life meaning.

*Provisions applicable to all employees*

**Section 108** (1) All employees of the University are obliged to:

- a) maintain exemplary workplace discipline, both in the performance of their duties and their conduct, appearance, and speech, as expected in ecclesiastical institutions,
- b) comply with the relevant decisions of the Governor, the University, and the faculty,
- c) arrive at the workplace on time and in a fit state for work,
- d) exercise due diligence in the performance of their duties,
- e) exercise their rights in accordance with their job position and role properly,
- f) comply with the lawful decisions and instructions of their superiors,
- g) refrain from violating the general behavioral norms consistent with the nature and spirit of the institution—both in their leisure time and outside the University's premises,
- h) respect the spirit of the University,
- i) endeavor to protect the reputation of the University and the faculty,
- j) handle confidentially all data and information acquired in connection with their employment with the University,

k) handle the University's property with care, keeping in mind the University's financial situation.

(2) Non-Catholic employees are also required to respect the Catholic spirituality of the University while keeping their own spiritual beliefs. Their personal beliefs may not influence the work they do for the University, especially not weaken the Catholic spirituality of the University. A serious or repeated violation of this obligation may result in immediate termination of employment.

**Section 109** If employees find any decisions or regulations made by the university or faculty leadership objectionable in any way, they may, following the official procedure, initially submit their complaint to their direct superior, and through them to the decision-making body or person, as well as the Dean. In the second instance, they may address their complaint to the Rector.

**Section 110** (1) Compliance with data protection laws and university decisions is mandatory for all employees.

(2) A serious or repeated violation of this obligation may serve as the basis for immediate termination of employment.

**Section 111** (1) It is prohibited to inform the University's students about internal institutional disputes or to involve them in any form in the resolution of such disputes.

(2) Involving students in any form in controversial issues or in resolving them is considered a serious breach of obligations and may result in immediate termination of employment.

(3) Sections (1) and (2) are not applicable if the law or this regulation prescribes informing or involving students.

**Section 112** (1) If an employee misuses their rights, official authority, or position in relation to their employment with the University, to provide unjust advantage for themselves or others, or violates their obligations under the law or their employment relationship for this purpose, such behavior may serve as the basis for immediate termination of employment by the University.

(2) The application of this provision does not hinder potential civil or criminal liability.

#### *Special Regulations for Lecturers*

**Section 113** (1) The University's lecturers are required to endeavor to strengthen the Catholic character of the university in their teaching and educational activities.

(2) They are required to participate, to the greatest extent possible, in tenders aimed at the development of the University, the faculty, or the respective organizational unit, thereby contributing to the development of the University.

(3) They must carry out their research activities in consideration of Catholic teaching principles, in accordance with the guidelines of *Ex corde Ecclesiae*, in order to raise the scientific level of the ecclesiastical community.

**Section 114** (1) The obligations of lecturers related to their academic duties include:

- a) Conducting classes,
- b) Strictly adhering to the start and end times of the classes,
- c) Strictly adhering to the start and end dates of the academic and examination periods,
- d)<sup>93</sup> Performing administrative tasks related to teaching accurately and within official deadlines – particularly entering grades onto the exam sheets,
- e) Organizing and conducting exams conscientiously,
- f) Preparing requested statistics and reports accurately and within deadlines.

(2) Lecturers are required to attend the faculty's lecturers' meetings at every turn.

**Section 115** (1) Lecturers are required to make up for any missed classes no later than by the start of the current examination period.

(2) The extra class must be held on a day that is a lecture day for the program and, if possible, at a time that does not conflict with another mandatory class or exam for the students registered for the original class.

(3) The extra class must be held at the same location as the original class.

(4) Replacement of a lecturer can only occur with the approval of the person responsible for the program.

(5) If the lecturer is chargeable in failing to arrange the extra class for a missed class three or more times, in a manner attributable to their fault, this behavior may constitute grounds for immediate termination of employment by the University.

(6) In case of a lecturer employed under a contract for services, the provision of section

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<sup>93</sup> Amended by Decision 6 of January 30, 2023 of the University Council. Effective as of April 1, 2023.

(5) may be applied with the difference that the University may terminate the contract and demand the return of any fees already paid.

**Section 116** The rules governing classes shall apply appropriately to exams.

**Section 117** (1) Lecturers employed by the University are required to engage in scientific work.

(2) An annual report must be submitted to the relevant organizational unit regarding scientific work and publications.

*Procedure in Case of Suspected Ethical Misconduct*

**Section 118** (1) If an employee detects a violation or non-compliance with laws or the provisions of this regulation in the course of their duties, or has credible knowledge of such a violation, they are required to immediately report it to their direct superior.

(2) In the case of suspected ethical misconduct, the employer's representative, either based on a report or ex officio, shall carry on an investigation.

(3) If the circumstances of the case explain it, the employer's representative shall establish an ethics committee to carry on the ethical investigation. The committee cannot include a relative of the person under ethical investigation, nor any individual whose impartiality in the case would be reasonably questioned. Any designated committee member who has a potential conflict of interest must immediately disclose it to the employer's representative.

(4) The ethics committee must conduct its proceedings within 10 days of its convening and submit a written report to the employer's representative. During the process, the person under investigation must be ensured at least one opportunity for a personal hearing or for submitting their position regarding the alleged ethical misconduct by other means. To establish the facts of the case, the committee has the right to request information from any organizational unit or staff member of the University.

(5) The employer's representative has the authority to take over the case at any stage of the procedure.

(6) A serious or repeated violation of the provisions of the Ethical Code may be grounds for termination of employment, or, in specific cases, immediate termination.



### **PART III:**

#### **Final Provisions**

**Section 119** (1) This regulation shall come into effect on July 1, 2024.

(2) With the entry into force of this regulation, the previous Organizational and Operational Regulations of the Pázmány Péter Catholic University shall be repealed.

(3)<sup>94</sup> [Reserved]

4) For new employment following the entry into force of this regulation, the condition for establishing an employment relationship is the conclusion of an employment contract in accordance with this regulation, as well as the issuance of a job description in accordance with this regulation. For the purposes of this provision, the extension of fixed-term employment contracts is also considered to be new employment.

Clause: This regulation was approved by the Hungarian Catholic Bishops' Conference at its summer session in 2024.

Budapest, June 12, 2024.

Most Rev. Dr. András Veres

bishop

President of HCBC, Grand Chancellor

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<sup>94</sup> Repealed by Decision 6 of January 30, 2023 of the University Council. Repealed as of April 1, 2023.