

## **EQUAL OPPORTUNITIES PLAN OF THE UNIVERSITY OF MISKOLC**

### **Preamble**

The Fundamental Law of Hungary and Act CXXXV of 2003 on equal treatment and promotion of equal opportunities (hereinafter Ebktv.) establish the fundamental principle that every individual has the inalienable right to live as a person of equal dignity and without being a victim of discrimination in any way.

In order to enforce the provisions of the law, the Senate of the University of Miskolc ordered the establishment of an Equal Opportunities Committee [Volume I section 1 of the Organizational and Operational Regulations (hereinafter SZMSZ)], seeking to establish the organizational framework for the institutional coordination of equal opportunities.

Having regard to Act CCIV of 2011 on national higher education, Act I of 2012 on the Labour Code and the relevant provisions of the European Union, the Senate of the University of Miskolc shall define the equal opportunities responsibilities of the university as follows:

- to monitor the proportional representation of women and men in the functioning of the university, in executive positions and in various bodies; to identify measures that infringe or impede the proportional participation, career advancement and equal pay of women and the manifestations of discrimination as well as to prepare the necessary measures to eliminate that discrimination,
- to promote equal opportunities for students and workers with disabilities,
- to monitor the equal opportunities of international students and workers, and
- persons belonging to any minority and disadvantaged group, and to initiate the necessary measures.

According to the legal obligation prescribed for the University [Ebktv. 63(4)], and in order to effectively perform the duties of the Equal Opportunities Committee, the Senate shall draw up the following Equal Opportunities Plan (hereinafter Plan):

### **I. Fundamental goals**

1. The fundamental goal of the Plan is to prevent or prohibit direct or indirect discrimination of university citizens. In terms of employment its material scope covers recruitment, the determination of salaries, income, benefits, training, further training and other incentives as well as promotion, transfer, dismissal and other cases related to employment and education.

In terms of education, the requirement of equal treatment shall be enforced by determining the conditions for admission to education, assessing applications for admission, setting educational requirements, assessing performance, providing and using educational services, access to educational benefits, dormitory placement and care, issuing certificates, diplomas, degrees obtainable in education, access to career guidance and termination of education-related status.

2. The prohibition of discrimination shall also apply to any protected characteristic of the employees and students of the University - sex, race, colour, nationality, membership of a nationality minority, language, disability, state of health, religion or belief, political or other opinion, family status, motherhood (pregnancy) or fatherhood, sexual orientation, gender identity, age, social origin, property, part-time or fixed-term nature of the occupational relationship or other employment-related relationship, membership in a representative organisation, any other status, characteristic, or attribute. [Ebktv. 8-9].

In addition, the following conduct shall constitute a violation of the principle of equal treatment pursuant to Ebktv. 10(1-3):

- harassment (a conduct of sexual or other nature that violates human dignity) if it is related to a characteristic of the person concerned and has the purpose or effect of creating an intimidating, hostile, degrading, humiliating or offensive environment for a person,
- segregation if it separates, without explicit statutory permission, certain persons or a group of certain persons from other persons or the group of persons in a comparable situation on the ground of a protected characteristic,
- victimisation (if it causes, is aimed at causing, or threatens to cause injury to a person in relation to that person's raising a complaint, launching a proceeding, or participating in such a proceeding because of the violation of the principle of equal treatment),
- and any instruction given to that effect.

4. The implementation of the principles of the Plan presupposes not only the prohibition of discrimination, but also the preference and creation of opportunities, such as positive, fair and flexible support measures, necessary for the elimination and reduction of inequalities that may affect the employees and students of the University.

5. In proportion to its possibilities and resources, the University strives to apply the principle of positive action as specified in Section 11 of the Ebktv: the positive action may not violate any fundamental right, grant any unconditional advantage, or exclude the assessment of individual aspects. Positive action may be taken with respect of the following groups in an employment relationship with the University: women, workers who are disadvantaged in the labour market due to their age, people with a disability, workers raising two or more children under the age of ten, those caring for their children alone, workers raising permanently sick or disabled children and Roma workers.

6. It is voluntary to use the benefits provided on the basis of the Plan and fill in the declarations and data sheets (related to the social situation, origin, etc.) that may be related to them. The personal and special data required for the implementation of the Plan may be handled only in accordance with the European Union Data Protection Regulation (GDPR), the provisions of Act CXII of 2011 on the right to self-determination of information and freedom of information as well as Data Processing Regulation of the University.

7. The implementation of the Plan presupposes a careful and comprehensive assessment of the existing situation, knowledge of the current relations, conditions and needs. Specific goals, tools and measures to eliminate the identified disadvantages and create opportunities can only be defined after and on the basis of this. In view of the above, the University will continuously implement the Plan according to the following schedule:

- formulation of institutional requirements,
- situation assessment, exploration of specific facts and problems,
- identifying action programmes (specific goals, tools, measures), developing the institutional system to achieve the desired situation for the benefit of each target group.

## **II. Institutional requirements**

1. In this document, the University declares and seeks to strengthen its commitment to the general ethical values and principles that underpin equal opportunities in democratic communities. These are respect for human dignity, freedom, equality, justice, solidarity, fair treatment, non-violence, partnership, diversity, acceptance of differences, tolerance and freedom from prejudice.

2. The Plan lays down the following institutional requirements:

- to draw the attention of both the employer and the employees, students and their representatives to the importance of the idea of equal opportunities and the requirements related to it,
- to raise awareness of the statutory rights to the aggrieved groups or individuals, to ensure legal protection and redress procedures against discriminatory treatment, and at the same time to empower employees and students to assert their interests,
- in the event of a breach of the principle of equal treatment, to establish and provide internal procedures for the redress of conflicts within the institutional framework through which the employee and the student may obtain legal redress,
- to offer an intellectual insight as to how the practical implementation of the principles of equal opportunities policy and the value-rational management of human resources serve not only the benefit of employees and students, but also the organizational benefits of the University; the promotion of equal opportunities has a cohesion-creating effect in the community of the citizens of the University, increasing the efficiency and effectiveness of work,
- to contribute to the fact that the requirement of equal opportunities is kept in mind and enforced in the expectations placed on those in executive positions, to contribute to the formation and sensitization of the attitudes and behaviour of executives and subordinates, and
- to facilitate the integration of the system of criteria and values of Ebktv. into the organizational culture of the University and to reflect it in the determining documents of the University (Collective Agreement, Employment Requirements System, Institutional Development Plan, Code of Ethics, etc.).

The efforts outlined above are aimed at preventing and eliminating discrimination against all employees and students in all areas of university life, and at promoting equal opportunities for all citizens of the University.

3. In view of the general values and goals set out above, the University considers it an important and continuous task to create conditions and environment for work as well as for education and training that are conducive to the self-fulfilling activities of the University's employees and students making a significant contribution to their physical and mental well-being.

### **III. Action plan**

Based on the results of the questionnaire survey conducted in the spring of 2021, the University sets the following goals in order to implement the institutional requirements and the general equal opportunities tasks set out in Volume I of the SzMSz:

1. In order to create a family-friendly work environment, our institution strives:

- to maintain organized and documented contact with the staff receiving childcare allowance or benefit (GYES, GYED) and to provide family-friendly rooms,
- to implement forms of employment that promote the reconciliation of family life and work as well as to promote the employment of workers with disabilities in a spirit of social responsibility,
- to organize family events,
- to organize health promotion and cultural programmes for employees.

Responsible: rector, financial director, director of education and quality assurance, representative of the trade union  
Deadline: continuous

2. The University ensures that the members of the main decision-making body and the head of the Human Resources and Legal Department receive equal opportunities training once a year. The University strives to ensure that the citizens of the University continuously acquire equal opportunities knowledge through the coordination of the Equal Opportunities Committee.

Responsible: rector, financial director, director of education and quality assurance, Equal Opportunities Committee

Deadline: continuous (training of executives at least once a year)

3. The University expresses opportunity awareness in its organizational behaviour, in all areas of its activities, in its internal and external communication (for example, it does not tolerate segregation, prejudices against groups with protected characteristics, manifestations of verbal and non-verbal aggression). The University makes available the most important information on institutional equal opportunities on its website, constantly updating it.

Responsible: rector, financial director, director of communication and recruitment, equal opportunities officer

Deadline: continuous

4. The University strives to further expand physical and info-communication accessibility and to maintain existing results. It continues to take into account the needs of women and men, the elderly, people with disabilities, children, parents with children when designing transport links, land use and new facilities. The University provides a computer-equipped lounge for students with disabilities and strives to continuously improve the quality of this service.

Responsible: rector, financial director (or the director of internal services, director of technology and knowledge transfer), director of communication and recruitment, director of education and quality assurance, disability coordinator

Deadline: continuous

5. In recent years, our university has achieved significant results in the proportional representation of women and men at various levels of management. The University strives to maintain this balanced ratio and to implement positive changes and processes in areas of education, research and other activities.

Responsible: rector, financial director (or the head of the Human Resources and Legal Department)

Deadline: continuous

6. The University, in view of its internationalization processes ensures that its international partners, and in particular its international students and employees, are provided with information in a foreign language in an easily accessible way on the university services and opportunities to which they are entitled in order to support their learning, teaching and research activities. Furthermore, it seeks by all possible means to facilitate the integration of international students and employees within the university and the wider society, so that they do not suffer disadvantages in any area compared to other university citizens.

Responsible: rector, financial director, international director

Deadline: continuous

#### **IV. Institutional background the Plan**

1. The executives of the University exercising employer's rights are responsible for the implementation of the Plan. The coordination of equal opportunities tasks at university level is the duty of the director of education and quality assurance who is assisted by the Equal Opportunities Committee, the disability coordinator and the equal opportunities officer. Executives exercising employer's rights must inform all employees and students of the content and adoption of the Plan making it available on the University's central website.

2. The Equal Opportunities Committee exercises its power to give opinions, make proposals, its power of initiative and supervision, and is responsible for investigating matters arising in connection with the implementation of the Plan. The Committee provides the Senate with information on its work and the institutional status of equal opportunities as necessary, but at least every two years.

3. Pursuant to Section 41 of Volume I of the SzMSz, the Rector shall propose candidates to be the chair and members of the Equal Opportunities Committee after consultation with the trade union, on understanding that a woman be nominated as the chair of the Committee and that her professional experience in the field of equal opportunities be taken into account during the selection process. Academic staff or a researcher with an academic degree (PhD), if possible, in an executive position, may be elected as the chair. The number, composition and operation of the Committee shall be laid down in its Rules of Procedure.

#### 4. Specific duties of the **Equal Opportunities Committee**

- it cooperates with the disability coordinator, the equal opportunities officer and as key partners with the institutional trade union, the Student Union of the University of Miskolc, the Directorate for Communication and Recruitment, the Health Promotion Coordination Council, the Directorate for International Relations, and the Ecumenical Chaplaincy,
- it continuously reviews the compliance of the Plan with the legislation in force and monitors the fulfilment of the duties specified in the Plan,
- at the request of the President of the Scientific Students' Association of the University, the chair of the committee or a member appointed by the committee participates in the evaluation of the Opportunity Award applications and makes proposals for the award of the Opportunity Award and certificates of appreciation,
- it develops a detailed Equal Opportunities Action Plan to alleviate the disadvantages identified during the situation assessment,
- it investigates employee complaints about breaches of equal treatment, with the involvement of the director of education and quality assurance and a representative of the trade union. To this end, it holds a hearing with the involvement of an internal mediator. If this hearing fails, it will suggest to the Rector that the sanctions specified in the Collective Agreement and other legal acts be applied,
- the chair or secretary participates in the work of the Student Appeals Committee in the event of discrimination against a student of the University and/or gives an expert opinion on the matter, if required,
- mainly with the participation of its competent members, the Committee promotes equal opportunities in the implementation of measures affecting university citizens, such as drafting and amending university regulations, contracting, undertaking of commitments, tenders and investment, quality development, developing employment plans and measures concerning the way of living and studies of international students, etc.,
- it gives an opinion on the enforcement of accessibility aspects in the case of infrastructure developments affecting the University buildings,

- it formulates proposals on the basis of equal opportunities aspects during the preparation of the Institutional Development Plan,
- it makes a proposal for the Equal Opportunities Plan for the next period,
- it makes a proposal to award students and employees performing outstanding work in the field of equal opportunities.

**5. Duties of the equal opportunities officer:**

- performing the secretarial duties of the Equal Opportunities Committee,
- continuously monitoring the calls for proposals related to equal opportunities with the assistance of the Directorate for Technology and Knowledge Transfer,
- giving an opinion on the mandatory equal opportunities commitments in the applications to be submitted by the University, with regard to their feasibility and sustainability, monitoring the fulfilment of the equal opportunities commitments made there, and continuously providing the data related to equal opportunities to the ongoing applications,
- coordinating the events concerning equal opportunities in the framework of the projects and applications of the University,
- publishing information and calls for proposals of public interest concerning equal opportunities and the rules of procedure of the Equal Opportunities Committee on the central website of the University.

**6. Duties of the disability coordinator:**

- liaising with faculty disability coordinators,
- providing opportunities for assistance during the studies and examinations of students with disabilities, and organizing consultation opportunities for academic staff required by students with disabilities,
- checking the application of positive action regulations for students with disabilities at the University of Miskolc,
- commenting on and forwarding to faculties applications for exemption, assistance and benefits of students with disabilities,
- participation in the work of the Equal Opportunities Committee,
- liaising with students with disabilities and their personal assistants,
- proposing the use of normative support to assist the studies of students with disabilities, the acquisition of material resources necessary for the provision of assistance, other expenses,
- determining entitlement to normative support on the basis of the fact and severity of the disability,
- if necessary, formulating recommendations for the executives of the University in order to ensure equal opportunities for students with disabilities in a more satisfactory manner,
- continuous registration of the number of students with disabilities in compliance with data protection provisions, and ensuring the use of data for statistical purposes,

- within 60 days of enrolment, verifying and confirming the statistics of students with disabilities towards the Department of Student Services.

7. Due to their outstanding function, the comprehensive duties of executive exercising employer's rights are as follows:

- implementing equal opportunities through the human resource policy and economic instruments within their competence in accordance with the Equal Opportunities Plan,
- informing employees about equal opportunities in writing or electronically.

The Equal Opportunities Plan was adopted by Senate Resolution No. 109/2021 and its provisions shall enter into force on 1 July 2021. The scope of the Equal Opportunities Plan shall extend to all employees and students of the University of Miskolc.

Miskolc, 30 June 2021

*Judit Hell*

Prof. Dr. Judit Hell

Chair

of the Equal Opportunities Committee



*Zita Horváth*

Prof. Zita Horváth

Rector

Chair of the Senate



## Annex 1

**Equal Opportunities Plan of the University of Miskolc with special regard to gender equality** in accordance with *European Commission (2021): Horizon Europe Guidance on Gender Equality Plans (GEPs)*.

The Senate of the University of Miskolc orders a biannual review of the progress toward gender equality as seen in Fig. M1.

Responsible: Equal Opportunities Committee of the University of Miskolc



**Fig. M1 The process of achieving gender equality at the University of Miskolc**  
Source: Original editing based on European Commission (2021) and the Equal Opportunities Plan of the University of Miskolc

The following four mandatory and five recommended requirements are set out for gender equality plans in European Commission (2021):

1) Mandatory

- Public document<sup>1</sup>
- Data collection and monitoring
- Dedicated resources<sup>2</sup>
- Training<sup>3, 4</sup>

2) Recommended

- Work-life balance and organisational culture<sup>5</sup>
- Gender balance in decision-making and leadership<sup>6</sup>
- Gender equality in recruitment and career progression
- Integration of the gender dimension into research and teaching content

<sup>1</sup> see Equal Opportunities Plan, III Action Plan, 3rd point and IV Institutional background of the Plan, point 1.

<sup>2</sup> see Equal Opportunities Plan, IV Institutional background of the Plan, point 4-6.

<sup>3</sup> see Equal Opportunities Plan, III Action Plan, point 2.

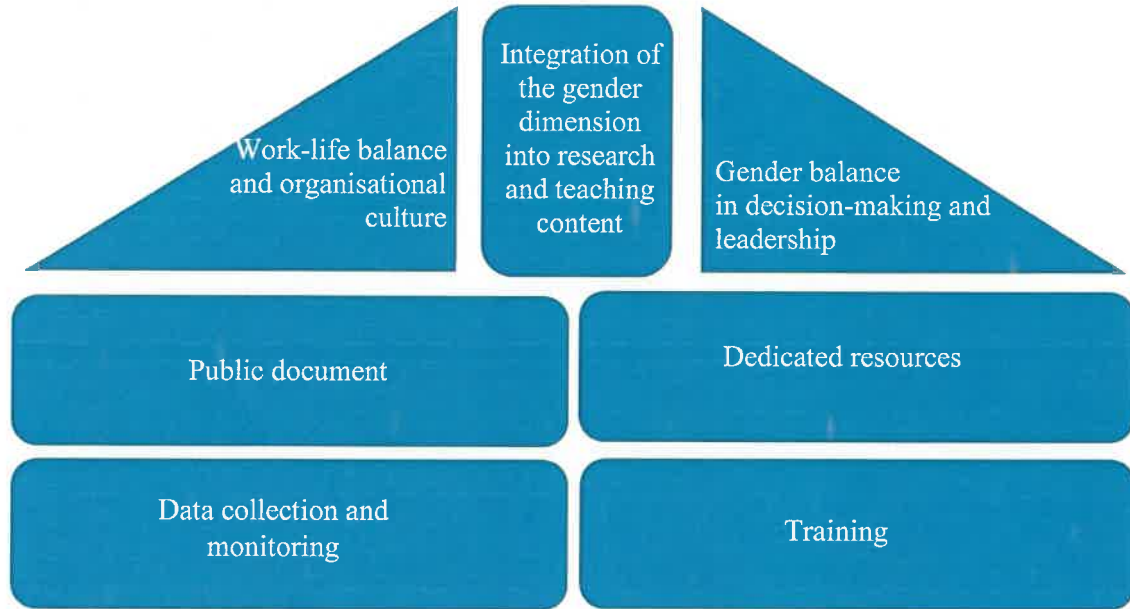
<sup>4</sup> beyond the Equal Opportunities Plan, Gender Sensitisation training for academia in each semester.

<sup>5</sup> see Equal Opportunities Plan, III Action Plan, point 1.

<sup>6</sup> see Equal Opportunities Plan, III Action Plan, point 5.

- Measures against gender-based violence, including sexual harassment

The University of Miskolc is committed to meeting the four mandatory criteria and voluntarily undertakes to build an organizational culture that promotes work-life balance and to promote gender equality in decision-making and leadership positions (Table M1). See details in the Equal Opportunities Plan.



**Fig. M2 Fundamental principles of achieving gender equality at the University of Miskolc**

Source: Original editing based on European Commission (2021) and the Equal Opportunities Plan of the University of Miskolc

The Institutional Development Plan in force sets out the following strategic goals (target date of 2024) in terms of gender equality (Table M1).

**Table M1 Indicators and metrics on gender equality undertaken in the Institutional Development Plan of the University of Miskolc**

Strategic goal	Indicator	Metrics	Baseline situation/target	Action plans
Increasing the number of female academic and research staff in underrepresented areas and leadership positions	Number of female academic staff/in proportion to the total number of academic staff in technical fields	%/period	18/20	Review of selection procedures Girls' Day Providing child care Examining the possibility of establishing a kindergarten
	Number of female research staff/in proportion to the total number of research staff in technical fields	%/period	40/41	
	Share of women in senior and middle management	%/period	39/41	
	Increasing the number of family-friendly solutions	number/year	4/1	

Promoting women's participation in the labour market and a better work-life balance, flexible working time arrangements, infrastructural support for family-friendly higher education	Project plan for developing a family-friendly workplace	number/period	0/1	Housing support for young academic and research staff (Swallow House Project) Defining the possibilities of childcare solutions. Examining the possibility of establishing a kindergarten Creating opportunities for flexible working time arrangements Preparing the application for the family-friendly workplace award
	Implementing the housing support project	number/period	0/1	
	Application for the family-friendly title	number/period	0/1	

Source: Institutional Development Plan of the University of Miskolc

Regular data collection is an essential condition for achieving the goals. According to the December 2021 situation assessment, the share of women employed by the University of Miskolc is 52%, but significant disparities can be observed between the technical and non-technical faculties and other organizational units (Table M2). The University of Miskolc undertakes to monitor the data in the framework of annual monitoring, and is committed to maintaining the balance, not letting the share of women fall below 50% at organizational level. Responsible: Human Resources and Legal Department and the Equal Opportunities Committee of the University of Miskolc

Source: SAP

**Table M2: Gender share at the University of Miskolc  
(December 2021)**

	Total (academic and non-academic staff)		
	Men (number)	Women (number)	Share of women (%)
Faculty of Earth Science and Engineering	65	47	42
Faculty of Materials Science and Engineering	72	35	33
The Faculty of Mechanical Engineering and Informatics	162	59	27
Faculty of Law	26	45	63
Faculty of Economics	42	54	56
Faculty of Arts	43	84	66
Faculty of Health Sciences	26	49	65
Bartók Béla Faculty of Music	17	19	53
of which			
<i>technical faculties (MFK, MAK, GÉIK)</i>	299	141	32
<i>non-technical faculties (ÁJK, GTK, BTK, EK, BBZK)</i>	154	251	62
Other	188	313	62
<b>Total:</b>	<b>641</b>	<b>705</b>	<b>52</b>

Source: Human Resources and Legal Department, SAP report

The share of women in executive positions lags behind their organizational share, reaching 46% in December 2021. The University of Miskolc undertakes to monitor the data in the framework of annual monitoring and is committed to ensuring that the share of women in executive positions do not decrease and that inequalities within the institution are reduced.

Responsible: Human Resources and Legal Department and the Equal Opportunities Committee of the University of Miskolc

Source: SAP

**Table M3: Gender share in executive positions at the University of Miskolc  
(December 2021)**

	HR - Executive position		
	Men (number)	Women (number)	Share of women (%)
Technical faculties (MFK, MAK, GÉIK)	33	5	13
Non-technical faculties (AJK, GTK, BTK, EK, BBZK)	20	33	62
Other	12	18	60
<b>Total:</b>	<b>65</b>	<b>56</b>	<b>46</b>

Source: Human Resources and Legal Department, SAP report