



TOMORI PÁL COLLEGE

ORGANISATIONAL AND OPERATIONAL RULES

GENERAL PROVISIONS,

ORGANISATIONAL AND OPERATIONAL AR-

RANGEMENTS

VOLUMES I-II

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Responsible person: the Rector and the representative of the maintainer



TABLE OF CONTENTS

TABLE OF CONTENTS	2
I. GENERAL PROVISIONS	3
§ 1 LIST OF RELEVANT LEGISLATION	3
§ 2 SCOPE AND ESTABLISHMENT OF THE RULES	3
§ 3 DATA ON THE COLLEGE	4
§ 4 TASKS OF THE COLLEGE.....	4
§ 5 CITIZENS OF THE COLLEGE.....	5
§ 6 PUBLICITY RULES RELATING TO THE PUBLIC BENEFIT ACTIVITIES OF THE COLLEGE	6
II. ORGANISATIONAL AND OPERATIONAL ARRANGEMENTS.....	6
§ 7 ORGANISATIONAL STRUCTURE OF THE COLLEGE.....	6
§ 8 OPERATION AND MANAGEMENT OF THE COLLEGE	7
§ 9 THE INSTITUTIONAL CONTACT ARRANGEMENTS	7
§ 10 THE SENATE	7
§ 11 COMPOSITION OF THE SENATE AND ELECTION OF ITS MEMBERS	8
§ 12 TERM OF ELECTION OF MEMBERS OF THE SENATE, TERMINATION OF THE TERM OF OFFICE OF A MEMBER OF THE SENATE.....	10
§ 13 RIGHTS AND DUTIES OF MEMBERS OF THE SENATE.....	11
§ 14 RULES OF PROCEDURE OF THE SENATE	11
§ 15 GENERAL PROVISIONS CONCERNING SENATE COMMITTEES	14
§ 16 STANDING COMMITTEES OF THE SENATE.....	14
§ 17 PRESIDENT.....	15
§ 18 THE RECTOR.....	16
§ 19 THE VICE-RECTORS	18
§ 20 FINANCIAL DIRECTOR.....	HIBA! A KÖNYVJELZŐ NEM LÉTEZIK.
§ 21 RULES ON THE ESTABLISHMENT OF THE MANAGEMENT MANDATES PROVIDED FOR IN §§ 17-18.....	21
§ 22 EDUCATION DEPARTMENTS	22
§ 23 MANAGEMENT OF EDUCATION DEPARTMENTS.....	22
§ 24 TOMORI PAL COLLEGE RESEARCH CENTRE.....	23
§ 25 FUNCTIONAL DEPARTMENTS.....	24
§ 26 SERVICE DEPARTMENTS	26
§ 27 MANAGEMENT OF FUNCTIONAL AND SERVICE DEPARTMENTS	26
§ 28 RULES ON CONFLICTS OF INTEREST	27
§ 29 RULES FOR COLLEGE EVENTS	28
§ 30 QUALITY MANAGEMENT SYSTEM OF THE COLLEGE	28
MISCELLANEOUS PROVISIONS	29
ARTICLE 31 ENTRY INTO FORCE.....	29
ANNEXES	29
LIST OF THE COLLEGE'S REGULATIONS	29



Tomori Pál College (hereinafter referred to as "the College") shall lay down its Organisational and Operational Rules (hereinafter referred to as "the Rules" or "the Regulations") in the documents I-IV, V and VI.

(the changed parts of the text are highlighted in bold italics)

I. GENERAL PROVISIONS

1. § List of relevant legislation

- (1) The Fundamental Law of Hungary;
- (2) Act CCIV of 2011 on National Higher Education ("Nftv.");
- (3) Act V of 2013 on the Civil Code;
- (4) Act CLXXV of 2011 on the Right of Association, Public Benefit Status, and the Functioning and Support of Non-Governmental Organisations;
- (5) Act I of 2012 on the Labour Code ("Labour Code");
- (6) 87/2015 (IV. 9.) Government Decree on the implementation of certain provisions of Act CCIV of 2011 on National Higher Education ("Vhr.");
- (7) Any other legislation contained in other regulations annexed to these Regulations and in the status sheet that forms part of the College's audited quality management system.

2. § Scope and creation of the Rules

- (1) The scope of the Rules covers:
 - a) the College, as a non-state higher education institution of public utility classification operating in the territory of Hungary, all its courses and all its organisational units,
 - b) the College's teachers, academic researchers and students, as well as employees and agents involved in teaching, academic research and the implementation of the College's tasks, and natural persons using the services provided by the College in any form and/or staying on the College's premises, regardless of when the legal relationship was established and what its nature is.
- (2) The Regulations, together with the annexes, define the College's organisational and operational structure, employment requirements, student requirements and quality assurance system. In addition to the above, all the College-wide regulations of the College form part of these Regulations, and are listed in the Annex.
- (3) All rules, decisions, actions and regulations of the College shall be in accordance with these Rules.
- (4) The Regulations and their annexes, as well as any amendments to the Regulations, are adopted by the Senate and, once adopted, must be sent to the maintainer and the Education Office. The Board of Governors shall verify the consistency, completeness, legality and effectiveness of the Regulations.
- (5) Amendments to the Regulations may be initiated by a voting member of the Senate, and in the event of a change in legislation or a request by the Hungarian Higher Education Accreditation Commission or the Education Office, the Regulations shall be amended in accordance with the legislation or request, even in the absence of a separate initiative.
- (6) Certified copies of the Regulations and their annexes shall be kept in the Rector's Office.



(7) The Rules and Regulations and the Regulations on Studies and Examinations, the Regulations on Fees and Allowances for Students, which are annexed to them, shall be disclosed on the College's website, accessible to any third party. The other annexes to the Regulations shall be disclosed in the Academic System and on the College's server.

3. § Details of the College

(1) The College is an independent higher education institution with legal personality, operating as an organisation with public benefit status, in accordance with the management system of a private higher education institution as defined in the Nftv, on the basis of an annual budget.

(2) The College

a) name: Tomori Pál College

b) acronym (abbreviated name) used instead of full name: TPF

c) name used in international contacts:

ca) in English: Tomori Pal College

cb) in German: Tomori Pál Hochschule

cc) in Spanish: Tomori Pál Escuela Superior

cd) in French: Tomori Pál École Supérieure

d) Registered office: 1223 Budapest, Múvelődés utca 21.

e) Location:

ea) HU, 6000 Kecskemét, Árpád krt. 4., Bibó utca 1.

f) Central telephone number: (+36) 1 362-1551

g) OM ID: FI 44196

h) Tax number: 18365830-2-43 Savings bank: 50800159-11022602

i) Statistical id. number: 18365830-8542-599-03

j) The College is maintained by: TPF Felsőoktatási és Szolgáltató Közhasznú Nonprofit Limited Liability Company (registered office: 1223 Budapest, Múvelődés u. 21.; company registration number: 01-09-285702, tax number: 21839492-1-43)

(3) The stamp of the College: a circular seal with the inscription "Tomori Pál College, Budapest" around the coat of arms of Hungary.

(4) The College's coat of arms is a shield bearing the triple letter TPF. The graphic has been designed to refer to the life of Paul Tomori, so that the sword, the shield and the cross are clearly visible. At the same time, since the educational profile of the College is neither ecclesiastical nor military, the above symbols are hidden and none of them is given any particular prominence. The nature and structure of the coat of arms, however, expresses our commitment to upholding traditional values, in particular integrity, openness to new ideas and the need to pass on knowledge, in a modern and globalised world.

4. § The tasks of the College

(1) The College carries out public benefit activities and other activities as defined in the Statutes, and its public benefit services are available to anyone in the manner provided by the applicable legislation.



- (2) The College provides basic and continuing vocational education and training, higher vocational education and training (higher vocational education) in the fields of education and science listed in the Founding Deed, as well as in the groups of professions and in the fields of study with a licence for the start of studies, in accordance with the approved qualification requirements, on a full-time and part-time basis. It awards diplomas and certificates in these forms of training. In addition to the above courses, the College may also provide adult education courses according to market demand and subject to legal authorisation.
- (3) Under the conditions laid down by law and its own regulations, the College may provide in-kind and cash benefits, scholarships and other means to support the fulfilment of its training and research tasks.
- (4) The College provides teaching, research, development, consultancy, services and other activities for external clients on a public or contract basis, or as a service on a fee-for-service basis, as a contractor.
- (5) The College may also provide training and further education in cooperation with other educational institutions, research institutes and businesses.
- (6) The College cooperates with educational and scientific institutions and businesses at home and abroad. It prepares students to pursue their studies at a higher level.
- (7) The College carries out its tasks in cooperation with teachers, academic researchers, other staff and students.
- (8) The College carries out scientific research and development and science organisation activities in the fields of science related to the training.
- (9) The College, through its teaching and research activities, participates as an intellectual centre in the educational, research and cultural tasks of the regions concerned by its educational activities.
- (10) The College contributes to the preparation of students for intellectual life by transmitting, cultivating and developing national and universal science, culture and the arts, and by improving their knowledge of their mother tongue and foreign languages.
- (11) The general language of instruction at the College is Hungarian, but some or all of the courses may be taught in other languages.
- (12) The College can continuously expand its educational profile by launching new courses.
- (13) The College, through the Publications Office, ensures the supply of teaching materials to support students' studies.
- (14) It provides accommodation for its students in the College's dormitory.
- (15) The College has established a quality management system. The Rector is responsible for the institutional operation of the quality management system. The Rector appoints a Quality Manager to carry out the tasks related to quality management. The documentation of the quality management system is managed by the College as a quality management regulation as defined in the Higher Education Act.

5. § Citizens of the College

- (1) The citizens of the College:
 - a) teachers, researchers and other employees or contractors of the College on the basis of their employment or contract,



b) are students of the College on the basis of their student status.

(2) Citizens of the College are obliged to observe the law, the written and unwritten professional and moral standards, the rules of the College's regulations that apply to them according to their job, to uphold the College's traditions, to perform their duties to the best of their ability, and to enhance the College's reputation by their conduct. It is their duty to protect the reputation and property of the College.

(3) A college citizen who violates the obligation written in paragraph (2) and applicable to him or her shall be subject to disciplinary and financial liability. The detailed rules for disciplinary and financial liability shall be laid down in the disciplinary and compensation rules in the specific rules applicable to the status of the College member to be held liable.

(4) All citizens of the College have the right to.

a) to express their opinion and make proposals on the affairs of the College, taking into account paragraph (2), and to receive substantive responses to them,

b) have the right to appeal against decisions affecting his or her person, in accordance with specific legal provisions.

6. § Public information about the public benefit activities of the College publicity rules

(1) The public benefit report and other reports and accounts must be published on the College's website in a timely manner and in a timeframe that is accessible to all, in accordance with the legislation in force.

(2) At least one copy of the Senate resolutions, public benefit report, annual reports and other public documents of the College shall be kept in the Rector's office and shall be open to inspection and copying by any person, during the working hours indicated on the website, in the presence of an official and at the applicant's own expense.

(3) The right of access to the College's records is fully guaranteed by the College for the purpose of public inspection, subject only to legal limitations.

II. ORGANISATIONAL AND OPERATIONAL ARRANGEMENTS

7. § Organisational structure of the College

(1) The Senate is the College's main decision-making body and the body that monitors the implementation of its decisions.

(2) The Rector is the head of the College, who is also the decision-making body of the College within the framework of the law or the regulations annexed to these Regulations, and the executor of the decisions of the Senate, in accordance with the rights and duties granted in these documents.

(3) To the extent necessary for the performance of his or her duties, the President exercises the right of assent with regard to the powers of the Rector and participates in the representation of the institution. In other respects, he/she shall cooperate with the Rector and the Financial Director in the performance of his/her duties. The President shall perform the duties provided for in the Statutes and in this document, but shall not exercise the powers conferred on the Rector for the management of educational and research activities. The office of President may also be held by the Rector. The same person may not simultaneously hold the office of President and Director of Finance.



(4) The College is organised into teaching and administrative and service departments. The activities of the departments are directed, coordinated and supported by their leaders and their bodies (committees, meetings). The location of the departments is shown in the College's organogram.

8. § Operation and management of the College

- (1) The Senate and the Rector are responsible for the management of the College.
- (2) Employees participate in the governance of the College through their representatives.
- (3) The implementation of the decisions and actions of the College's management is carried out by the departments under the direction of their own managers.
- (4) The President -as the Founding Rector Emerita- shall exercise the rights of employer in respect of the employees of the College.

9. § The institutional contact arrangements

- (1) The purpose of the College's communication policy is to ensure the smooth running of work, the continuous information of managers and staff with management responsibilities, and their participation in the management of work and the performance of tasks.
- (2) The relationship between the departments and the system of communication is defined in detail in the College's quality management system.

10. § The Senate

- (1) The Senate determines the educational and research tasks of the College and supervises their implementation, taking into account the provisions of the Statutes.
- (2) The Senate adopts the College
 - a) an institutional development plan and, as part of it, an employment plan,
 - b) a research, development and innovation strategy,
 - c) training programme,
 - d) these Rules and the annexed Regulations,
 - e) principles of differentiated pay distribution based on quality and performance,
 - f) elementary budget,
 - g) its commitment plan,
 - h) its annual accounts and public benefit report, prepared in accordance with accounting provisions.
- (3) The Senate shall determine the institution
 - a) the student counselling system,
 - b) the student review system for teaching work.
- (4) The Senate
 - a) defines the higher education institution's training and research tasks and monitors their implementation;
 - b) establishes its own rules of operation;
 - c) adopt an institutional development plan and, as part of it, a research and development innovation strategy, for a medium-term period of at least four years, with annual implementation tasks;



- d) reviews the Rector's applications and evaluates the Rector's management activities;
- e) is accepted by the institution
 - ea) training programme,
 - eb) its organisational and operational rules,
 - ec) the principles of income distribution differentiated according to quality and performance,
 - ed) its budget within the limits set by the maintainer,
 - ee) its annual accounts prepared in accordance with the accounting provisions;
- (5) The Senate evaluates
 - a) the professional activities of the College,
 - b) the leadership of the Rector,
 - c) the implementation of the quality improvement programme.
- (6) During the Senate's scrutiny work
 - a) report annually to the Rector,
 - b) may request a report from the head, body or officer of any organisation operating within the College,
 - c) may submit a complaint against a decision of the Rector or the President, as Founding Rector Emerita, which it considers to be in breach of the law, to the Reserving Authority for the necessary measures to be taken in its supervisory capacity.
- (7) The Senate shall exercise its powers at its meetings, which shall meet as necessary and at least twice a year.
- (8) The Senate can debate any issue, take a position on any issue, make a proposal on any issue. It may send its resolution or proposal to the person entitled to take decisions or measures, who shall be obliged to give a substantive reply within thirty days.

11. § Composition of the Senate, election of its members

- (1) The Senate has 7 members.
- (2) Voting members of the Senate:
 - a) by function
 - aa) Rector, (1 person)
 - ab) President -as Founding Rector Emerita-, (1 person)
 - ac) Financial Director, (1 person)
 - b) by delegation or election
 - ba) representative delegated by the student government, (1 person)
 - bb) appointed or elected representatives of academics and researchers, (2 persons)
 - bc) appointed or elected representative of non-teaching staff (1 person)
- (3) Permanent guests with right of deliberation at Senate meetings:
 - a) vice-rectors,
 - b) representative of the maintainer,
 - c) members of the supervisory board,
 - d) auditor,
- (4) They may take part in the work of the Board in a consultative capacity, and may be invited by the Rector or the President from time to time.



(5) At meetings of the Senate, the Rector may be replaced by his deputy with voting rights, on the basis of a written authorisation to that effect. The authorisation must state precisely to whom the authorisation is addressed (at least full name and position) and what voting rights the delegate has in the Senate.

(6) The election of the teaching and non-teaching members of the Senate shall be arranged by the Rector for a date to allow the newly elected members to attend the first Senate meeting of the academic year. The Rector shall have the right to waive the election and to appoint a teaching or non-teaching member of the Senate by means of a Rector's Instruction.

(7) The right to vote in the Senate and to be elected or appointed as a member of the Senate, with the exception of the representatives of the student government, is held by persons who are in full-time employment with the College.

(8) In the case of an election of members of the Senate, paragraphs 9 to 21 shall apply. If the members of the Senate are appointed by the Rector, the Rector shall appoint the new members of the Senate within 30 days of the expiry of the term of office of the Senate member(s). If a Senate member's term of office expires for reasons other than the expiration of his/her term of office (e.g., termination of employment), the Rector shall appoint a new Senate member within 30 days of the expiration of the Senate member's term of office. The term of office of the appointed Senate member shall commence on the day following the date of the Rector's order appointing him or her, unless the Rector's order appointing him or her provides otherwise.

(9) The elected members of the Senate are elected by the teaching and research staff and the non-teaching staff as two communities entitled to nominate and elect.

(10) The Rector shall establish an Election Committee (in the form of a Rector's Instruction) at least two weeks before the elections. The committee shall consist of a chairman and two members and shall be responsible for drawing up the lists of candidates on the basis of due information among the staff and for the proper conduct of the election. When appointing the committee, the Rector shall set the deadline for drawing up the lists of candidates and the date of the election. The election committee shall be responsible for drawing up the electoral roll. In compiling the electoral roll, the electoral committee shall act with due regard for the protection of personal data. When compiling the electoral roll, the members of the electoral committee may only know the names and positions of the persons entitled to stand for election. This information must also be included in the electoral roll.

(11) A person who intends to stand as a candidate in the election, as well as a close relative of the candidate, may not be a member of the election committee (see Civil Code 8:1 § (1) paragraph 1, point 1).

(12) Any eligible person may apply to be included on the list of candidates. The order in which candidates appear on the list is irrelevant. A separate list of candidates must be drawn up for each community entitled to vote. A person may be included on only one list of candidates, but the possibility of requesting to be included on the list of candidates of another community is not excluded, provided that the other nominating community gives its written consent. The written consent shall be filed with the documents relating to the election.

(13) After the list of candidates has been closed, the election committee shall ensure the preparation of the ballot papers. Candidates shall be listed in alphabetical order on the ballot papers, which shall be drawn up for each eligible community. The Electoral Committee shall inform the eligible voters of the date, time, exact location and the



candidates by eligible community on the College's website (accessible to all) and in notices posted on the College premises.

(14) The election is direct and secret, and only the official ballot paper bearing the College's stamp is valid. On the ballot, voters must choose as many candidates as the number of members of the eligible community who can be elected to the Senate. If requested by the eligible voter, the Elections Committee will mail the ballot and a blank envelope to the eligible voter's home address. The voter shall place his ballot in the blank envelope, seal the envelope, and place the sealed envelope in a separate envelope in which he shall deliver his ballot to the election commission. It is forbidden to write on the envelope containing the ballot paper, which may be opened by the electoral committee only during the counting of the votes.

(15) A vote is invalid if

- a) were not cast on the official ballot paper,
- b) there are not enough/more candidates than specified,
- c) the name of a person not on the finalised list of candidates.

(16) The collection of ballot papers from different communities in a common ballot box is allowed.

(17) The vote is valid if at least 50% of those entitled to vote cast their ballot. The turnout must be verified for each electorate. Only in those communities where the turnout is less than the specified turnout shall the election be repeated.

(18) The Electoral Commission counts the votes, and the candidates with the most votes are elected to the Senate. The Electoral Committee shall publish the results of the election as soon as possible, but no later than two days after the vote, and shall communicate the results directly to the Rector and the candidates, and shall post them on the College's website (where they are accessible to all) and on notices on the College's premises.

(19) In the case of candidates with the same score, the age of the candidate is decisive: the older candidate is ahead of the younger one. In case of equal age, the higher academic degree or the better academic result counts.

(20) The candidates following the last elected member on the list resulting from the vote shall be registered as alternates. An alternate shall automatically become a member of the Senate if the member elected on the same list ceases to be a member of the Senate for any reason.

(21) A by-election must be held if the Senate is not full without an alternate. The by-election shall be held in accordance with the ordinary election rules, except that the Rector shall order the by-election within 15 days of the termination of the membership of a member of the Senate. Only the community which elected the person who ceased to be a member of the Senate shall have the right to vote in the by-election.

12. § Term of election of members of the Senate, termination of the term of office of a member of the Senate

(1) The term of office of members of the Senate is three years and may be renewed several times, following re-election or appointment. The term of office of the members delegated by the Student Government shall be one year, renewable several times, but only until the termination of their student status and membership of the Student Government.

(2) Membership of the Senate is terminated:



- a) at the end of the mandate,
- b) upon termination of employment,
- c) by the resignation of the member,
- d) by recalling the member.

(3) On the initiative of the Rector, the member must be recalled

- a) if the councillor has two unexcused absences in a given year;
- b) if it is unable to perform its duties as a member for more than six months for any reason;
- c) if requested in writing by at least 50% of the members of the eligible community that elected the Senate member to be recalled.

(4) If a member of the Senate ceases to be a member of the Senate pursuant to paragraphs (2) and (3), the Rector shall appoint a new member to replace him or her within 30 days of the termination of the Senate member's membership, or shall call for elections, except in the case of Senate members under paragraph (2)(a) of Article 11.

13. § Rights and duties of members of the Senate

(1) On matters of public interest relating to their work, members of the Senate may request information from the Rector, who must reply within 15 days.

(2) If the member is not satisfied with the information, he or she may propose that the matter of public interest in question be placed on the agenda of the next meeting of the Senate. The Senate shall decide whether to place the matter on the agenda.

(3) Members shall have the right of access to all documents necessary for the performance of their duties as members of the Board.

(4) The elected or appointed and delegated representatives represent the interests of the persons corresponding to their functions at the meetings of the Senate, and exercise this right directly, without substitution.

(5) A member of the Senate should attend meetings, take into account the views of his or her constituents when formulating resolutions, and report to the electorate on his or her work.

(6) Members should make every effort to attend meetings. If possible, they must notify the Rector in advance of their inability to attend.

14. § Rules of procedure of the Senate

(1) The President of the Senate is the Rector.

(2) The meetings of the Senate are open to the public, but the Rector may order a closed session if the person concerned so requests when discussing a personal matter (protection of the right to privacy), if the publicity could endanger or prejudice the business secrets of the College's business (not for public benefit) or the legitimate interests of intellectual property, or if a simplified majority of the members of the Senate so request. The date of publication of the decision taken in closed session shall be determined by the Rector. From that date onwards, only the decision shall be public. Violators of this rule shall be liable to prosecution.

(3) Duties and powers of the President of the Senate

- a) opening and closing of the meeting,
- b) to establish the quorum,



- c) adoption of the agenda,
 - d) the right to speak (in the order in which they appear) or not to speak during the discussion of items on the agenda. The President of the Senate shall have the right to refuse to speak if the request to speak would be contrary to the rules of these Rules or has not been made in accordance with the rules of these Rules;
 - e) adjournment of the meeting. If there is a disturbance at a meeting of the Senate which makes it impossible to continue the proceedings, the President of the Senate shall adjourn the meeting and attempt to remove the disturbance. The meeting may resume after the disorder has been removed/discontinued. If the disorder cannot be removed, the President of the Senate shall adjourn the meeting;
 - f) postponement of the agenda item. The President of the Senate or any member may propose the adjournment of an item. In the event of a motion to adjourn, after discussion, the Senate shall decide by a simple majority vote to adjourn and shall set the date for the next consideration of the item (e.g. at the next Senate meeting),
 - g) certifying the minutes of the Senate meeting.
- (4) The duties of the President of the Senate in leading debates:
- a) opened and closed the debate by item. Participants may put questions to the rapporteur, which must be answered during the debate. If there are no further comments, questions or speeches on the agenda item, the President of the Senate shall close the debate and, if necessary, call upon the members of the Senate to vote on the item. Any member may at any time ask to speak on a point of order and may make a proposal. A simple majority of the Senate shall decide on the proposal;
 - b) ensuring the order of the meeting. The President of the Senate may not oppose, refuse or dispute any action taken by him to maintain order.
- (5) The Senate shall meet as often as necessary, but at least twice a year.
- (6) The Senate must be convened within 15 days if
- a) at the written request of at least one third of the members,
 - b) at least 50% of the College's employees, proposed in writing,
 - c) if the Supervisory Board or the auditor, in the course of its audit work, discovers an infringement of the law or a serious omission and requests a meeting of the Senate.
- (7) The Rector convenes the Senate by invitation, indicating the items on the agenda. The invitation shall be sent electronically to the members and invitees or handed to them personally. Members of the Senate shall receive the invitation directly to their personal College email address (...@tpfk.hu). The invitation may also be sent from the email address of the Rector or the person acting as the Director of Finance. The invitation must be sent in an uneditable PDF file format.
- (8) The agenda shall be set out in the invitation in sufficient detail to enable those entitled to vote to formulate their position on the items to be discussed.
- (9) The invitation and the agenda shall be published on the College's website, in a place accessible to the public. The publication and posting of the invitations must be at least 7 (seven) days before the date of the meeting.
- (10) The documents and papers relating to the items on the agenda may be consulted at the Rector's and Rector's Offices. Members of the Senate shall be given the opportunity to inspect the documents relating to the Senate meeting at least three days before the Senate meeting. Materials relating to the submission shall also be sent by email, if possible, unless the volume or confidentiality of the material, or its possible personal nature, makes this impossible.



(11) The meeting of the Senate shall be convened at the seat of the College indicated in point d) of paragraph (2) of Article 3 of these Statutes, or at the premises of the College indicated in point e) of paragraph (2) of Article 3 of these Statutes. The Rector shall be entitled to decide on the venue of the Senate meeting.

(12) If the Senate has not been duly convened, it may take a decision only if all members are present and no member objects to the Senate meeting. This fact shall be recorded separately in the minutes.

(13) The Senate may discuss matters not included in the motion only if at least five out of seven Senate members are present at the meeting and unanimously agree to discuss the matter. This fact shall be specifically recorded in the minutes.

(14) A quorum for a meeting of the Senate is at least 60% of the members with voting rights.

(15) If the Senate meeting did not have a quorum, the Senate meeting resumed for that reason shall have a quorum for the business on the original agenda, regardless of the number of persons present, provided that the following rules shall apply to the convening of the resumed Senate meeting:

a) a Senate meeting resumed because of a lack of quorum shall be convened not later than thirty days after the date of the original meeting;

b) if the invitation to the original meeting of the Senate already contained the details of the place, date and agenda of the repeated meeting of the members and the rules of quorum for the repeated meeting of the Senate, the new meeting of the Senate may be held within the period referred to in point a), even on the day of the original meeting, at a later date, without issuing a new invitation.

(16) Each member of the Senate has one vote. A proposal put to the vote shall be adopted if more than 50% of the members of the Senate vote in the affirmative. A similar proportion of no votes shall constitute a rejection. Members of the Senate may not vote on a matter affecting them, and in such votes the person concerned shall not be counted in the number of members.

(17) Voting is open, except on personnel matters, and is by show of hands. The Rector shall determine the result of open voting. The Senate shall decide on personnel matters by secret ballot. It shall also so decide if any member of the Senate so requests and the Senate so votes by a simple majority. In the case of a secret ballot, a ballot counting committee of at least two members shall be established, with the request of the President of the Senate and the unopposed approval of the Senate, from among the members of the Senate present, before the secret ballot is held. It shall be the duty of the counting committee to determine the result of the secret ballot on the basis of the votes cast in the secret ballot. The members of the counting committee shall also participate in the vote. The secret ballot shall be conducted in such a way that the votes cast cannot be attributed to a specific voter and the anonymity of the voting member is preserved.

(18) If the vote is inconclusive, the Senate shall decide whether to repeat the vote on the question on which it was inconclusive or to postpone the item and the resolution, in which case it shall also decide when the next item is to be discussed.

(19) The members of the Senate - with the exception of the Rector - are obliged to attend the meeting in person, and there is no room for representation, except for the member delegated by the Student Self-Government. If a member of the Senate finds that he/she cannot attend the meeting for any reason, he/she must notify the Rector in a verifiable form (fax, email, letter).



(20) Minutes of the meetings of the Senate shall be taken within 15 days of the Senate meeting. The minutes shall include the place and time of the meeting, the persons present, the main events of the meeting, statements and resolutions. The minutes need not include verbatim accounts of individual speeches and contributions.

(21) The minutes shall be signed by the Rector and the Secretary.

(22) The Rector shall communicate the decision of the Senate to the person concerned (if the decision of the Senate is in the case of a specific individual and not in a matter concerning the College community) by registered or certified mail, or by written acknowledgement of receipt, within thirty days.

(23) Senate meetings and minutes must be marked with the year and serial number (e.g. 2019/1), and its resolutions must be accompanied by the number of the resolution passed (e.g. 2019/1/1). The numbering of meetings and resolutions shall be reset annually.

(24) The minutes must be drawn up within 15 days of the Senate meeting.

(25) The documents of the Senate are maintained and kept by the Office of the President and Rector and may be consulted by any person in the presence of a member of the staff of the Office of the President and Rector.

(26) The documents of the meetings of the Senate shall be open to the staff and students of the institution, subject to the provisions of paragraph (2)

(27) The Senate may also delegate decision-making powers to the bodies and committees it establishes and to the College's departments within specified limits. The participation of the student government in the decision-making process shall be ensured even if the Senate has delegated the decision-making power.

(28) The Senate may, at a duly convened meeting, annul or suspend any decision made by any College body, organization, department or officer that is contrary to the interests of the College, the law or these Bylaws.

15. § General provisions for Senate committees

(1) The Senate may set up standing or ad hoc committees to prepare, analyse, investigate, monitor and take decisions on the merits in connection with its duties and activities.

(2) The Senate may, when setting up the committee, elect its chairman and propose its composition. The right of the Senate as described in the previous sentence may also be exercised directly by the Rector, if the Senate has not reserved this right exclusively. The participation of students shall be ensured in the committees that deal with student affairs, with the proviso that the number of members delegated by students to the standing committee for the administration of academic, examination and social affairs shall not be less than twenty-five per cent of the members of the committee.

(3) The rules of procedure of the committees shall be determined by the rules of procedure drawn up by the committees and approved by the Senate or the Rector, which shall be drawn up within 60 days of their establishment. Amendments to the rules of procedure of the committees shall also be approved by the Senate or the Rector.

16. § Senate standing committees

(1) The *Committee for Equal Opportunities and Disabled Students* monitors the proportional representation of women and men in the operation of the College, makes proposals for achieving proportional representation, monitors the effectiveness of



measures, identifies manifestations of discrimination, measures that violate the proportional representation of women and initiates their elimination, and acts as the body of first instance in cases of exemption and assistance for disabled students.

(2) *The Committee for the Evaluation of Proposals* is responsible for checking the form and content of the proposals received by the Senate, for calling for corrections and for ranking the proposals.

(3) *The Board of Studies* acts primarily in the matter of students' applications for study and their allowances, and in all matters which are referred to it by law or by the regulations of the College (in particular the Student Fees and Allowances Regulations).

(4) *The Credit Transfer Committee* determines the conditions under which the credits earned in the student's previous training will be counted towards the current training, and the number of credits.

(5) *The Quality Assurance Committee* is responsible for overseeing the College's quality management system, formulating proposals and opinions on the operation of the system and submitting them to the Senate.

(6) Standing committees may be combined and overlap in membership.

17. § President

The President of the College is the Founding Rector Emerita.

(1) The first (founding) Rector of the College is entitled to use the title "Rector Emerita" without any special procedure. The President shall have the right to use the title.

(2) The title of "Rector Emerita" for the founding Rector of the College is for life.

(3) The Founding Rector Emerita - as President - represents the University in all matters which are not exclusively the responsibility of the Rector under the Higher Education Act or other legislation.

(4) The rights of employment of the Founding Rector Emerita shall be exercised by the Principal.

(5) The Founding Rector Emerita - as President - has the following duties and powers:

a) developing the College's national and international relations;

b) coordinating the strategic and development tasks of the College;

c) overseeing and coordinating the work of individual senior managers, leaders and boards for the long-term operation, sustainability and development of the college;

d) liaising with the Reservation;

e) performs the functions of an employer and exercises the rights of an employer,

f) on an ad hoc basis, to represent the Reserving Authority in certain matters within the college

g) in cooperation with the rector and the maintenance authority, decides on the raising of loans, the launching of investments, long-term commitments, the purchase or disposal of movable or immovable property and countersigns the relevant contracts.

h) In the exercise of her duties and powers as President, the Rector Emerita shall have the general right to give instructions and take measures. However, she may not give instructions to the Senate, the Student Council or any other representative body.

i) The Rector Emerita, as President, shall regulate the exercise of the rights of the employer by order and may delegate them by order.



18. § The Rector

- (1) The Rector is the responsible leader and representative of the College.
- (2) The Rector is responsible for the professional and lawful operation of the College.
- (3) The representative of the Reservation shall exercise the rights of an employer over the Rector.
- (4) The candidate for the Rector of the College shall be elected by the Senate from among college/university teachers, college/university associate professors and college/university associate professors with management, organisational and administrative skills and experience, employed full-time at the College, with at least one "C" level intermediate state-recognised general language, complex or equivalent language examination (level B2). A person who has already reached the age of 65 may be elected Rector of the College, and a person who has reached the age of 65 may also hold the office of Rector as a higher management office according to the Nftv. The President may give an opinion on the proposal.
- (5) The result of the vote is sent by the Senate to the Reservation, after which the Reservation decides to initiate the appointment of the candidate for Rector, and following the decision of the Reservation, the Rector is appointed by the Prime Minister on the basis of a proposal by the Minister responsible for Education, provided the legal requirements are met.
- (6) The Rector's term of office is 3 years. The Rector can be re-elected as often as the Senate and the Reservation decide. The Senate may propose the dismissal of the Rector by recall to the Reservation by a two-thirds majority of the members of the Senate.
- (7) The Rector has the following duties and powers:
 - a) is responsible for the College's national and international educational and research relations; cooperation
 - b) overseeing the College's teaching, training, scientific research and grant application activities;
 - c) acting under the authority delegated by the Rector, the President -as Founding Rector Emerita- may exercise employer's rights, and acts on behalf of the College in the conclusion and termination of employment contracts and other contracts of employment (assignment, undertaking, etc.);
 - d) the award of a diploma attesting to your professional qualifications and training;
 - e) preparing and implementing the decisions of the Senate;
 - f) proposing to the Reserving Authority's representative the appointment and dismissal of university and college professors;
 - g) awarding a job title with the agreement of the Conference of Management;
 - h) after consulting the Senate, in agreement with the President, to issue and revoke senior management and management mandates which do not fall within the competence of another;
 - i) and to exercise the powers conferred on it by law or by the regulations.
- (8) The Rector shall act and decide on all matters which are not referred to the competence of any other person or body by law or by the organisational and operational regulations. In the absence of the Rector, or in the event of his/her being prevented from attending, the President, as Founding Rector Emerita, the Vice-Rectors and the Director of Finance shall act, subject to the provisions of the law and the Regulations.



(9) In the performance of his/her duties and in the exercise of his/her powers, the Rector shall have the general right to give instructions and to take measures. However, he may not give instructions to the Senate, the Student Self-Government or any other representative body.

(10) In accordance with the law and the College's regulations, the Rector decides on cases of appeal by students, in the case of an application on the grounds of individual merit.

(11) The powers of the Rector

- a) may delegate in writing, on a case-by-case basis or for a specific range of cases, to his or her deputies or to another senior member of staff of the institution, or
- b) as provided in these Rules.

(12) The holder of the delegated power may not subdelegate it.

(13) The Rector

- a) supervises the basic teaching and research activities of the College, the professional (teaching, scientific research and training) activities of the individual departments;
 - b) prepares the proposals for the Institutional Development Plan, the training programme and any amendments thereto, which are adopted by the Senate and approved by the President, as Founding Rector Emerita;
 - c) prepare a report on the implementation of the institutional quality improvement programme;
 - d) supervises the selection of national and international proposals for education and research development, coordinates their preparation;
 - e) supervises and coordinates the activities of the Heads of Department and Heads of Unit;
 - f) contribute to the organisation and maintenance of international and national inter-institutional relations;
 - g) liaising with national education supervision and accreditation bodies;
 - h) with the involvement of the Quality Management and the Audit Committee, in cooperation with the heads of the departments and the head of the Economics Department, ensures the professional qualification and continuous compliance of the curricula, teaching materials and other educational programmes and topics developed on the basis of the Institutional Development Plan and the training programmes;
 - i) initiates and manages the continuous development of educational materials and the development of proposals for necessary changes in accordance with strategic guidelines.
 - j) initiates, coordinates and supervises the preparation, amendment and development of education-related regulations and the submission of such regulations to the Senate;
 - k) preparing proposals for the appointment and employment of teachers and researchers, the withdrawal of appointments and the termination of employment, in accordance with the rules of organisation and operation;
 - l) contributes to the implementation of the Senate's decisions and to the monitoring of their implementation;
 - m) is responsible for publications managed by the Publications Office;
- (14) The rector's mandate is terminated
- a) at the end of the term of the mandate,
 - b) by resigning,



- c) by recall with dismissal,
- d) with the death of the Rector,
- e) in the event of the transformation or dissolution of the College.

(15) The Rector may resign at any time, either orally at a meeting of the Senate or by submitting his/her resignation in writing to the representative of the Rector. The Director of Finance of the College shall, immediately upon receipt of the resignation, convene a meeting of the Senate to fill the vacancy of the Rector.

(16) The Senate of the College may confer the honorary title of "Rector Emeritus" or "Rector Emerita" in recognition of former Rectors who have led the College.

(17) The title of "Rector Emeritus" or "Rector Emerita" may be awarded to a person who has served at least two terms as Rector of the College and continues to contribute to the functioning of the College. The first (founding) Rector of the College shall, without any special procedure (see [§ 17 (1)]), be entitled to use the title "Rector Emerita" and to the rights conferred by the title as specified in the following paragraphs, from the day on which he or she ceases to officially perform the duties of Rector.

(18) The conferral of the title of "Rector Emeritus" or "Rector Emerita", with the exception of the title of "Rector Emerita" of the founding Rector of the College, is decided by the Senate. The decision of the Senate may be initiated by any member of the Senate. The acting Rector of the College must be consulted before the Senate takes its decision.

(19) The holder of the title of "Rector Emeritus" or "Rector Emerita" is entitled to represent the College by special mandate and may use the designation "Rector Emeritus" or "Rector Emerita" (abbreviated Rec. Em.) next to his/her name.

(20) The holder of the title of "Rector Emeritus" or "Rector Emerita" shall be invited to the meetings of the Senate and the supreme body of the Sustaining Body and shall have the right to participate in the meetings of the Senate and the Sustaining Body.

(21) The holder of the title of "Rector Emeritus" or "Rector Emerita", if no longer employed by the College, shall be entitled to the honorarium specified by the Senate's decision, the monthly amount of which shall not be less than the monthly salary of the Rector. If the "Rector Emeritus" or "Rector Emerita" is employed by the College, his/her salary must be equal to the amount specified in the previous sentence.

(22) The title of "Rector Emeritus" or "Rector Emerita" is conferred for life on the founding Rector of the College, while for other "Rector Emeritus" or "Rector Emerita" titles, the title may be conferred for a maximum of three years.

(23) The Rector in office shall seek the opinion of the Rector Emerita in the exercise of his/her functions and powers.

(24) The holder of the title "Rector Emeritus" or "Rector Emerita" may be deprived of the right to hold the title and of the honorarium if the person has become unworthy to hold the title. A person shall be deemed to be unworthy of the title if, in the exercise of his/her activities in connection with the holding of the title, he/she violates the law or the provisions of the College's regulations. The Senate shall give detailed reasons for its decision to revoke the title.

19. § The vice-rectors

- (1) The Rector is assisted by deputy rectors.



(2) The following vice-rectors are appointed and may be appointed at the College:

- a) Vice-Rector for Education,
- b) Vice-Rector for Scientific and International Relations,

(3) The Deputy Rectors are appointed by the Rector in agreement with the President - as the Founding Rector Emerita - for a term of 1-3 years from among the employees of the College, or employed on a fixed-term or indefinite basis in accordance with the provisions of the Labour Code. Deputy Rectors may be reappointed several times after the expiry of their term of office. The senior management mandate provided for in paragraph 2 may be held by a person over 65 years of age.

(4) The Rector may also call for applications for the post of Vice-Rector, including a proposal for the text of the application. On the basis of the opinion of the Committee for the Evaluation of Applications, the Senate shall take a position on the applications submitted and shall then propose the person of the Vice-Rector. The Rector, in the case of a call for proposals, shall decide after considering the opinion of the Senate.

(5) The mandate of the Vice-Rector is terminated

- a) by resigning,
- b) by recall with dismissal,
- c) the termination of your employment.

(6) In the absence or incapacity of the Rector, the Deputy Rector appointed by the Rector shall act in all matters not referred to the competence of the Director of Finance by these Regulations.

(7) The Vice-Rector for Education

- a) give its opinion on all matters concerning the institution,
- b) directing the educational development activities of the departments - developing new courses, curricula, etc,
- c) manage the training activities of the institution,
- d) directs the activities of the staff of the Office for Studies,
- e) Directs the work of the Adult Education Office
- f) liaises with the Student Self-Government,
- g) prepares a work plan and a work plan report every semester according to the criteria set by the Rector,
- h) perform other duties laid down by law and College regulations,
- i) exercise the other powers laid down by law and the College's regulations.

(8) ***Vice-Rector for Scientific and International Relations***

- a) give its opinion on all matters concerning the institution,
- b) organises, assists and directs the academic work of the institution's teachers, artistic and creative activities, and participates in the education of young people,
- c) is continuously involved in the national and international professional scientific community,
- d) is responsible for expanding and organising international relations
- e) Manages the implementation of tasks related to foreign students
- f) Directs the work of the Tomori Pal Research Centre and the International Bureau
- g) coordinates participation in national tenders,
- h) manages the scientific research activities of the institution,



- i) prepares a work plan and a work plan report every semester according to the criteria set by the Rector,
- j) perform other duties laid down by law and College regulations,
- k) exercise the other powers laid down by law and the College's regulations.

20. § Financial Director

(1) The Director of Finance is the College's Director of Finance and is responsible for the College's administrative functions:

- a) organises and manages the College's budget and other central revenue,
- b) establishes the College's accounting system, professionally supervises the economic, financial and accounting work of the educational and other departments, and monitors their activities,
- c) organises and directs the administrative and management activities of the Economic Office and the Publications Office,
- d) plans budgetary and other financial resources and, in cooperation with the College's management, ensures that the financial resources are used for their intended purpose, in an economical and efficient manner,
- e) implement the College's payroll management decisions,
- f) ensure the fulfilment of the College's economic and financial obligations and the enforcement of its claims,
- g) establishes the rules for commitments and authorisations, and ensures the implementation of and compliance with management and financial legislation,
- h) draw up, update and submit to the Senate for approval the College's Financial Regulations and Financial Management Regulations,
- i) is responsible for the inventory of the College,
- j) provides the College's management with ongoing information on financial and economic matters,
- k) report to the President, as Founding Rector Emerita, the Rector and the Senate on the financial management of the College for the previous year, after the close of the financial year,
- l) performs all the duties assigned to it by law, regulations, Senate resolution and the Rector,
- m) establishes and supervises the general rules for the management, filing and archiving of the College's files,
- n) provides professional assistance to the College's management on administrative matters,
- o) organises and supervises the implementation of the decisions and instructions of the Senate and the Rector,
- p) the President - as Founding Rector Emerita - or the Rector, by delegation of the Rector, exercises the power to sign and issue documents,
- q) assists the President - as Founding Rector Emerita -, the Rector and the Deputy Rector(s) in administrative matters,
- r) performs all the duties assigned to it by law, the Senate or the Rector.

(2) In the exercise of his/her supervisory powers, the Director of Finance is entitled to ask the head of the department concerned for information, to acquaint himself/herself with the content of the files and the management of the files.



21. § Rules on the establishment of the management mandates provided for in §§ 17-18

(1) Exercising its right under Article 94 (2) of the Nftv., the College shall establish its provisions on the establishment of management mandates as follows.

(2) At the College, the following positions are considered senior positions:

- a) Rector
- b) President - as Founding Rector Emerita
- c) Vice-Rector for Education,
- d) Vice-Rector for Scientific and International Relations,
- e) Financial Director,

(3) The College normally fills senior management posts without advertising.

(4) Before the post of Rector is filled, a non-public advertisement must be published, open to the public, the text of which must be posted on a notice board at the College's headquarters, in a place that is accessible and legible to all. A record of the posting shall be made, indicating the exact place and time of posting (date, hour, minute) and the full names of the persons present. The note must be signed by all those present. The Rector's application must also be posted on the College's website. The application must be posted for at least 30 calendar days, not including the day of posting and removal. The text of the call for proposals must be made available on the College's website for the duration of the posting.

(5) The vacancy notice for the post of Rector must state:

- a) the deadline for submission of applications;
- b) where and how to submit your application;
- c) the duration and starting date of the rector's mandate;
- d) a description of the duties related to the post of Rector;
- e) the method, procedure and deadline for evaluating the application;
- f) the mandatory annexes to be attached to the application and the format in which they must be submitted;
- g) the conditions for the establishment of the rector's mandate.

(6) All applications for the post of Rector are reviewed by the Senate and the President. The Board of Governors shall decide on the Rector-designate by secret ballot and simple majority.

(7) In the case of the posts mentioned in points b) - f) of paragraph (2), the Rector, as the employer, shall decide whether to advertise the post by a restricted advertisement open to the public of the College or by invitation. If the post is to be filled by invitation to tender, the provisions of paragraphs (4) and (5) of this Article shall apply *mutatis mutandis*. If the Rector wishes to fill the post by invitation, he shall send an invitation by verifiable means (in writing or by electronic mail) to the persons he considers for the post. The invitation shall specify the conditions for filling the post, the characteristics of the post and the documents to be attached to the application. In all cases, candidates must attach a curriculum vitae and a covering letter.

(8) In the case of the creation of the posts mentioned in points b) to f) of paragraph (2), the Rector, in agreement with the President, shall decide, on the basis of the materials received, who he/she considers suitable for the post of senior manager, whether the post has been advertised or by invitation.



22. § Education departments

- (1) The teaching and scientific research work, other (service, advisory, etc.) activities arising from the general tasks of the College, as well as the additional tasks related to these, are carried out by the educational organisational units (departments, centres, groups) established for the teaching and cultivation of a particular discipline or related disciplines.
- (2) Educational departments have no management powers.
- (3) Educational departments are created, abolished or renamed by the Senate.

23. § Management of education departments

- (1) The Head of the Department is the responsible Head of the Department, and the Head of the Centre is the responsible Head of the Centre (together referred to as the Head of the Centre).
- (2) The Deputy Rector for Education is responsible for leading the groups.
- (3) The appointment of the head of the OSZE can be obtained by appointment or by application. The Rector invites applications from full-time university, college or associate professor lecturers in the relevant educational unit. Applications will be evaluated and ranked by the Applications Evaluation Committee. The Head of the OSZE is appointed by the Rector for a term of 5 years, which may be renewed several times by reappointment or by competitive application.
- (4) The mandate of the Director of the OSCE is terminated
 - a) at the end of the term of the mandate,
 - b) by resigning,
 - c) by recall with dismissal.
- (5) The head of the OSZE may appoint a deputy head of department from among the full-time staff of the relevant teaching unit for a specified period of time, who, in the absence of the head of department, shall act under the authority of the head of department, subject to the obligation to inform the head of department.
- (6) The Head of Department
 - a) continues to provide high-quality teaching,
 - b) organises the teaching and scientific work of the department and manages its administration,
 - c) directly directs, supervises and evaluates the work of the department's teachers and other staff,
 - d) helping to create the conditions necessary for students to study,
 - e) participate in the organisation of postgraduate activities in the field,
 - f) convene a departmental or faculty meeting as needed, but at least twice a semester,
 - g) represents the department before the college's governing bodies and leaders,
 - h) give its opinion on all matters concerning the Department,
 - i) is responsible for the protection of the assets entrusted to the Department,
 - j) prepare a work plan and a work plan report every semester,
 - k) manage and carry out the continuous updating of the content and methodology of the subject area taught,
 - l) contributes to writing notes, textbooks and other teaching aids,



- m) regularly publishes results based on high-quality independent research or creative work,
- n) organises, supports and guides the scientific work and artistic activities of young staff, and takes part in the education of young people,
- o) educational development activities - developing new courses, curricula, etc,
- p) is continuously involved in the national and international professional scientific community,
- q) coordinates participation in national professional competitions in its field,
- r) organise at least one student forum for the students of the department every semester.

(7) The Head of the Foreign Language Training Centre

- a) continues to provide high-quality teaching,
- b) organises the teaching and learning work in the foreign language teaching centre, manages its administration and is responsible for the work of the accredited language examination centre,
- c) Directly supervises, monitors and evaluates the work of the training centre's teachers and other staff,
- d) helping to create the conditions necessary for students to study,
- e) is involved in the organisation of school enrolment,
- f) participate in the organisation of postgraduate activities in the field,
- g) convene a faculty meeting as needed, but at least twice a semester,
- h) represents the Centre before the College's governing bodies and managers,
- i) gives its opinion on all matters concerning the Centre,
- j) is responsible for protecting the assets entrusted to the Centre,
- k) prepares a work plan and a work plan report every semester according to the criteria set by the Rector,
- l) manages and carries out the continuous updating of the content and methodology of the subject area taught,
- m) contributes to writing notes, textbooks and other teaching aids,
- n) regularly publishes results based on high-quality independent research or creative work,
- o) organises, supports and guides the scientific work and artistic activities of young staff, and takes part in the education of young people,
- p) educational development activities - developing new courses, curricula, etc,
- q) is continuously involved in the national and international professional scientific community,
- r) coordinates participation in national professional competitions in its field,
- s) hold at least one student forum for students every semester.

24. § Tomori Pál College Research Centre

(1) The Research Centre of the Tomori Pál College is responsible for the institutional coordination of research and development and the promotion of innovation.

a) The main activities of the Research Centre:

aa) Conducting national and international, scientific and professional research



- ab) Providing information to decision-makers in local governments, businesses, NGOs - by sharing global information resources, creating databases and publishing research results
- ac) Cooperation with foreign institutions, participation in national and international research networks
- ad) Integrating national and international research findings into education
- ae) Participation in EU and international projects
- af) Organising international and national events to promote the publication of research results

(2) The work of the Research Centre of the Tomori Pal College is supervised by the Vice Rector for Academic and International Relations and directed by a head appointed by the Rector.

- a) The head of the research centre
- b) give an opinion on a research question concerning the institution,
- c) organises, supports and manages the work of the Research Centre,
- d) is continuously involved in the national and international professional scientific community,
- e) coordinate the participation in calls for proposals relevant to the Centre,
- f) prepares a work plan and a work plan report every semester according to the criteria set by the Rector,
- g) carry out other duties laid down by law and the College's regulations,

25. § Functional departments

(1) The Office for Studies

- a) manages the academic and other affairs of students and adult learners related to their studies at the College,
- b) provide students and adult learners with study information,
- c) manages, documents, archives, files and archives the documents arising from the student status and the adult education contract,
- d) manages, provides information and updates the College's study system,
- e) notify students of the classification decisions taken during the admission procedure,
- f) ensures the preparation and implementation of adult learning programmes,
- g) ensure the study arrangements are in accordance with the Study and Examination Regulations,
- h) performs all the tasks assigned to it by the College's regulations and/or the Rector's instructions.

(2) The Publications Office

- a) performs the tasks related to the publication and reproduction of the College's self-published textbooks and notes,
- b) collect and, if necessary, obtain literature related to the subjects of the courses offered at the College,
- c) liaises with authors of publications under management, draws up and registers publishing contracts,
- d) operates a ticket office and a cash desk in accordance with the regulations and instructions issued by the Economic Office,
- e) liaises with co-publishers and other bookshops,



f) organises the maintenance of the publisher's reproduction equipment.

(3) The Economic Office

- a) ensures the use of the means and resources made available to the College,
- b) performs the College's economic, investment, financial, accounting and administrative tasks,
- c) assists the activities of managers, bodies, departments and committees,
- d) manages the financial affairs of students and adult learners in connection with their studies, which are the responsibility of the college under the law,
- e) prepare and update the College's Financial Regulations and Financial Management Regulations.

(4) The Office of the President and Rector

- a) performs administrative, organisational and control duties related to the preparation of matters falling within the decision-making, proposal and other powers of the President, the Rector and his/her deputies, and the implementation of decisions and resolutions,
- b) assists in the activities of the College's leaders, bodies, departments and committees,
- c) performs administrative tasks related to the management of the College,
- d) performs central tasks related to mailing, filing and archiving,
- e) monitors the various funding opportunities and keeps the Rector informed,
- f) contributes to the preparation and implementation of various professional tenders,
- g) supervises the College's quality development and quality control system, and the activities of the Quality Manager,

(5) Office for Strategy and Innovation

- a) The College's proposal preparation and review body,
- b) Manages matters relating to tenders,

(6) International Office

- a) to seek and foster training and research collaborations, to build and nurture researcher-faculty relationships,
- b) management and development of student-teacher exchanges, mobility programmes,
- c) cooperation in international relations and in the regulation of English language training, as well as with domestic bodies, embassies, consulates and other representations, agents and partners,
- d) participation and recruitment at international education fairs,
- e) coordinating the recruitment of students for English language courses,
- f) concluding contracts, fostering contacts and exploring and building new relationships with foreign partners, agencies and universities, both inside and outside the EU,
- g) Campus Mundi programme coordination,
- h) Full Erasmus+ programme organisation inside and outside the EU,
- i) Managing the affairs of foreign students coming to the College,
- j) Reception of foreign guests arriving at the College, organisation and management of their programme,
- k) Writing and submitting proposals, setting up double degree courses with foreign universities,



26. § Service departments

(1) The Adult Education Office

- a) coordinates the adult education and adult learning service activities of the College,
- b) carry out the registration and accreditation of training courses in its field of activity,
- c) overseeing activities related to the organisation, launching and running of adult education programmes,
- d) prepare, maintain and monitor the implementation of an annual adult learning plan,
- e) reports to the Senate on its activities every two years,
- f) monitors changes in legislation on adult education and informs the President - as Founding Rector Emerita - and the Rector,

(2) Student Services Centre

2.1.A Communication and Career Office

- a) manage the College's PR activities,
- b) contribute to the drafting and editing of advertisements,
- c) organise college-wide events.
- d) provide career advice to students,
- e) organises and supervises the career follow-up of graduates

2.2. Student adviser

- a) psychological and mental health counselling
- b) psycho-education
- c) equal opportunities issues (support for students with disabilities and other disadvantages)
- d) learning methodology courses, trainings (personal effectiveness development)
- e) organisation and support of a peer support network (tutor system)
- f) awareness raising, sensitisation
- g) communication skills training
- h) art therapy sessions

(3) The College (in Budapest)

- a) arrange accommodation for the students of the College during the study period, using the available places,
- b) provide the necessary conditions for effective academic work,
- c) provide the necessary conditions for the operation of the Student Council.

27. § Management of functional and service departments

- a) The management of the functional and service units of the College shall be carried out by Heads of Office, Directors, Heads of Office (hereinafter referred to as Heads of Office), depending on the type of unit, with the following exceptions:
 - i. The Office of Studies is managed by the Vice-Rector for Education,
 - ii. The Publications Office is managed by the Director of Finance,
 - iii. The Office for Strategy and Innovation is managed by the Vice-Rector for Scientific and International Relations,
 - iv. The Economic Office is managed by the Financial Director,
 - v. The President and Rector's Office is managed by the Rector
 - vi. The Student Services Centre is managed by the Vice-Rector for Education.



- vii. The Office of Adult Education is headed by the Vice-Rector for Education
 - viii. The Károly Polányi College is managed by the Vice-Rector for Academic and International Relations
 - ix. The International Office is managed by the Vice-Rector for Scientific and International Relations
- b) An independent post may be created for the performance of duties of head of the office, or a full-time lecturer of the College may be appointed, as decided by the person exercising the rights of the employer.
 - c) The mandate of the Head of the Office shall be terminated
 - i. at the end of the term of the mandate,
 - ii. by resigning,
 - iii. with relief.

28. § Rules on conflict of interest

- a) No person who, or whose close relative or partner is exempted from liability or responsibility under the resolution, or who receives any other benefit, or who is otherwise interested in the legal transaction to be concluded, may participate in the decision of the Senate. Any non-monetary service which may be received by any person without reservation as part of the institution's benefits for the purpose for which it is intended shall not be considered to be a benefit.
- b) The chairman or a member of the supervisory board of the College, or the auditor of the College, may not be
 - i. the President or a member of the Senate,
 - ii. is employed or otherwise engaged by the College in the performance of an activity other than his or her duties, unless otherwise provided by law,
 - iii. receive a benefit from the College (except for non-monetary services that are available to anyone without restriction), or
 - iv. a close relative of the persons specified in points a) to c) (Civil Code 8:1 (1) paragraph (1) point 1).
- c) A member of the College's Supervisory Board may not be an auditor of the College.
- d) The person elected as a member of the supervisory organ shall inform in writing the legal persons of which he is already a member of the supervisory organ within fifteen days of the acceptance of his new position.
- e) The following persons shall not be senior managers or senior officers of the College, or chairpersons or members of the supervisory board
 - i. has been finally sentenced to imprisonment for a criminal offence, until he or she is free from the adverse consequences of the criminal record,
 - ii. was the managing director of a public benefit or business company - in the year preceding the cancellation - which has ceased to exist as a result of cancellation proceedings in the Companies Registry,
 - iii. you have held a management position in a public benefit organisation which has not paid its public-law liabilities under the Act on the Tax Code for at least one year in the two years preceding its termination.
- f) A senior manager or officer of the College, or the person designated to act as such, must inform all relevant public benefit organisations in advance of holding such a position with another public benefit organisation.



- g) Moreover, in matters relating to conflicts of interest which are not covered here, the provisions in force in the legislation in force shall apply.

In the case of points (b) and (c), the limitation shall be taken into account for a period of two years after the termination of the organisation concerned.

29. § Rules for College events

- a) The organisation of an event using the official name of the college is permitted under this paragraph, with the approval of the President, as Founding Rector Emerita, and with the permission of the Rector.
- b) The person responsible for organising events is the person in charge of the Communication and Career Office. The Rector may authorise other members of staff to organise events, but these must be agreed in advance with the Communications and Careers Office. In the event of the Communication and Careers Office being unable to attend for any reason, events shall be coordinated by the Vice-Rector for Academic and International Relations.
- c) Events must be planned in advance. The plan should preferably cover a six-month period, especially when planning a series of events. The plan should specify the planned dates and the theme of the events. The plan should be examined at the management meeting. The Rector shall decide on the adoption of the plan. The Rector may request more detailed information on individual events in advance in order to make a responsible decision.
- d) If the organisation of an event has a financial impact or the organiser plans to involve external financial sources in the organisation of the event, the Rector shall take a decision after consulting the Director of Finance.
- e) The organiser is responsible for the content of the programmes and the organisation of the event.
- f) The College will publicise the event in forums and in a manner appropriate to the intended content and audience. Information may be published on the College's website or, in the case of a targeted audience, by letter or e-mail. The information must include the name and contact details of the event organiser. The name and the college's postal address and/or the name of the organiser and his or her Internet contact details (e.g. e-mail address, social networking site) are sufficient means of contact. In the case of a series of events, ad hoc notifications are permitted in addition to the information about the series, unless someone explicitly requests that they be omitted.

30. § The College's quality management system

- a) By applying and continuously improving the system requirements and by preventing discrepancies, the College ensures that the College's training meets the needs of the trainees and the legal requirements, and exceeds them wherever possible, thereby increasing the satisfaction of its partners. The college will take all reasonable measures to meet the expectations of the students and partners involved in the training and to achieve their satisfaction.
- b) The quality management system of the College is based on the ESG 2015 standards and guidelines and the ISO 9001:2015 standard. The points of the ISO 9001:2015 standard must be in line with the ESG 2015 standards and guidelines.
- c) The College's quality management system is set out in the Quality Management Manual together with related documents.



- d) The supervision and operation of the quality management system is carried out by a quality management manager appointed by the Rector and under his/her direct authority.
- e) The duties, powers and responsibilities of the Quality Manager are set out in the College's Quality Manual and the regulations attached to the Manual.

MISCELLANEOUS PROVISIONS

31. § Entry into force

- a. These Rules shall enter into force upon approval by the Senate.
 - i. Decision number: 2021/ 1/4
 - ii. Decision date: 30.03.2021.
 - iii. Effective: from 01.04.2021
- b) 19 February 2013, 25 February 2014, 29 April 2014, 23 May 2014, 21 October 2014, and 17 March 2016, as from 12 October 2018 and 08.04.2020, the amended Organisational and Operational Regulations shall be repealed, but shall be retained unchanged in the College's records.
- c) The Rector is responsible for the preparation of the regulations, their updating in accordance with the law and their annual review.

Volume V (Employment Requirements) and Volume VI (Student Requirements) form an integral part of these regulations.

Budapest, 30 March 2021.

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ANDREA RÉDEI
Managing Director
**TPF Non-profit Public Benefit Soci-
ety for Higher Education and Servi-
ces Limited Liability Company**

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DR. ZOLTÁN DOMBORÓCZKY
MB RECTOR
Paul Tomori College

ANNEXES

List of the College's regulations

At Tomori Pál College, the following regulations apply in addition to these Regulations:

- i. Regulations for the awards and recognitions of the Tomori Pál College
- ii. Evaluation policy
- iii. Equal opportunities policy for students with disabilities
- iv. Statutes of the Student Self-Government
- v. Student fees and allowances policy
- vi. Data management policy
- vii. National higher education scholarship rules
- viii. MNB Excellence Scholarship Rules
- ix. Quality management manual
- x. Rules on the issue of Diploma Supplements



- xi. Format description of regulations
- xii. Rules for the preparation of a thesis
- xiii. Study and examination regulations
- xiv. Rules governing the admission procedure
- xv. Rules of Procedure for the Disciplinary and Compensation of Students
- xvi. Rules of procedure and organisation for the examination of applications for admission to colleges
- xvii. Rules on the prevention of accidents involving students and the
- xviii. the procedures to be followed in the event of an accident
- xix. IT systems management and security policy
- xx. Health and safety at work rules
- xxi. ERASMUS+ Rules
- xxii. Code of conduct for emergency situations
- xxiii. Money Management Policy
- xxiv. Financial Regulation
- xxv. Rules for Scientific Students
- xxvi. Complaints handling policy
- xxvii. Rules on internal language courses and examinations organised by the College
- xxviii. Intellectual property management policy
- xxix. Examination regulations for the special admission procedure for foreign students
- xxx. Privacy and Data Security Policy
- xxxi. Fire safety rules
- xxxii. Code of ethics and plagiarism