



TOMORI PÁL COLLEGE

ORGANISATIONAL AND OPERATIONAL RULES

APPLICATION REQUIREMENTS

VOLUME III

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III. EMPLOYMENT REQUIREMENTS

1. § General rules on employment

- (1) The aim of the requirements is to:
 - a) provide guidance on the criteria for applications to fill posts at the College and on the assessment of applications;
 - b) serve as a starting point for prescribing specific job duties;
 - c) provide a reliable basis for the regular assessment of the person's preparation, work and suitability;
 - d) encourage high quality teaching and learning, scientific, professional and public activities, and the pursuit of higher teaching or research posts;
 - e) promote accreditation and quality assurance in the recruitment, management and selection of senior academic staff.
- (2) The set of requirements must be applied:
 - a) when assessing your suitability for the post at the time of employment;
 - b) at the end of the fixed-term contract and for the purposes of assessing suitability for continued employment;
 - c) in all cases where it is necessary to evaluate the work done.
- (3) For the employment of employees, the Labour Code applies with the derogations set out in the Nftv.
- (4) To be a lecturer or academic researcher at the College, you must.
 - a) have a Master's degree and professional qualifications,
 - b) is not subject to an occupational disqualification,
 - c) you have no criminal record and are fit to stand trial,
 - d) meet the requirements of a teaching, research or creative post in a college or university:
 - da) is qualified for teaching and learning by virtue of his/her professional qualifications, pedagogical skills, professional ethics and moral and human conduct, and his/her work is recognised by the community;
 - db) suitable for scientific research;
 - dc) is able to continuously update its professional knowledge in terms of content and methodology, and demonstrates this in its teaching, professional and scientific work;
 - dd) because of its broad general education, is also able to prepare students for intellectual functions;
 - de) is a candidate for the title of senior lecturer who, in addition to fulfilling the general requirements, has demonstrated outstanding performance in a particular area and is engaged in competitive activity.
- (5) A non-Hungarian citizen may be a lecturer or academic researcher at the college with the consent of the Senate, provided that the (4) paragraph 1.
- (6) To be a teacher at the College, you must
 - a) you have no criminal record and are fit to stand trial,
 - b) is not subject to an occupational disqualification,
 - c) have higher education and professional qualifications,



- d) meet the requirements of a teaching, research or creative post in a college or university:
 - da) is qualified for teaching and learning by virtue of his/her professional qualifications, pedagogical skills, professional ethics and moral and human conduct, and his/her work is recognised by the community;
 - db) suitable for scientific research;
 - dc) is able to continuously update its professional knowledge in terms of content and methodology, and demonstrates this in its teaching, professional and scientific work;
 - dd) because of its broad general education, is also able to prepare students for intellectual functions;

2. § Rights and obligations of employees

- (1) All employees of the College have the right to make suggestions in connection with the operation of the College and to receive a substantive response within the time limits set out in the Regulations,
- (2) All employees of the College have a duty to.
 - a) comply with the law and these Rules,
 - b) carry out his/her duties in accordance with the job description, the regulations and the Rector's instructions.
- (3) A member of the teaching staff shall have the right to
 - a) their human dignity and personal rights are respected, and their teaching is valued and recognised,
 - b) within the framework of the training programme, determine the curriculum to be taught and choose the teaching and training methods to be used,
 - c) do their work according to their worldview and values without forcing or coercing the student to accept them,
 - d) guide and evaluate the student's work,
 - e) get the knowledge they need to do their job,
 - f) improve their professional knowledge and skills through participation in organised training, participation in pedagogical experiments and scientific research,
 - g) submit an application for scientific or artistic purposes,
 - h) carry out research on a scientific topic of his/her choice, in addition to the scientific research tasks arising from his/her duties,
 - i) publish the results of its scientific research or artistic work.
- (4) It is the duty of the person responsible for education to
 - a) communicate knowledge objectively and multilaterally,
 - b) take into account the student's individual abilities, talents and disabilities,
 - c) regularly inform students about issues that concern them, and provide meaningful answers to their questions,
 - d) respect the human dignity and rights of the student.

3. § Remedies available to employees

- (1) In all cases in which the law or the Rules provide for a remedy procedure and specify the procedural rules, the procedure shall be in accordance with the relevant legal or regulatory provision.



(2) In the procedures set out in this Chapter, the matter shall be closed within the College, subject to the normal appeal procedures. There shall be no recourse to the High Authority or to the courts except where the law so provides.

(3) Employees may submit suggestions, comments, complaints (hereinafter referred to as "submissions") to the College and to the heads and governing bodies of the departments.

(4) The petition must be submitted in writing to the Office of the President and Rector, addressed to the person concerned or to the head of the body concerned.

(5) A (4) A submission made under paragraph 1 shall be filed in accordance with the rules of case management and presented to the addressee. It shall be released for expert review or opinion, as the addressee may direct, if necessary, and at the same time (within 10 days of submission at the latest) the referrer shall be informed of the further fate of the referral and the expected time limit for a decision on the case. A substantive reply, including a description of the action planned or taken, must be provided by the deadline indicated, but preferably within 30 days of submission.

(6) If the respondent is not satisfied with the response or the action taken or indicated, he or she may lodge a complaint with the maintainer. The lodging and consideration of the complaint shall be the responsibility of the (4) and (5) paragraphs 1 and 2. In such a case, it shall also be stated that no further ordinary legal remedy is possible in the matter.

4. § Positions that may be created at the College and the requirements for holding them

(1) The College employs teaching staff to carry out teaching-related tasks.

(2) An academic researcher position may be established at the College to perform independent research tasks.

(3) Financial-economic, technical-service, professional-service, administrative and auxiliary posts are used to perform tasks related to the operation of the College.

(4) Teaching posts that can be created at the College:

- a) master teacher,
- b) assistant professor,
- c) assistant professor,
- d) Associate Professor,
- e) college teacher,
- f) associate professor
- g) university professor.

(5) Non-teaching posts at the College:

- a) chief accountant,
- b) accountant,
- c) study rapporteur,
- d) administrative assistant,
- e) college director,
- f) student services centre manager,
- g) teacher,
- h) foreign language centre manager,
- i) administrator,



- j) payroll and labour administrator,
- k) international office manager

(6) The following basic educational activities are the duties of an educational worker:

- a) educational activities (including curriculum development and educational organisation);
- b) scientific research work (including research, research organisation and publication tasks);
- c) institutional-level activities (including educational and community tasks);
- d) self-development (including further education studies);
- e) public activity (including external contacts);
- f) other activities (all tasks not related to teaching, student work and scientific research, which require the expertise of the lecturers, during the 40 hours per week).

(7) The detailed job descriptions and the conditions of continued employment for the positions that may be created at the College are available on the College's internal server and are accessible to all, and an original copy of the job description must be provided by the **Founding Rector Emerita - as President** - upon the creation of employment.

5. § Master teacher

(1) To apply for a Master's degree, you must have a Master's degree, at least ten years of professional experience, proof of knowledge and be able to provide practical training for students.

(2) General minimum requirements for the continuous employment of a Master teacher:

- a) a high level of preparation and professional knowledge in the discipline in which the subjects are taught,
- b) the ability to lead practical sessions, develop practical materials and guides,
- c) scientific activity, participation in professional life,
- d) tendering activities.

6. § Assistant professor

(1) To apply for the post of assistant professor, you must have a Master's degree and professional qualifications, have started doctoral studies (PhD), have at least an intermediate level of a world language or equivalent, and be able to work creatively.

(2) General minimum requirements for the continued employment of a teaching assistant:

- adequate preparation and professional knowledge - preferably also in a foreign language - in the disciplines covered by the subjects taught
- the ability to conduct practical, seminar sessions, to develop practical, seminar aids,
- Participation in debriefings,
- active participation in enrolment activities,
- the ability to publish, including in foreign languages,
- obtaining the doctorate within the time limit laid down by law.



7. § College Senior Lecturer

(1) To be eligible for the position of college senior lecturer, candidates must have a Master's degree and professional qualifications, a doctoral degree (PhD), an intermediate level complex or equivalent language examination in at least one world language, at least 4 years of proven teaching and research experience in higher education, independent scientific achievements, publications, and the ability to carry out creative work.

(2) General minimum requirements for the continued employment of an adjunct lecturer:

- thorough and extensive knowledge of the subjects taught, literature and practical application,
- giving presentations, participating in debriefings,
- developing educational materials, guides,
- scientific activity, participation in national and international professional life,
- independent scientific results, publications in foreign languages,
- building international education and scientific research links,
- Managing the work of students preparing TDK, thesis and final dissertations,
- active participation in enrolment activities.

8. § College Associate Professor

(1) To be eligible for the post of college associate professor, the candidate must have a doctorate degree and be able to supervise the academic, scientific and artistic work of students and teaching assistants, and have appropriate professional experience. be able to give lectures in a foreign language and have a general knowledge of the subject of the course being taught.

(2) There is also no need for a public call for applications for the post of college associate professor of the College for a period of more than one year.

(3) The general minimum requirements for the continued employment of an assistant professor in a college:

- thorough and extensive knowledge of the subjects taught, literature and practical application,
- high quality teaching and learning activities (including in foreign languages),
- supervising the work of doctoral candidates, assistant professors and associate professors,
- tasks related to doctoral training and the training of new teachers and researchers,
- comprehensive knowledge of the discipline or specialisation, and international experience,
- writing notes, textbooks, textbooks, lectures, examinations,
- organising research and carrying out scientific work in a foreign language,
- active participation in the national and international scientific community,
- regular publication activity in foreign languages.

9. § College Professor

(1) To be employed as a college professor, the candidate must have a doctoral degree, be able to supervise the academic, scientific or artistic work of students, doctoral students, teaching assistants, and lecturers in a foreign language, and have at least 10



years of professional or teaching experience of outstanding quality in a field relevant to his/her qualifications or in a higher education institution. meet the requirements of the Hungarian Accreditation Commission for Higher Education (HACEA) for college teachers.

(2) There is also no need for a public call for applications to fill a post as a College teacher for a period of more than one year. When awarding the title of college teacher, the provisions of § 27(3) - (4) of the Nftv. and § 29(3) of the Nftv. shall apply, depending on whether or not a public call for applications is made.

(3) General minimum requirements for the continued employment of a college teacher:

- thorough and extensive knowledge of the subjects taught, literature and practical application,
- comprehensive knowledge of the discipline or specialisation, and international experience,
- high quality teaching and learning activities (including in foreign languages),
- supervising the work of doctoral candidates, assistant professors and assistant professors (training of junior teachers),
- the ability to bring together a group of subjects and to compile new subjects independently,
- writing notes, textbooks, textbooks, lectures, examinations,
- training young scientists, researchers and managers,
- active participation in the national and international scientific community,
- regular teaching and research in foreign languages,
- pro-active and leading participation in the institution's professional-public, grant and resource-generating activities.

10. § Associate Professor

(1) To be eligible for the post of Associate Professor, candidates must have a Master's degree and professional qualifications, a doctorate (PhD), an intermediate level complex or equivalent in at least one world language, and at least 8 years of proven teaching and research experience in higher education, Ability to teach and publish in a foreign language, recognised national and international publication record, professional and public activity, extensive network of contacts, ability to supervise the academic and scientific work of students, doctoral candidates and teaching assistants.

(2) General minimum requirements for the continued employment of an assistant professor:

- thorough and extensive knowledge of the subjects taught, literature and practical application,
- comprehensive knowledge of the discipline or specialisation, and international experience,
- high quality teaching and learning activities (including in foreign languages),
- supervising the work of doctoral candidates, assistant professors and associate professors,
- tasks related to doctoral training and the training of new teachers and researchers,
- comprehensive knowledge of the discipline, specialisation and international level,
- writing notes, textbooks, textbooks, lectures, examinations,
- organising research, carrying out scientific work in a foreign language,



- active participation in the national and international scientific community,
- regular publishing in foreign languages,
- the pursuit of habilitation.

11. § Professor

(1) Employment as a university teacher Master's degree and professional qualification, doctoral degree (PhD), habilitation in the field of study or international higher education practice declared equivalent by the Doctoral and Habilitation Council, at least 8 years of certified teaching and research experience in higher education, fulfilment of the MAB's requirements for university teachers, outstanding research work, national and international recognition in the field of study, the ability to lead the academic and scientific work of students, doctoral students and teaching assistants on the basis of experience in teaching, research and research organisation, the ability to teach, research and publish in a foreign language, a wide range of national and international contacts, school-educational, research organisation, funding and funding activities.

(2) There is also no need for a public call for applications to fill a post of University teacher for a period of more than one year. The awarding of the title of university professor shall be subject to the provisions of § 27 (3) - (4) of the Nftv. and § 29 (3) of the Nftv., depending on whether or not a public call for applications is made.

(3) General minimum requirements for the continued employment of a university teacher:

- thorough and extensive knowledge of the subjects taught, literature and practical application,
- a comprehensive knowledge of the discipline or field of study, and an international level of expertise,
- high quality teaching and learning activities (including in foreign languages),
- supervising the work of doctoral candidates, assistant professors and assistant professors (training of junior teachers),
- the ability to bring together a group of subjects and to compile new subjects independently,
- writing notes, textbooks, textbooks, lectures, examinations,
- training young scientists, researchers and managers,
- active participation in the national and international scientific community,
- regular teaching and research in foreign languages,
- pro-active and leading participation in the institution's professional-public, grant and resource-generating activities,
- participation in doctoral training, doctoral and habilitation procedures.

12. § Chief Accountant

(1) To apply, you must be a registered chartered accountant and have completed higher education, and have user-level computer skills to manage accounting and administrative records, correspondence and administration. Good communication skills to deal with the College's partners, employees and students.

(2) *The Founding Rector is entitled to appoint a contractor or a company to fill the post.*



13. § Accountant

(1) Requirements for the job: a professional higher education qualification, user-level computer skills to manage accounting and administrative records, correspondence and administrative tasks. Good communication skills to liaise with the College's partners, employees and students.

(2) *The Founding Rector is entitled to appoint a contractor or a company to fill the post.*

14. § Study rapporteur

(1) To apply, you must have completed secondary education and have user-level computer skills related to correspondence and administrative tasks. Have good communication skills to liaise with the College's partners, employees and students.

15. § Administrative assistant

(1) To apply, you must have a secondary school degree or an intermediate vocational qualification and have a level of computer literacy related to correspondence and administrative tasks. Have good communication skills to liaise with the College's partners, employees and students.

16. § College Director

(1) Candidates must have at least seven years' professional or teaching experience of outstanding quality in a field relevant to their qualifications or in an institution of higher education, and must have an outstanding professional record recognised by the relevant authorities in their field. Be able to lead cultural, sporting and community activities in the college and to assist students in their professional work.

17. § Student Services Centre Manager

(1) To be considered for the post, the candidate must have at least 5 years' professional or teaching experience of outstanding quality in a higher education institution, at least 3 years' professional experience in the field of student services and a level of computer literacy.

18. § Teacher

(1) The prerequisite for employment as a teacher Teaching is that the person concerned must have a higher education degree and professional qualifications, be able to lead the academic and scientific work of students, and have at least three years of professional or teaching experience in the field of work corresponding to his/her professional qualifications.

(2) Continuing fitness requirements:

- a) deliver consistently high quality teaching,
- b) carry out continuous updating of the content and methodology of the subject area taught,
- c) participate in the writing of notes, textbooks and other teaching aids,
- d) organise, support and guide the scientific work of young researchers, and participate in the training of young researchers,
- e) participate continuously in the national and international professional scientific community,



19. § Foreign Language Centre Manager

(1) For the position of the Head of the Foreign Language Centre , you must have a university degree (linguistics or economics), have adequate communication skills to communicate with the College's partners, employees and students, and have at least a basic level of German or English, both written and oral.

20. § International Office Manager

(1)The requirements for the position of the Head of the International Office are: higher education, at least three years of professional experience in the field of international relations, adequate communication skills in order to communicate with the College's partners, employees and students, at least a proficiency in German or English at an advanced level of oral and written proficiency.

21. § Administrator

(1) To be eligible for the position of administrator , you must have a higher education degree (IT), have good communication skills to communicate with the college's partners, employees and students, and have at least an intermediate level of English, both written and spoken.

(2) *The Founding Rector is entitled to appoint a contractor or a company to fill the post.*

22. § Pay and employment administrator

(1) For the position of a payroll and labour administrator , you must have intermediate knowledge of human resources, intermediate qualification as a social security administrator, and adequate communication skills to deal with the employees and students of the college.

23. § Operational, operational support staff

A person who is not listed in § 4 (4) may be employed as an operations and operations support employee, who is employed by the College as an operations and operations support employee with a professional qualification requiring primary, secondary or higher education.

24. § Titles and awards not related to teaching posts

(1) The procedure for the awarding of honours, diplomas and recognitions by the College is set out in the Regulations on the Awards and Recognitions of the TOMORI PAL College.

(<http://portal.tpfk.hu/szabalyzatok-1>)

25. § Rules for the employment of workers

(1) The decision on the employment of staff is the responsibility of the Rector Emerita as President, but she may ask the Rector and the Senate for their opinion. The Founding Rector Emerita, as President, shall also exercise the rights of an employer. Employment is governed by the general rules of labour law (see the Labour Code).

(2) With the exception of a teaching contract, the duties of a lecturer are carried out in a teaching position in an employment relationship established for this purpose.



- (3) Teaching and scientific research tasks may be performed in the same job, in which case the employment contract must specify the proportion of working time - full or part - that each task is to be performed.
- (4) In the context of a contract, a teaching assignment may be carried out only if the nature of the activity for which the lecturer is responsible so permits and the time spent on the work does not exceed sixty per cent of the total working time (hereinafter referred to as "the lecturer"). The lecturer must meet the conditions of employment. In addition, an appointment may be made for occasional, non-regular teaching duties, so that the College may appoint a person employed by it to perform teaching duties not covered by his/her duties.
- (5) The instructor is obliged to devote at least 10 hours of his/her total weekly working time - averaged over two academic semesters - to the teaching of compulsory, compulsory elective and optional subjects (lectures, seminars, practicals, consultations) for the preparation of students (hereinafter referred to as teaching time). The rector shall have the possibility reduce or increase the teaching time for a maximum of two semesters. The lecturer shall carry out academic research and, during working hours not tied to student work and academic research, shall perform, as a job function, all tasks which are related to the operation of the college and require the expertise of the lecturer, as prescribed by the rector.
- (6) Trainers are obliged to keep their knowledge up to date. They must be familiar with the changes in the scientific direction of the subject they are teaching, and with the articles and literature of internationally recognised scholars on the subject as a whole. They must be familiar with changes in the direction of the specialisation for which they are responsible and with scientific trends. Instructors who give seminars and tutorials should be familiar with the literature and the latest scientific trends in the subject area. They must also keep up to date with the latest legislation and implement changes in scientific work and teaching.
- (7) Tutors are required to publish regularly, at least 1-2 times a year, and at least once a year in a foreign language.
- (8) Lecturers are required to carry out research activities, in particular to participate in research organised by the College or in partnership between the College and another person. Lecturers are required to contribute to the organisation and content (lectures, publications) of the scientific student conferences and Science Day conferences organised by the College, as well as other scientific conferences.
- (9) Teachers should get to know the organisations that are active in their chosen field of study and in the discipline they teach. Tutors are encouraged to become members of these organisations.
- (10) Lecturers are required to participate in the remaining part of the 40-hour working week of the College's work that requires their expertise, not tied up with teaching, research or student activities. The Rector will inform each lecturer of this separately.
- (11) The lecturers with a management mandate (heads of department, vice-rectors) are obliged to develop and implement a plan and the necessary procedures for its implementation, which will facilitate the cooperation of lecturers, the unified research work, the development of curricula and the development of unified teaching practice.
- (12) An academic researcher is a person who, according to the terms of his/her employment contract, devotes at least 90% of his/her full time to the academic activities of the College and who also participates in the College's educational activities as part of his/her duties.



26. § Procedure for the evaluation of public applications

(1) The Founding Rector Emerita, as President, in cooperation with the Rector, shall have the right to advertise publicly for any teaching post in the College. The Founding Rector Emerita - as President - shall announce the tender, taking into account the employment requirements set out in the employment requirements system. The open competition is open to all those employed by the institution and to those not employed by the institution.

(2) Applications submitted shall be evaluated by the Senate within 60 days of the deadline for submission. After submission, all the documents shall be examined by the Committee for the Evaluation of Applications (hereinafter referred to as the "CAC"), which shall submit to the Senate those applications which meet the requirements for the post. The Senate shall rank the applications. The Senate shall take this decision by an affirmative vote of at least half of its members. The Rector Emerita, as President, and the Rector shall jointly select a suitable person to fill the post.

(3) The selection board shall verify the fulfilment of the conditions for appointment to a post to be filled by open competition on the basis of the following documents: curriculum vitae, documents attesting the educational qualifications and professional qualifications, documents attesting the award of an academic degree, professional experience certified by the employer, a certificate of good character, a list of publications, academic activity, certificate(s) attesting the knowledge of languages. The selection board shall accept the original, a certified copy or a simple copy of the documents, on presentation of the original. In the latter case, the copy must be marked '*Original presented*' in pen or stamp.

(4) If the ranking list adopted by the Senate includes a candidate who is a lecturer at the higher education institution, the rules of the evaluation procedure shall apply with the following exception:

- i. the Rector decides that the employment contract should be amended rather than an employment relationship being established,
- ii. the Rector may disqualify an employed lecturer only if he/she selects a candidate who is higher in the ranking than the employed lecturer.

(5) Public calls for proposals shall be published by uploading them on the College's website and posting them on the notice board at the College's headquarters, with the exact date (day, hour, minute) of the deadline for submission. The period for the submission of applications may not be less than 30 days.

27. § Appointment of a college professor and a university professor

(1) The Founding Rector Emerita, as President, in collaboration with the Rector, shall send his/her proposal for the appointment of a college professor or university professor to the Reservation, after approval by the Senate, for forwarding to the person entitled to appoint him/her.

(2) The appointment of a college teacher shall be initiated by the Principal, through the Minister responsible for education, to the Prime Minister.

(3) The appointment of university professors shall be initiated by the Reserving Authority, through the Minister responsible for education, at the President of the Republic.



28. § Termination of employment

(1) The termination of the employment of staff members shall be the responsibility of the Rector Emerita - as President - in cooperation with the Rector, taking into account the relevant provisions of the Labour Code and the following paragraphs.

- (2) An instructor who, from the beginning of his/her employment as an instructor
- i. until the end of the eighth year as an adjunct professor
 - ii. until the end of the twentieth year of the post of Associate Professor

you have not fulfilled the conditions for appointment to the post.

(3) A lecturer who has not obtained an academic degree within ten years from the beginning of his/her employment as a lecturer shall also be ineligible for employment.

(4) The periods set out in paragraphs (2) to (3) shall not include any period during which employment is interrupted for more than ninety days on account of maternity leave, childcare, care of a close relative, incapacity for work, or work or study abroad at a higher education or research institution. After this period, the employment of the lecturer shall be terminated.

(5) The College shall specify in the employment contract and its regulations with the lecturer concerned the timetable for the fulfilment of the conditions of the post by the lecturer and the legal consequences set out in the regulations.

(6) Teachers, university teachers, research professors and scientific advisors may be employed in the posts of lecturer or researcher after the age of sixty-five, but not later than the age of seventy.

(7) In addition to the provisions of the Labour Code, the College may modify the employment of a lecturer - reclassify, demote, part-time - or terminate the employment of a lecturer by giving notice of dismissal if the lecturer

- a) you have not fulfilled the requirements set out in the employment requirements scheme,
- b) has failed to comply with the requirements set out in his/her job description and in the Rector's instructions applicable to him/her,
- (c) has not fulfilled the conditions required by the employer in the contract of employment or the instrument of appointment, setting an appropriate time limit,

(8) on the basis of a declaration pursuant to Paragraph (3) of Article 26 of the Nftv., the lecturer shall not be taken into account in the institution when considering the operating conditions of the institution or when determining the support of the higher education institution. In the case of this point, the provisions of the Labour Code relating to notice periods, periods of suspension and severance pay shall not apply. The Founding Rector Emerita, as President, shall terminate the employment of a college teacher or university teacher if the Prime Minister has dismissed the college teacher or the President of the Republic has dismissed the university teacher, depriving him of his right to the title of his post. Proceedings for the revocation of the title of college teacher or university teacher shall be initiated by the Founding Rector Emerita, as President, in agreement with the Rector, in accordance with the procedure laid down in Section 29(3) of the Nftv.

(9) The rector shall initiate proceedings for the removal of the title of a college teacher or university professor if the person concerned so requests, if the college teacher or university professor has been finally and conclusively sentenced to disciplinary punishment of dismissal, if he or she has been finally and conclusively disqualified from



exercising his or her profession by a court of law or if the person concerned has been finally and conclusively sentenced to a term of imprisonment to be executed for a deliberate criminal offence. At the same time as taking the initiative under this paragraph, the Rector Emerita, as President, shall also take measures to terminate the employment of a college or university teacher.

(10) If the holder of the title of college teacher or university teacher is not employed by an institution of higher education, the Minister shall be entitled to initiate the dismissal, i.e. the withdrawal of the right to use the title.

29. § Compulsory hours for teaching posts

(1) The instructor shall devote at least ten hours of his/her total weekly working time, averaged over two consecutive academic semesters, to lectures, seminars, exercises and consultations (hereinafter referred to as "teaching time") for the preparation of students. The lecturer shall carry out scientific research and, during working hours not devoted to student work and scientific research, shall perform, as a part of his/her duties, all tasks related to the operation of the College and requiring the expertise of the lecturer, as prescribed by the President, Rector Emerita.

(2) For persons employed as teachers, the teaching time shall be twenty hours per week, averaged over two academic semesters.

(3) The Founding Rector Emerita, as President, may increase the time spent on teaching by seventy per cent or decrease it by twenty-five per cent, as specified in the employment requirements, with the proviso that the time spent on teaching for teaching staff in the higher education institution shall not be less than twelve hours per week per teaching staff member on average for two consecutive academic semesters. The cumulative period of reduction or increase may not exceed two semesters. In case of an instructor who is not employed full-time, the compulsory number of hours of teaching time, and increases and reductions thereof, shall be determined in proportion to the length of employment

(4) The detailed rules on teaching time shall be laid down by the Rector Emerita, as President, as the person exercising the rights of the employer.

(5) In determining the amount spent on teaching, account shall be taken of,

- i. the instructor's job classification, under which an assistant professor must have more hours than an adjunct professor, an adjunct professor must have more hours than an associate professor, etc.,
- ii. which teaching duties the lecturer carries out at the College's teaching site,

30. § Participation of teachers in the decision-making process of the College, the procedure for the handling of appeals by teachers and other staff

(1) Teachers may participate in the decision-making process of the College through local (e.g. departmental meetings) and central decision-making bodies (e.g. management meetings, senate). All lecturers in a department have the right and the duty to participate in departmental meetings. All lecturers have the right to express their opinion on the College's training and research activities in this forum and to seek the opinion of higher decision-making bodies through the Head of Department.

(2) The Founding Rector Emerita - as President -, the Rector, as well as the senior employees, lecturers and heads of departments of the College shall meet weekly/weekly during the academic semesters and discuss issues and problems that arise. The name of this meeting is the Management Conference.



- (3) The Executive Conference may also make a proposal for the agenda of the Senate if a question arises on which the Senate has the power to decide.
- (4) Lecturers are indirectly represented in the Senate through their elected or appointed representatives.
- (5) If a lecturer or other employee of the College considers that a decision of a College body or of his/her immediate superior is unlawful or in violation of the College's regulations or the Rector's instructions, he/she may appeal directly to the Founding Rector Emerita, as President, who exercises the rights of an employer, and request a review of the decision.
- (6) The Founding Rector Emerita, in cooperation with the Rector, shall investigate the complaint in accordance with the Complaints Handling Policy and notify the complainant of its decision (<http://portal.tpfk.hu/szabalyzatok-1>).
- (7) Any employee of the College has the right to bring his/her ideas, thoughts or innovations of a strategic nature to the attention of the College management. The Management Conference shall formulate a position on strategic ideas, and the content of the position shall determine whether the Rector or the Senate should take further action on the idea.

Budapest, 30.03.2021.

ANDREA RÉDEI
Managing Director
**TPF Higher Education and Services
Public Nonprofit Limited
Limited Liability Company**

DR. ZOLTÁN DOMBORÓCZKY
Rector
Tomori Pál College