

Péter Pázmány Catholic University  
Faculty of Information Technology and Bionics



ORGANIZATION AND RULES OF PROCEDURE  
OF THE SCIENTIFIC STUDENT GROUP

2020. February 5

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<b>Approved by:</b>	July 01, 2020. Head of Faculty Quality Assurance	
<b>Accepted:</b>	July 13, 2020. Faculty Council, Decison Nr.: 14/2020. VII. 13.	
<b>Entry into force:</b>	Sept 1, 2020.	

## **The TDK activity and the Faculty Scientific Student Group Organization**

### **Section 1**

- (1) At the Faculty of Information Technology and Bionics of the Pázmány Péter Catholic University, the scientific student groups (hereinafter TDK) operate as other units (research workshops) as referred to in Article 2 Section (5) of the PPKE SzMSz.
- (2) An academic student activity (TDK activity) is a specific field of university work that includes a set of student-teacher and student-researcher (hereinafter: student-supervisor) collaborations outside the compulsory curriculum for research or subject development. As such, the TDK activity is the preparation for a scientific career, resp. means the highest level of preparation in the pre-doctoral training phase.
- (3) The professional supervision of the Faculty TDK activity is performed by the Dean of the Faculty and the supervisors of the Faculty.
- (4) The aim and task of the Faculty Scientific Student Circle Organization (KTDSZ):
  - a) provide an organizational framework for TDK activities;
  - b) to promote the development of student-supervisor collaborations, which form the basis of TDK activities, by exploring thematic opportunities, maintaining the information base and in forming student-supervisor collaborations in a modern and multi-channel manner;
  - c) by organizing at least one home conference per school year
    - o to create a public forum for the presentation of the results of TDK activities and their evaluation by a professional jury,
    - o give student group members the opportunity to appear in the public and develop their ability to debate;
  - d) to help students participate in other scientific conferences and events not organized by TDK, but also affecting them;
  - e) to seek and make the best possible use of publication opportunities in order to promote and promote the publicity of TDK activities;
  - f) to encourage faculty leadership to recognize the most successful student groups and supervisors;
  - g) to encourage the effectiveness of TDK activities to be taken into account in tuition fees and in determining the tuition fee exemption and in awarding the National Higher Education Scholarship;
  - h) to encourage the Doctoral School to take into account the effectiveness of TDK activities as an admission criterion;
  - i) to ensure that TDK works that enhance the faculty's reputation are presented in the relevant professional section of the biennial National Scientific Student Conference (OTDK);
  - j) to liaise with the student organizations of other higher education institutions by field of study (section) in order to organize OTDKs and to award the Pro Scientia Gold Medal based on the award of the student's oeuvre;
  - k) to explore and exploit the opportunities that could serve as a financial basis for TDK activities;
  - l) to encourage the interests of TDK activity to be expressed in other regulations that determine the life of the Faculty.

## **The Student Group Member Section 2**

- (1) A student is considered to be a TDK student group member of ITK participating in a bachelor's or master's degree who
- (a) engages in TDK activities, and
  - (b) supports, as appropriate and according to their abilities, the preparation and successful implementation of a national (or home) TDK conference or other event (eg winter or summer school, etc.) organized by the relevant faculty section, as well as the dissemination of information to students.
- (2) The student group member has the right to enjoy all the opportunities and benefits that the KTDSZ has for them within the framework of the Scope of this Regulations

## **TDK sections and their leaders Section 3**

- (1) The faculty TDK sections are the local counterparts of the OTDK sections: Engineering, Informatics, and Biology.
- (2) The relationship between the national and faculty sections is maintained by the faculty section presidents (section presidents), who are full members of the professional committee of the respective national section, which manages the national section. The faculty section presidents are appointed by the Dean with the consent of the Faculty College.
- (3) The section presidents (based on the suggestions of the students concerned) decide for themselves the identity of the secretaries (section secretary) with whom they wish to share the organizational work.
- (4) Special tasks of section presidents and secretaries:
- a) as a full member, liaise with the technical committee of the relevant national section and the KTDT and represent the interests of the section chaired by it;
  - b) participates in the organization of the relevant OTDK section (if necessary as Executive Chairman);
  - c) ensures with the involvement of the KTDT Secretary, that an in-house conference is organized each academic year and that the TDK works presented there are submitted to a jury;
  - d) on the recommendation of the jury, may submit TDK works for faculty recognition and presentation to the OTDK;
  - e) colligates supervisors in the field, assesses and publishes TDK topics offered to students.

## **The Faculty Scientific Student Council Section 4**

- (1) Composition of KTDT:
- a) The KTDT shall be composed of up to 7 members. The members of the KTDT are ex officio the faculty section presidents. The teaching members, presidents and secretary of the KTDT are appointed by the Dean. Three student members can be delegated by the faculty HÖK.
  - b) The term of office is 3 years and is renewable. If a member is unable to take part in the work for more than half a year, a new person shall be appointed and elected to replace them.
- (2) A permanent invitee of the KTDT meetings is the Deputy Dean for TDK Affairs.
- (3) Tasks of the KTDT:
- a) the KTDT shall ensure in its territory that the objectives listed in Section 1 (2) of these Regulations are achieved as fully as possible;
  - b) reviews the activities of the student groups within its competence, decides on practical issues arising during the TDK activity,

monitors the implementation of its decisions; decides on the use of the faculty TDK funds;  
 monitors the material conditions of the TDK activity within its remit and seeks to improve it with its proposals and decisions;  
 to make recommendations to the faculty management to improve the TDK activity;  
 occasionally announces tenders, organizes conferences and other events;  
 e) draws the attention of the relevant fora to the outstanding results and outstanding talent;  
 to make a proposal for rewards and recognition;  
 organizes the representation of the KTDT in the professional committees of certain sections of the National Scientific Student Council (OTDT), including the Faculty;  
 helps to establish and preserve the content of KTDT within the university, inter-university and international relations;  
 h) supports the organization of OTDK section meetings at the Faculty;  
 and assists the section presidents representing the Kart in organizing OTDK section meetings in other institutions;  
 i) takes care of the student publications of the Faculty (TDK website, glory board);  
 j) ensures a worthy form of faculty recognition (TDK diploma of participation, possibility of representative presentation, etc.);  
 k) decides on issues of principle related to TDK activities;  
 within the university (between faculties), between universities and other institutions, and (subject to the relevant rules) international conferences.

### **The material conditions of the TDK activity are at the Faculty Section 5**

- (1) The **Faculty TDK Fund**: consists of (budget) funds received from faculty management. Its use will be decided by the KTDT at the beginning of the budget year.
- (2) The **Faculty Reward Framework**: from which the Faculty management annually rewards the authors of entries that have been successful at home conferences.
- (3) External, occasional grants: which are intended to help either the general activities of the TDK or the specific performance of a specific task. These grants may come from external institutions, individuals, foundations, awards or grants that might be won from funds. These grants should be used at the level and for the purpose for which they were addressed.

### **Recognition of TDK activity Section 6**

- (1) In order to recognize the TDK activity on the Faculty:
  - a) based on the request of the KTDT representative, the study department is obliged to record the results achieved in various competitions and conferences, the received awards and prizes, as well as the titles of the studies and dissertations prepared by the student in the Study System (Neptun);
  - b) the KTDT draws up an annual reward list for the rewards of outstanding lecturers and students, on the basis of which the management of the Faculty may, as far as possible, award rewards;
  - c) the KTDT shall ensure that those concerned by the previous point receive a certificate of appreciation signed by the President of the KTDT and the Dean of the Faculty;
  - d) KTDT, using information opportunities within the Faculty and the University, provides the greatest possible publicity for the successes of those working in the field of TDK, including national recognition such as the donation of the Pro Scientia Gold Medal;
  - e) worthwhile student works can be published.
- f) The faculty library preserves and archives students group's papers.

g) The Faculty's Study and Examination Regulations and the Student Distribution and Allowance Regulations provide for the crediting and rewarding of the results achieved at TDK in academic progress.

### **Operation of the Faculty Scientific Student Council**

#### **Section 7**

- (1) The KTDT meets as needed, but at least once a school year. Its meetings shall be prepared and convened by the Secretary.
- (2) A meeting of the KTDT shall have the right to vote if more than half of those entitled to vote are present. KTDT makes its decisions by a simple majority.

### **Faculty TDK Conference**

#### **Section 8**

- (1) The Faculty organizes TDK conferences at least once a year, but not more than twice a year.
- (2) The date of the TDK faculty conference is determined by the Dean in the faculty announcement on the proposal of the KTDT president.
- (3) The deadline and method for applying for the faculty TDK conference, as well as the deadline for submitting dissertations, is set by the KTDT President and published on the faculty TDK website.
- (4) Papers submitted to the faculty TDK conference will be judged by at least one reviewer.
- (5) The formal requirements for the papers to be submitted to the faculty TDK conference are determined by the OTDK's regulations on formal requirements.

### **Final provisions**

#### **Section 9**

- (1) These regulations have been prepared in accordance with the regulations of the Faculty Organization and Operation, as part of them.