

Pázmány Péter Catholic University
Faculty of Information Technology and Bionics



ORGANIZATION AND RULES OF
PROCEDURE OF THE STUDENT RESEARCH
SOCIETY

June 1, 2026

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Section 1

TDK Activity and the Faculty Student Research Society Organization

- (1) At the Faculty of Information Technology and Bionics of Péter Pázmány Catholic University, the student research societies (hereinafter referred to as TDK) operate as internal research workshops or other organizational units as referred to in Section 2 (5) of the PPKE Organizational and Operational Regulations (SzMSz).
- (2) Student Research Society activity (hereinafter: TDK activity) is a specific field of university work encompassing extracurricular collaboration between students and lecturers, or students and researchers (hereinafter: TDK student-supervisor collaboration) focusing on research or curriculum development. As such, TDK activity provides preparation for a scientific career and represents the highest level of academic mentoring in the pre-doctoral phase.
- (3) Professional supervision of the Faculty's TDK activities is performed by the Dean of the Faculty and the academic program directors (heads of study programs) of the Faculty.
- (4) The aims and responsibilities of the Faculty Student Research Society Organization (KTDSZ) are to:
 - a) provide an organizational framework for TDK activities;
 - b) promote the development of TDK student-supervisor collaborations forming the basis of TDK activities by exploring research topics, maintaining an information base, and facilitating student-supervisor matching through modern, multi-channel communication;
 - c) to organize at least one in-house conference per academic year, in order to
 - o create a public forum for the presentation of TDK results and their evaluation by a professional jury,
 - o offer TDK students opportunities for public speaking and the development of their academic debating skills;
 - d) to support student participation in other scientific conferences and events not organized by TDK but relevant to them;
 - e) to discover and make the best possible use of publication opportunities to advance and promote the publicity of TDK activities;
 - f) to encourage the faculty leadership to officially recognize and reward the most successful TDK students and their supervisors;
 - g) to advocate for TDK achievements to be considered in determining tuition fees, tuition fee waivers, and the awarding of the National Higher Education Scholarship;
 - h) to advocate for the Doctoral School to consider TDK performance as an advantageous admissions criterion;
 - i) to ensure that outstanding TDK works enhancing the Faculty's reputation are presented at the relevant section of the biennial National Conference of Student Research Societies (OTDK);
 - j) to maintain contact with student research organizations of other higher education institutions by field of study (section) in order to facilitate the execution of the OTDK and the nomination for the Pro Scientia Gold Medal awarded for outstanding student achievement;
 - k) to explore and exploit funding opportunities that can provide financial funds for TDK activities;

- l) to advocate for the interests of TDK activity to be incorporated into other regulations governing the life of the Faculty.

Section 2

The TDK Student Society Member

- (1) A TDK Student Society student is defined as any student enrolled in a Bachelor's or Master's program at ITK who
 - a) actively engages in TDK activities; and
 - b) supports, according to their abilities and as required, the preparation and successful execution of national or institutional (in-house) TDK conferences or other academic events (e.g., winter or summer schools) organized by the respective faculty section, as well as the dissemination of relevant information to fellow students.
- (2) Every TDK student has the right to enjoy all opportunities and benefits that the KTDSZ can provide within the scope of these regulations.

Section 3

TDK Sections and Their Leaders

- 1) The **Faculty TDK sections** are the local counterparts of the national OTDK sections: Engineering, Informatics, and Biology.
- 2) Liaison between the national and faculty sections is maintained by the **faculty section presidents**, who serve as full members of the professional committee of the respective national section managing that field. Faculty section presidents are appointed by the Dean with the consent of the Faculty Leadership Committee.
- 3) Section presidents shall appoint their own **section secretaries** (based on proposals from the involved TDK students) to share organizational and administrative duties.
- 4) Core duties of section presidents and secretaries include:
 - a) maintaining active communication with the professional committee of the relevant national section and the KTDT as full members, representing the interests of their respective section;
 - b) participating in the organization of the relevant national OTDK section (serving as Executive Chairman if required);
 - c) ensuring, in cooperation with the KTDT Secretary, that an institutional (in-house) conference is organized each academic year, and that the TDK papers presented are evaluated by a professional jury;
 - d) nominating outstanding TDK papers, based on the jury's recommendation, for faculty awards and for presentation at the national OTDK;
 - e) coordinating academic supervisors within their field, as well as compiling and publishing available TDK research topics for students.

Section 4

The Faculty Student Research Society Council (KTDT)

(1) Composition of the KTDT:

- a) The KTDT shall consist of a maximum of 7 members. Faculty section presidents are ex officio members of the KTDT. Faculty faculty members, the President, and the Secretary of the KTDT are appointed by the Dean. Three student members may be delegated by the Faculty Student Union (HÖK).
- b) The mandate of the members is 3 years and is renewable. If a member is unable to participate in the council's work for a period exceeding six consecutive months, a new member must be designated and elected to replace them.

(2) The Vice Dean for TDK Affairs shall be a permanent invitee to all KTDT meetings.

(3) Duties of the KTDT:

- a) ensure within its domain that the objectives outlined in Section 1 (2) of these regulations are fulfilled as comprehensively as possible;
- b) review the activities of the student research societies within its competence, resolve practical issues arising during TDK activities, and monitor the implementation of its decisions;
- c) decide on the allocation and utilization of the Faculty TDK Fund, monitor the material and financial conditions of TDK activities within its remit, and seek to improve them through proposals and decisions;
- d) submit recommendations to the Faculty leadership to enhance TDK activities, periodically announce calls for applications, and organize conferences or other academic events;
- e) draw the attention of competent bodies to outstanding results and exceptional talents, and submit proposals for prizes and institutional recognition;
- f) organize the representation of the KTDT in the professional committees of the National Council of Student Research Societies (OTDT) in sections relevant to the Faculty;
- g) assist in establishing and preserving internal, inter-university, and international institutional relationships for the KTDT;
- h) support the organization of OTDK section sessions hosted by the Faculty, and assist section presidents representing the Faculty in coordinating OTDK sessions held at other academic institutions;
- i) manage and curate TDK publications issued by the Faculty (including the TDK website and the board of honor);
- j) ensure prestigious forms of faculty recognition (e.g., TDK certificates of participation, opportunities for high-profile presentations, etc.);
- k) rule on matters of principle and policy related to TDK activities;
- l) organize intra-university (inter-faculty), inter-university, and (subject to compliance with applicable international rules) international conferences.

Section 5

Financial and Material Conditions of TDK Activities at the Faculty

- 1) **The Faculty TDK Fund:** Consists of budgetary funds provided by the Faculty leadership. The KTDT decides on its allocation at the beginning of each fiscal year.

- 2) **The Faculty Award Fund:** An annual fund from which the Faculty leadership provides financial rewards to authors of papers that achieve distinction at institutional (in-house) conferences.
- 3) **External, Occasional Grants:** Funds intended to support either general TDK operations or the execution of specific research tasks. These grants may originate from external institutions, private individuals, foundations, or successfully awarded project grants. These grants shall be used at the level and for the purpose for which they were designated.

Section 6

Recognition of the TDK Activity

- (1) To ensure due recognition of TDK activities within the Faculty:
 - a) upon formal request by a representative of the KTDT, the Academic Administration Office (TO) is required to record a student's achievements in various competitions and conferences, any received awards or prizes, and the titles of their TDK papers and research studies in the electronic student administration system (Neptun);
 - b) the KTDT compiles an annual merit list for rewarding outstanding instructors and students, based on which the Faculty leadership may award prizes within its available resources;
 - c) the KTDT ensures that the individuals recognized receive a certificate of appreciation signed jointly by the President of the KTDT and the Dean of the Faculty;
 - d) utilizing internal Faculty and University informational channels, the KTDT provides maximum publicity for the successes achieved in TDK fields, including national distinctions such as the Pro Scientia Gold Medal;
 - e) highly commended student works may be selected for publication;
 - f) the Faculty library preserves and archives all submitted TDK papers;
 - g) the Faculty Education and Exam Regulations (TVSZ) and the Student Reimbursement and Benefit Regulations (HTJSZ) govern how achievements in TDK are credited toward academic progress or financial awards.

Section 7

Operation of the Faculty Student Research Society Council (KTDT)

- 1) The KTDT shall convene as necessary, but at least once per academic year. Meetings are prepared, scheduled, and convened by the Secretary.
- 2) A meeting of the KTDT constitutes a quorum if more than half of the voting members are present. The KTDT passes its decisions by a simple majority vote.

Section 8

Faculty TDK Conference

- 1) The Faculty organizes institutional TDK conferences at least once, but no more than twice, per academic year.

- 2) The exact dates of the Faculty TDK Conference are determined by the Dean in an official faculty announcement, acting upon a proposal by the President of the KTDT.
- 3) Registration deadlines, submission methods, and final deadlines for submitting TDK papers are determined by the President of the KTDT and published on the Faculty TDK website.
- 4) Every paper submitted to the Faculty TDK Conference shall be evaluated by at least one independent reviewer.
- 5) The formal formatting requirements for papers submitted to the Faculty TDK Conference are governed by the official formatting guidelines of the national OTDK.
- 6) ¹Students enrolled in secondary education institutions (secondary schools) are eligible to submit papers to the Faculty TDK Conference.
 - a. A mandatory prerequisite for such secondary school submissions is the prior written consent of the Faculty TDK President.
 - b. In the absence of this written consent, the paper cannot be submitted for evaluation.
 - c. The President is authorized to conduct a preliminary review of the paper regarding the focus of its research topic and the scientific quality of its elaboration.
 - d. The competent TDK section president may be requested to assist with this evaluation.
 - e. Following a successful preliminary review and formal submission, the paper shall be reviewed and presented at the conference in accordance with the general rules.

Section 9

Final Provisions

- 1) These Regulations have been drafted in compliance with the Faculty's Organizational and Operational Regulations (SzMSz) and form an integral part thereof.

¹ Amended by Decision 18./2026/V.28 of the Faculty Council. Effective as of June 01, 2026.