

# UNIVERSITY OF MISKOLC



## ORGANISATIONAL AND OPERATIONAL REGULATIONS

### VOLUME II EMPLOYMENT REQUIREMENTS SYSTEM

**IN FORCE: from 1 AUGUST 2023**

#### **CONSOLIDATED**

adopted by the Maintainer pursuant to Resolution No. 11/2020 (VII.29.) of the Board of Trustees of Universitas Miskolcinensis Foundation and amended pursuant to Resolutions No. 5/2022 (I.28.) and 81/2023 (VII.28.).

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## PREAMBLE

- (1) Universitas Miskolcensis Foundation (hereinafter: the “Foundation”), as the maintainer of the University of Miskolc (hereinafter: the “University” or the “Employer”), as a state-recognised privately maintained institution of higher education, authorised under Section 94(6) of Act CCIV of 2011 on National Higher Education, in particular with regard to the provisions of the following legal regulations
  - a) the **Deed of Foundation (DoF)** of the University,
  - b) **Volume I of the Organizational and Operational Regulations (OOR)** of the University, **Organisational and Operational Order (the Order)**,
  - c) Act **CCIV of 2011 (NHEA)** on National Higher Education,
  - d) Act **I of 2012 (Labour Code)** on the Labour Code,
  - e) Act **IX of 2021 (PITPPB)** on public-interest trusts performing public duty,
  - f) Act **LXXV of 2010** on simplified employment,
  - g) Act **CLII of 2007 (ADA)** on the obligation to declare assets,
  - h) Act **CVI of 2011** on public employment and amending other acts related to public employment,
  - i) Act **LXVI of 1995** on public records, public archives and the protection of private archival material,
  - j) Act **CXL of 1997** on Museums, Public Libraries and Public Culture,
  - k) Act **CXII of 2011 (Info Act)** on the Right to Informational Self-Determination and Freedom of Information,
  - l) Act **LIV of 2018** on the Protection of Trade Secrets,
  - m) Regulation (EU) **2016/679 of the European Parliament and of the Council (GDPR)** on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Direction (EC) No 95/46/EC  
adopts the following system of requirements for the regulation of employment relations at the University.
- (2) For issues not covered by this system of requirements, the provisions of employment legislation, in particular the Labour Code and NHEA, as well as DoF, the Order, the Collective Bargaining Agreement and the relevant internal legal norms shall apply.

**PART ONE**  
**GENERAL PROVISIONS**

**Chapter I**

**The purpose of the employment requirements system**

**Section 1**

- (1) The purpose of the system of requirements is to regulate the following for lecturer, research fellow and teacher positions, as well as for positions providing for the operation of the University:
  - a) determining the requirements for filling positions that are establishable at the University and recording the order of the assessment of public applications;
  - b) determining the conditions for awarding lecturer's and research scholarships and other benefits, and the order of the assessment of the related applications;
  - c) determining the conditions for nomination for professional and other titles that can be awarded by the University, and the conditions for the nomination for state decorations;
  - d) determining the system of requirements relevant to the employment and performance of lecturers, research fellows and other staff;
  - e) determining the order of the assessment of applications for tenders announced for lecturers, research fellows, teachers and other staff;
  - f) the participation of employees in university decision-making procedures, the regulation governing the order of the judgement of the requests for legal remedy against institutional decisions.

**Scope of the employment requirements system**

**Section 2**

- (1) The scope of the system of requirements covers all instructors and research fellows of the University, persons with the titles of Professor Emerita, Professor Emeritus, private university professor, titular university professor, titular university associate professor, and master teacher granted by the University, all employees in other positions, in other employment legal relationships participating in educational or other activities (pl. simplified employment, public employment, student contract legal status, etc.), and to students and doctoral students employed under a contract of employment pursuant to NHEA.
- (2) No deviations from this system of requirements are permitted, regardless of whether the employment relationship or other legal relationship aimed at the execution of work is established through a competitive tendering procedure or not, neither for the first employment nor for subsequent employment or promotion.
- (3) In particularly justified cases relating to the development and operation of the University, the Board of Trustees may decide, on the basis of a proposal of the party exercising employer's powers, to grant a limited exemption from the conditions laid down in the system of requirements, which shall not be contrary to the law.
- (4) The scope of the regulations does not extend to Ferenczi Sándor Egészségügyi Technikum, maintained by the University.

## Subjects of the employment legal relationship

### Section 3

- (1) Subjects of the employment legal relationship
  - a) the University as employer (hereinafter: the “Employer” or “University”),
  - b) employees in an employment relationship with the University (hereinafter: employee, staff or worker), including employees a in public employment legal relationship and those in a student employment legal relationship,
  - c) persons in a contract or other legal relationship aimed at the execution of work with the University, in particular those engaged in specific research activities with an external contractor,
  - d) holders of the title Professor Emeritus/Emerita and other titles.

## The Management of the University

### Section 4

- (1) The levels of management leading the University are listed in Section 7 of the Order.
- (2) The following qualify as senior executive positions under Section 37(1) of NHEA:
  - a) Rector
  - b) Chief Financial Officer,
  - c) Vice-Rectors,
  - d) Deans,
  - e) Director-General of the Library, Archives and Museum business unit,
  - f) Director-General of the Teacher Training Institute.

Pursuant to Section 208(1) of the Labour Code, the rector, and pursuant to Section 208(2) of the Labour Code, the holders of the positions listed in points b) to d) are executive employees.

- (3) Employees who do not qualify as executive employees within the meaning of the Labour Code but who are employees performing the management of organisational units:
  - a) the office manager and head of centre of business units directly managed by the Rector and the Chief Financial Officer;
  - b) the director and head of centre of a business unit managed directly by the Chief Financial Officer;
  - c) the director and head of centre of a business unit managed directly by a vice-rector;
  - d) the institution head of the business unit managed directly by the Rector;
  - e) vice-dean;
  - f) head of faculty institute, institute director, director-general of a faculty institute, dean’s office managers, the office manager of the Centre for Advanced Materials and Intelligent Technologies in Higher Education and Industrial Collaboration;
  - g) the department head of business units referred to in points (a) to (c);
  - h) the group head of the business units referred to in points (a) to (c).

The executive officers’ mandates named in points a)-g) of this clause are deemed executive officers under Section 37(2) of NHEA.

- (4) The University's executive officers should be classified according to levels of management in categories V1-V7, which are set out in the Order and the Human Resources Manual.
- (5) At the University, a senior executive officer and an executive officer may be employed in a senior executive officer or executive officer position until the age of 65. The term of office of executive employees with a fixed-term contract may be extended several times by means of a competitive tender procedure, taking into account the provisions of Section 31(4) of NHEA for lecturers/researchers. If the candidate has not yet reached the age of 65 on the date of the call for applications for senior executive positions, but will do so during or after the period of the call for applications, he may continue to hold the position of senior executive officer until the end of the term announced in the call for applications.

## Employer's Powers

### Section 5

- (1) Based on the authorisation in Subsection f) of Section 2.3 of Part II of the Deed of Foundation of the University, the Maintainer shall establish the basic rules for exercising employer's rights in relation to the employees of the University as follows.
- (2) The employer's powers include all rights and obligations of the University as an employer, related to the employment relationship, under the Labour Code, the other laws and regulations governing the employment legal relationship, the University's Collective Bargaining Agreement and other internal legal norms of the employer, in particular:
  - a) the selection of the leaders of organisational units;
  - b) decision-making powers;
  - c) powers to give instructions;
  - d) the power to exercise professional supervision;
  - e) direct management powers;
  - f) the power to take employer action in the event of misconduct;
  - g) regulatory powers;
  - h) supervisory powers;
  - i) powers to make statements.
- (3) At the University, the exercise of employer's powers is governed by the following rules:
  - a) under Section 17 of the Labour Code, the Senate, the Rector and the Chief Financial Officer may jointly adopt and issue employer's regulations for all employees of the University within the scope of their duties and powers, and in respect of these employer's powers, they shall be deemed to exercise employer's powers over all employees of the University;
  - b) in the case of organisational units managed jointly by the Rector and the Chief Financial Officer, the Rector exercises the employer's powers over the heads of the organisational units in agreement with the Chief Financial Officer;
  - c) the Rector exercises employer's powers over the internal auditors, with the proviso that he consults with the Chairperson of the Public Benefit Supervisory Board before exercising the rights belonging to the non-transferable employer's powers and before taking any employer's measures other than contracts of employment;
  - d) The Rector is authorised to conclude, amend and terminate the Collective Bargaining Agreement on behalf of the University, in agreement with the Chief Financial Officer.

- (4) The Rector and the Chief Financial Officer shall exercise their employer's powers, including in particular the power to establish internal legal norms, over all employees of the University in matters falling within their scope of duties and powers under the Order.
- (5) The Rector and the Chief Financial Officer shall exercise their employer's powers without restriction in respect of the employees in the areas under their control and may delegate them, in whole or in part, to the heads of the organisational units within their hierarchy, except for those powers which are considered by these Regulations to be non-delegable and therefore personal. The powers delegated may not be subdelegated. The Rector and the Chief Financial Officer have exclusive, non-delegable employer's powers, which include the following categories of employer's powers:
  - a) powers related to the establishment, modification and termination of employment relationships, as well as the employment relationship and appointment of senior executive officers and all executive officers within their powers;
  - b) decisions affecting employees and having a financial impact, in particular
    - ba. the power to determine the remuneration of employees and to determine and authorise the payment of bonuses and other incentives;
    - bb. the power to settle the question of liability for damages (both employer's and employee's) by mutual agreement, the power to decide on the validity of employees' compensation claims arising from accidents at work exceeding HUF 100,000 and the power to authorise the payment of employees' claims for damages exceeding HUF 100,000;
  - c) exercising employer's powers over the work supervisors and heads of organisational units under their direct authority.
- (6) The delegated employer's powers of each level of management should be regulated by a joint instruction of the Rector and the Chief Financial Officer. The joint instructions of the Rector and the Chief Financial Officer governing the employer's powers shall not conflict with internal legal norms. Only the Rector and the Chief Financial Officer may delegate employer's powers. The holders of delegated employer's powers may not subdelegate the employer's powers they have been given and must exercise them personally, not including substitution in the event of their absence.
- (7) If the Rector or the Chief Financial Officer goes on paid leave, on secondment or is unavailable at the University's places of work for any other foreseeable reason, he shall give written authorisation for his substitution. In the absence of such authorisation, the Rector shall be substituted by the Vice-Rector for General and Scientific Affairs, the Chief Financial Officer by the Director responsible for the area of specialisation, the vice-rector by the head of the business unit responsible for the area of specialisation, and the dean by the vice-dean designated by the Dean for this purpose.

**PART TWO**  
**THE GENERAL RULES OF ESTABLISHING, MODIFYING AND TERMINATING**  
**LEGAL RELATIONSHIPS**

**Chapter I**  
**General Rules**

**Section 6**

- (1) An employment relationship cannot be established with retroactive effect even if the employee has given his consent thereto.
- (2) The person exercising employer's powers shall have prior liability for any breach of the provision of Clause (1).

**Conditions for the establishment of the legal relationship**

**Section 7**

- (1) Employment in an employment relationship shall be for an indefinite period of time, except in the cases specified in Clause 2.
- (2) Legal relationship may be established for a definite period of time
  - a) as substitution, for the duration of the substitution, or
  - b) for the execution of some specific work or the performance of a task and for the duration of that work or task.
- (3) The duration of fixed-term employment must be determined on a calendar basis or other suitable means. If the parties have not determined the duration on a calendar basis, the employer must inform the employee of the expected duration of the employment relationship. The duration of a fixed-term legal relationship, including the duration of any extended fixed-term legal relationship and the duration of any previous fixed-term legal relationship, entered into within six months of its termination, may not exceed five years.
- (4) If an official permit is required for employment (e.g. foreign employees), the employment legal relationship may be established for the maximum period of time included in the permit.
- (5) Authorisation to establish an employment relationship may be initiated in writing by the head of the business unit, addressed to the person exercising employer's powers, through the Directorate for Human Resources, together with a justification and a salary proposal. The proposal must be accompanied by the employee's proposed job description.
- (6) With the permission of the person exercising employer's powers, a job advertisement or a call for applications may be published, coordinated by the Directorate for Human Resources. For positions under the authority of the Rector and the Chief Financial Officer, the Directorate for Human Resources is responsible for making formal salary offers. If filling the position requires the permission of the Maintainer, the Directorate for Human Resources is responsible for preparing the proposal for such permission.

**Section 8**

- (1) Employment relationships at the University are only open to persons who
  - a) have capacity to act or do not have capacity to act, or have partial capacity to act in a category of employment-related matters, but is able to perform the duties of the position because of his health status,



- b) have no criminal record and are not prohibited from engaging in any occupation that precludes them from exercising their profession,
  - c) have the degree and/or professional qualifications required for filling the position,
  - d) if necessary for filling the position in question, have successfully taken part in any tender that may have been announced,
  - e) has undergone a compulsory occupational health examination and is fit, or is conditionally fit, to perform in the position, but the conditions are created and maintained by either the employer or the employee throughout the duration of employment.
- (2) Specific rules for the creation of the positions of lecturers, researchers and teachers are laid down in Chapter I of Part Four.

## Possibilities for judicial and internal legal remedy relating to employment legal relationships

### Section 9

- (1) In the cases regulated in Sections 285-288 of the Labour Code, the employee may apply for legal remedy to the court having jurisdiction and competence to conduct labour disputes, by abiding by the deadlines set out in the Labour Code. The employer is obligated to inform the employee of the legal remedy available in the cases provided for in the Labour Code.
- (2) If an executive officer responsible for the implementation of a management decision considers that the decision of his immediate supervisor is in conflict with the law, the University's Deed of Foundation, any volume of the University's OOR or internal legal norms, he shall inform the immediate supervisor who took the decision. If the line manager nevertheless maintains his decision, the executive officer responsible for implementing the managerial decision may inform the immediate supervisor of the executive officer who took the decision, requesting a review of the decision. The executive officer entitled to review may uphold the decision, annul it and, if necessary, instruct the immediate supervisor to take a new decision.
- (3) Where there is no judicial legal remedy against a decision of the employer in connection with the employment legal relationship of an employee, the employee may lodge a complaint within 15 days of notification or, failing notification, of the decision, measure or failure to take such action, if the decision, measure or failure to take such action is contrary to these Regulations or is contrary to law.
- (4) Complaints shall be submitted to the Rector in the case of an organisational unit under the control of the Rector, and to the Chief Financial Officer in the case of organisational units under the control of the Chief Financial Officer. The Directorate for Human Resources will investigate the complaint within 30 days and make a recommendation to the Rector or the Chief Financial Officer.
- (5) In the event the complaint is well-founded, the party entitled to make a decision

- a) annuls the decision and action of the person or body complained of, with the exception of the Senate, and, if necessary, orders a new procedure to be executed and a decision to be taken, or
  - b) order the defaulter to take a decision or action;
  - c) reject the complaint if it is unfounded.
- (6) In the event of a decision or action taken by the Rector, the Chief Financial Officer or the Senate, or in the event of failure to act, within its own powers, the Rector, the Chief Financial Officer and the Board of Trustees may, within 30 days, review the necessary decision or action, or may take the decision or action not taken, or may initiate proceedings before the Senate within the same period.
- (7) If the Rector, the Chief Financial Officer or the Board of Trustees or the Senate refuses to take action against a decision, action or omission of the Rector, the Chief Financial Officer or the Board of Trustees, no further legal remedy shall be possible within the University.

### The methods of establishing an employment relationship, and filling an executive position

#### Section 10

- (1) At the University, an employment relationship and an employment relationship for senior executive officers or executive officers may be established by competitive or non-competitive application, and employment legal relationship for such positions may be modified by competitive or non-competitive application. The decision to announce the call for applications or to establish an employment relationship without a call for applications shall be taken by the person exercising employer's powers.
- (2) The senior executive positions of the Rector and Dean can be filled exclusively through applications.
- (3) As a general rule, from among the positions of lecturers, researchers and teachers under NHEA, the positions of university associate professor, college associate professor, senior research fellow, university professor, college professor, research consultant and research professor can be filled through a competitive application procedure.
- (4) The person exercising employer's powers referred to in Clause (1) may, irrespective of the way in which the employment relationship is established or modified, establish a fixed or indefinite term for filling the executive position, provided that the duration of the position may not be in conflict with the provisions of NHEA.
- (5) Employment relationships for senior executive positions - with the exception of the positions of the Rector and the Deans - may be established without a call for applications or job advertisement, by selection by a person exercising employer's powers directly, and the existing employment legal relationship may be modified under such conditions.
- (6) The performance of senior executive officer's and executive officer's duties may also arise by means of a so-called assignment, as provided for in NHEA or other legislation and internal regulations, but in such case the senior executive officer's or executive officer's circle of duties shall be specified in the contract of employment as the employee's position, with the proviso that the assignment for the performance of senior executive officer's and executive officer's duties may be terminated pursuant to Section 21.
- (7) Senior executive officer's and executive officer's positions can be filled by:
  - a) the employment relationship is established for filling a senior executive officer or

- executive officer position,
- b) the employee's existing employment relationship is modified due to the employee's appointment to a senior executive officer's or executive officer's position and from thereon, the employee fills a senior executive officer's or executive officer's position,
  - c) the employee holds a basic position and, in addition to this (for a fixed or indefinite term), the employee holds a senior executive officer's or executive officer's position by virtue of his appointment to a senior executive officer's or executive officer's position.

## The application procedure

### Section 11

- (1) The rules on the establishment of the legal relationship for the positions of Rector, Vice-Rector, Chief Financial Officer and Dean are set out in the Order. The following rules apply to the establishment of legal relationships of senior executive officers, executive officers and other employees not covered by the Order.
- (2) The head of the employing business unit takes the initiative to announce the call for applications for a position. The applications, the contract of employment or filling the executive position are approved by the person exercising employer's powers, acting on behalf of the employer, and he may also decide on the withdrawal of the call for applications.
- (3) The call for applications must include
  - a) the name and address of the University and the organisational unit,
  - b) the name of the position to be filled,
  - c) the name of the executive position,
  - d) the expected date when the position can be filled,
  - e) all the essential duties of the position,
  - f) all the conditions necessary for the award of the contract,
  - g) the duration of the employment and that of filling the executive position,
  - h) the supporting documents to be submitted as part of the application,
  - i) the closing date for the assessment of the application and the contact details provided by the party announcing the call for applications.
- (4) The call for applications shall be published on the University's website. The deadline for the submission of applications shall be calculated from the date of publication on the University's website, which shall not be less than 15 calendar days from the date of publication, or 30 calendar days in the case of senior executive officer's or executive officer's positions. The deadlines shall start on the calendar day following the date of publication. The deadline shall expire at 16:00 on the last day of the period. The deadline shall expire at 16:00 on the following working day pursuant to the general working time schedule (see Section 97(2) of the Labour Code) if the last day is a weekly rest day or a public holiday according to the general working time schedule.
- (5) During the period for the submission of applications announced, the person exercising employer's powers who announced the call for applications shall appoint an ad hoc assessment board of at least three members to assess the applications.
- (6) Candidates must be informed in writing of the outcome of the assessment.

## Establishment of an employment relationship

### Section 12

- (1) The employment relationship is established by the conclusion of a contract of employment. The employment relationship starts on the day the candidate enters into employment.
- (2) Before drawing up the contract of employment, by abiding by the data protection and data processing provisions, the existence of the conditions necessary for filling the position, including the provisions of Section 24(5) of NHEA, is to be verified, together with the contents of the certificate issued by the occupational health examiner.
- (3) The supporting documents required under Clause 2 need not be obtained if the position has been filled on the basis of a competitive application procedure and the necessary documents have already been attached to the application or are otherwise available to the University.
- (4) Before the employment relationship is established, the employee is required to present his personal identity card, address card, tax card and social security card to the acting employee of the Directorate for Human Resources, taking into account the specificities of foreign employees.

### Section 13

- (1) The Directorate for Human Resources prepares the establishment of all employment legal relationships at the University, including the documents required for the establishment of employment relationships, on the basis of the proposal from the head of the concerned business unit and the decision of the person exercising employer's powers with the right of approval.
- (2) The contract of employment shall include at least the content elements specified under Section 45 of the Labour Code.
- (3) The contract of employment may include a probationary period of up to three months.
- (4) The contract of employment must be accompanied by a job description drawn up by the head of the organisational unit employing the employee, approved by a senior executive officer with the employer's powers of approval and signed by the employee.
- (5) The contract of employment shall be drawn up in at least two originals, of which
  - a) one original copy is always given to the employee,
  - b) and the remaining originals are for the employer.In justified cases, more than two original copies may be made of the contract of employment (e.g. for a tender activity or for the execution of project tasks). One (copy) of the contract of employment must be filed electronically.
- (6) After the contract of employment has been signed, the employer must inform the employee in writing, pursuant to Section 46(1) of the Labour Code.
- (7) An original signed copy of the employment documents must be kept in the employee's personnel file for record keeping purposes. The employee's personnel file shall be managed by the Directorate for Human Resources in accordance with the provisions of the rules on the management of files.

### Section 14

- (1) The employee can enter into employment exclusively after the contract of employment has been signed.

- (2) Pursuant to the provisions of the relevant internal legal norms, the head of the organisational unit employing the employee is obligated to take the necessary measures to ensure that the new employee has the necessary access rights to the university IT systems as soon as possible.

## Legal Declarations

### Section 15

- (1) The employee who establishes an employment relationship shall provide proof of his previous legal relationships (including fixed-term employment), qualifications and any other facts and data required for the establishment of the employment relationship before signing the contract of employment.
- (2) Before his contract of employment is drawn up, the employee shall declare his further legal relationships aimed at the execution of work.
- (3) Employees employed in the positions of instructor-researcher-teacher are required to declare prior to the establishment of the legal status aimed at work that they have not participated in the decision of the Hungarian Higher Education Accreditation Committee concerning the institution of higher education concerned within one year. The legal relationship established with the concealment of such participation shall be terminated with immediate effect.
- (4) In the case of legal relationships covered by the Regulations, if one of the parties is a foreign citizen who does not know Hungarian, the Directorate for Human Resources shall provide for the translation of all documents related to the establishment of the legal relationship into the language known to the foreign party.

## Employment in a further employment legal relationship

### Section 16

- (1) If justified by the duties and workload of the organisational unit concerned (in the case of educational organisational units: the workload constituted by the number of lessons), the person exercising employer's powers is entitled to establish a further legal relationship with an employee in an employment relationship at another employer (institution of higher education, etc.).
- (2) Additional employment legal relationship can be established primarily in the form of a part-time employment relationship.
- (3) Part-time employment relationship may be established for an indefinite period, for a execution of a specific job or the performance of a task, or for a fixed term for substitution purposes, if the employee meets the conditions for the position.
- (4) When establishing an additional employment legal relationship, the rules on conflicts of interest set out in Section 35 shall be taken into account.

## Chapter II

### **RULES OF MODIFYING EMPLOYMENT RELATIONSHIPS**

## The common rules of modifying employment relationships

### Section 17

- (1) An employment relationship can only be amended by an amendment to the contract of employment to this effect, by drawing up a document signed by the employer and the employee. Employment diverging from the contract of employment under Section 53 of the Labour Code does not constitute an amendment to the contract of employment.
- (2) The provisions of Section 15 shall apply mutatis mutandis to the amendment of the contract of employment.

### Amending the position

#### Section 18

- (1) If the amendment of the contract of employment is intended to change the position, the procedure laid down in this Chapter shall be followed and it must be ascertained before the amendment is made whether the conditions of employment still apply to the new job.
- (2) If the amendment of the position involves a change in the place of work indicated in the contract of employment, this must be specifically provided for in the amendment to the contract of employment.
- (3) Under Clause (1), if required for the new position, for inclusion in the employee's personnel file, the following shall be presented:
  - a) original diplomas and certificates attesting the degree and qualifications required for filling the new position,
  - b) a certificate of fitness issued by an occupational health examiner.
- (4) One does not need to obtain the documents referred to in Clause (3) if the new position has been filled on the basis of a competitive tendering procedure and the necessary documents have already been attached to the application.
- (5) In the case of an amendment to a contract of employment affecting the position, the provisions on conflict of interest set out in Clause 35 apply mutatis mutandis.

### Performing additional tasks

#### Section 19

- (1) The executive officer exercising employer's powers
  - a) may conclude an amendment to the contract of employment with the employee in order to carry out an unfulfilled task;
  - b) may conclude an amendment to the contract of employment with the employee in order to carry out an additional task that does not belong to the position of the employee, for a fixed period, in return for a supplementary allowance paid once a month or at regular monthly intervals.
- (2) An amendment to the contract of employment may be concluded for a fixed period of time to cover the execution of the additional task, which should be determined according to the nature of the task (e.g. current year/month; school year/semester; other specific period).
- (3) The additional tasks may be covered by an amendment to the contract of employment, provided that the financial resources are demonstrably available.
- (4) As an additional task, the employer and the employee may agree on the performance of any task not covered by the position in the employee's contract of employment,
  - a) which falls within the University's sphere of activity,
  - b) the performance of which as an additional task, given the interests of the University, is

- practical and economical,
- c) for the performance of which the employee concerned is professionally qualified and competent.
- (5) If the additional task to be performed does not fall within the remit of the duties and rights of the organisational unit employing the employee, the initiative to amend the contract of employment shall be signed by both the executive officer of the business unit employing the employee and the executive officer of the organisational unit affected by the performance of the task.
- (6) An additional performance fee may be paid to an employee only if the task assigned by the work supervisor has been completed by the employee and, after completion of the task, the executive officer of the business unit, in agreement with the person exercising employer's powers, determines it as a task not directly related to the employee's position. When determining the additional performance fee, the additional task performed and its duration shall be documented in detail, indicating the organisational unit and cost centre concerned.

**Chapter III**  
**RULES OF TERMINATION AND TERMINATING EMPLOYMENT**  
**RELATIONSHIPS**

Termination of an employment relationship

Section 20

- (1) In the cases defined in Section 63(1) of the Labour Code, the employment relationship shall be terminated by operation of law.
- (2) If the employment relationship is terminated by the death of the employee, the immediate supervisor at the workplace shall inform the following individuals of this fact without delay, in accordance with the chain of command
- a) the Head of the Directorate for Human Resources, and
- b) the Head of the Office of the Rector and Chief Financial Officer, who is responsible for informing the Rector and the Chief Financial Officer.
- (3) The specific cases of the termination of the employment relationship of instructors are set out in Chapter I of Part Four.

Section 21

- (1) If the employment relationship is terminated upon the expiration of the fixed term of the contract of employment pursuant to Section 63(4) of the Labour Code, the employee concerned must be notified of this fact at least 15 calendar days before the expiration of the fixed term.

Termination of employment relationships, termination of filling executive  
positions

Section 22

- (1) The employment relationship can be terminated in the cases defined in Section 64(1) of the Labour Code.
- (2) If the employment relationship is terminated by mutual agreement, the written agreement

- thereon shall be prepared by the Directorate for Human Resources and signed by the employee concerned and the person exercising employer's powers who has the right to terminate the employment relationship.
- (3) If a probationary period has been agreed, either party may terminate the employment relationship during the probationary period by giving notice to the other party, by unilateral declaration with immediate effect. Termination of the employment relationship by the employer during the probationary period must be initiated by the person exercising employer's powers who has the right to terminate the employment relationship. The document containing the employer's decision shall be prepared by the Directorate for Human Resources on the basis of the instructions of the person exercising employer's powers who has the right to terminate the employment relationship, in accordance with the chain of command.
  - (4) The employee may terminate his employment relationship by giving notice. The notice of termination must be addressed to the person exercising employer's powers who has the right to terminate the employment relationship but must be submitted to the Head of the Directorate for Human Resources. The employee is not required to give reasons for terminating an employment relationship for an indefinite period. The employee must give reasons for terminating his fixed-term employment relationship. The only grounds for termination shall be those which would make it impossible for him to maintain the employment relationship or would cause him disproportionate detriment in view of his circumstances.
  - (5) The person exercising employer's powers who has the right to terminate the employment relationship may terminate the employee's legal relationship by giving notice. The termination must be justified (except in the case of an employee in an executive position under the Labour Code and an employee who is considered to be retired) and the employee must be informed of the right of legal remedy. The reason for the termination of an indefinite-term employment relationship may be a reason related to the employee's conduct or ability in relation to the employment relationship or to the employer's operations.
  - (6) The specific cases of the termination of the employment relationship of a lecturer are set out in Chapter I of Part Four.
  - (7) Different rules relevant to executive employees are set out in Sections 208-211 of the Labour Code.
  - (8) In the case of executive officers or senior executive officers (regardless of whether or not the employee is an executive officer under the Labour Code), if the employee has a basic position and an executive position, the termination of the executive position may be initiated by either party. If the parties agree to terminate the executive position, the employee will continue to be employed in his basic position.
  - (9) In the case of executive officers or senior executive officers (regardless of whether or not the employee is an executive officer under the Labour Code), if the employment relationship was established or exists for the purpose of filling the executive position, the rules otherwise applicable to the modification of the contract of employment or termination of the employment relationship shall apply.
  - (10) In the case of senior executive officers where the employer's powers are not exercised by the maintainer, and in the case of executive officers where the employee holds a basic position and performs executive officer's tasks with an executive officer's mandate, the



person exercising employer's powers who has the right to terminate the executive officer's mandate and the one who has the right to terminate the employment relationship is entitled to termination unilaterally in the following cases:

- a) has received negative legal consequences twice already during his executive officer's mandate and has again breached the rules governing the employment relationship culpably and reprehensibly;
  - b) if the employee has a conflict of interest in his person that can be terminated and he does not eliminate the conflict of interest within thirty (30) days or within the deadline prescribed by law;
  - c) if the employee has a conflict of interest in his person that cannot be terminated (e.g. because of marital status);
  - d) if some impediment prevents him from performing his duties for more than 45 calendar days or repeatedly;
  - e) loss of trust (Section 52(1) d) of the Labour Code);
  - f) in the event of conduct unbecoming an employee's executive officer mandate (Section 8(2) of the Labour Code).
- (11) The reasons for termination of an executive officer's mandate as provided for in Clause 10 shall be brought to the attention of the employee in writing prior to the assignment, and a statement of acceptance shall be provided.
- (12) Repetition as referred to in Clause (10)d) shall be understood to mean when the executive officer with an executive officer's mandate is prevented from performing his executive officer's duties for at least 20 calendar days each on three occasions within a period of 180 days. Impediment shall be understood to mean any circumstance which prevents the executive officer from exercising his executive officer's tasks in their entirety, excluding any domestic or foreign posting.

### Common rules in the event of the termination of employment relationships

#### Section 23

- (1) The proposal for termination must be submitted thirty days before the planned date of the termination of the employment relationship, not including a proposal for termination with immediate effect. Proposals made after this deadline may be rejected by the person exercising employer's powers who has the right to terminate the employment relationship, or the date of termination may be set for a date within thirty days of the date of the proposal.
- (2) The employment relationship of an employee who qualifies as a pensioner (Section 294 (1) g) of the Labour Code) in the case of an employee employed as an instructor, researcher or teacher shall be terminated by notice of termination of employment no later than the last day of the examination period of the academic semester in which the employee reached the retirement age applicable to him. In the case of employees who are not employed in the positions of instructor, teacher or researcher, their employment relationship shall be terminated by notice after they have reached the retirement age and have completed the requisite period of service, and may be terminated by notice in the case of employees who are otherwise retired. Upon written request by the employee, the Rector and the Chief Financial Officer may jointly waive the termination of the employment relationship.
- (3) The employer and the employee may agree that an employee who has reached retirement

age is exempted from the obligation to work for all or part of the notice period, subject to the provisions of the Labour Code, as the employer may determine.

- (4) The document terminating the employment relationship and the document containing the employer's decision to terminate the employment relationship shall be drawn up in two originals and
  - a) an original copy shall be given to the employee,
  - b) one original copy is kept by the Directorate for Human Resources for archiving purposes.

The termination of the contract of employment must be filed electronically.

Where justified, additional originals may be made.

- (5) The preparatory and administrative tasks related to the termination are carried out by the executive officer of the business unit concerned and the Directorate for Human Resources.

#### Section 24

- (1) Upon termination of the employment relationship and the amendment of the contract of employment affecting the position and/or the place of work, he shall transfer his duties to the employee designated by the person exercising employer's powers who has the right to terminate the employment relationship, account for the equipment, machinery, devices and accessories in his possession and owned by the University, settle any debts owed to the University, have the accounting form signed by the persons concerned and hand it in to the Directorate for Human Resources no later than the third day before the last day of work or, in the case of termination with immediate effect, the last day of work.
- (2) The Directorate for Human Resources shall prepare certificates related to the termination of the employment relationship for the employee and arrange for the transfer of any benefits due to the employee and not yet paid, including cash payment for leave accrued but not granted by the employer or not taken by the employee.
- (3) A person exercising employer's powers who is entitled to grant paid leave to an employee must endeavour to grant the time-proportionate leave in kind, and redemption is only possible in cases where granting in kind is not possible. The executive officer of the organisational unit employing the employee must take the necessary measures to ensure that the employee's entitlement to university IT systems is terminated no later than the last day in work.
- (4) If the employee has also performed project management tasks, he must provide the documents and information required for the continuation and completion of the project and for the preparation of the report to the employee designated by the head of the Grant Centre.

### **Chapter IV**

#### The student contract of employment and the employment of doctoral students

##### Section 25

- (1) Students and doctoral students of the University may work under a student contract of employment or a contract of employment pursuant to Section 44 of NHEA.
- (2) The student is entitled to the agreed remuneration. The doctoral student is entitled to the minimum mandatory wage - the minimum wage - in the case of employment for fifty percent of the total working time, in the case of employment for a different period, a time-proportionate part of this.

- (3) The time spent by the doctoral student working under a student contract of employment may not exceed an average of fifty percent of the total weekly working time in a semester.
- (4) The order of procedure for concluding a student contract of employment is governed by the rules on contracts of employment.

## **Chapter V** **Simplified employment**

### Section 26

- (1) Simplified employment is governed by Sections 201-203 of the Labour Code, and the provisions of Act LXXV of 2010 on Simplified employment shall apply accordingly.
- (2) No simplified legal relationship aimed at work may be established for the performance of the University's teaching and research tasks.
- (3) Subject to the legal framework, simplified employment is authorised by the person exercising employer's powers at the initiative of the head of the business unit, acting on his authority.
- (4) An employment relationship established for the purpose of simplified employment is created by the employer's notification obligation. The executive officer of the business unit is responsible for exercising employer's rights, while the Directorate for Human Resources is responsible for reporting to the National Tax and Customs Administration.

**PART THREE**  
**THE CONTENTS OF THE EMPLOYMENT RELATIONSHIP, RIGHTS**  
**AND OBLIGATIONS**

**Chapter I**

**Basic rights and obligations of employees**

**Section 27**

- (1) Every employee has the right to
- a) make suggestions on any matter relating to the life of the University and receive a substantive response,
  - b) participate, directly or through a representative, in decisions affecting his interests and in the University's bodies,
  - c) elect and be elected to bodies of the University,
  - d) use the facilities, equipment and furnishings of the University in accordance with the provisions of the relevant internal legal norms,
  - e) to express criticism of the institution's executive officers, actions and operations in university forums and body meetings, and to put forward constructive proposals to correct shortcomings, while respecting ethical standards,
  - f) to submit observations or complaints to the University's bodies, committees and executive officers; to receive a substantive response to these, which should, if necessary, include information on the possibilities of legal remedy.

**Section 28**

- (1) All employees of the University are obligated to comply with the law, all volumes of the DoF and OOR, and the University's internal legal norms.
- (2) All employees are obligated to use the University's property for its intended purpose and to preserve its condition. The University infrastructure shall be used exclusively for the performance of University tasks. All private use requires prior authorisation and payment of a fee as agreed in the individual agreement.
- (3) The employees are obligated to show loyalty to the University, to identify with the University's objectives and to contribute to the preservation and enhancement of the University's reputation through their activities and conduct.
- (4) Employees involved in the implementation of projects are also required to cooperate during the maintenance period and during any potential audits in order to fulfil the commitments made in the tender applications.

**Section 29**

- (1) The University's instructor, researcher, teaching and non-teaching employees may participate in the decision-making process within the framework and in the manner laid down in the Order, in the organisational and operational order or code of procedures of the business unit and in the code of procedures of the bodies.

### The obligation to make a declaration of assets

#### Section 30

- (1) All employees of the University who, either individually or as a member of a body, have the right to make proposals, decisions or exercise control and who, in the performance of their duties, have control over budgetary and/or other funds, shall be required to make a declaration of assets.
- (2) The scope of the employees required to make a declaration of assets and the order of procedure for making a declaration of assets shall be regulated by a rector's instruction.

## **Chapter II**

### **THE EMPLOYEES' LIABILITY FOR DAMAGES**

#### Section 31

- (1) The rules on employees' liability for damages are as set out in the Labour Code.

### The rules on establishing liability for inventory

#### Section 32

- (1) Liability for inventory is governed by the rules of the Labour Code in conjunction with the provisions of the Inventory and Stocktaking Regulations.
- (2) The employee responsible for the inventory or, if he is prevented from doing so, his representative, or, in the case of group liability for inventory, the employees concerned, must be allowed to be present. If the employee is not present in person and does not arrange to be represented, the University may appoint an independent representative who is competent in the profession concerned.
- (3) The inventory count and its results shall be communicated to the employee with liability for inventory. The employee may comment thereon and his comments shall be heard unless he fails to appear despite due notice.
- (4) In the event of a shortage of inventory, the Finance and Accounting Department shall immediately notify the person exercising employer's powers who is entitled to establish liability.
- (5) The University may enforce its claim for damages for inventory shortages within a sixty-day peremptory term following the completion of the inventory check. In the case of criminal proceedings, this period shall be thirty days and shall begin on the day following the notification of the final decision of the investigating authority, the public prosecutor or the court.
- (6) The template documents applicable to the liability for inventory agreement can be found in the Inventory and Stocktaking Regulations.

### Procedure in the event of damage caused

#### Section 33

- (1) Enforcement of the claim for damages: if the employee is liable for damages, the person exercising employer's powers shall require the employee to make voluntary reparation for the damage caused.

- (2) In enforcing a claim for damages, an attempt should be made to reach a settlement. The settlement concluded between the parties must be in the form of a written agreement. The agreement must also provide for the method of payment of damages, the possibility of payment in instalments, if any, and the amount of the damages. If the compensation is to be paid by deduction from the employee's wages, the agreement must include the worker's consent to having the amount of compensation deducted from his wages and to waive any right to legal remedy.
- (3) If the parties fail to reach an agreement for whatever reason and the damage is not compensated by voluntary settlement, the employer shall enforce its claim for damages not exceeding three times the statutory minimum wage by means of a payment notice. In the payment notice, the facts and circumstances giving rise to the claim, the provisions infringed, the amount of the damage and the amount of compensation to be paid by the employee shall be communicated to the employee. In determining whether an employee is liable for damages, it must be established whether the damage was caused by negligence, gross negligence or intentional fault.
- (4) The payment notice must be reasoned. This should include the evidence accepted, the employee's defence and, in particular with regard to the amount of damages sought, the circumstances taken into account, the considerations and facts relevant to exercising discretionary power of fairness. The payment notice shall be accompanied by an explanation of legal remedy.
- (5) Enforcement of the claim for damages: the person exercising employer's powers must get the statement of the employee concerned within 30 days of the date of service of the payment notice whether or not he has lodged a claim against the payment notice. The employee concerned must make a statement in respect of his general duty of cooperation.
- (6) The date of entry into force must be indicated in the instrument permitting enforcement (payment notification, settlement). The employer shall ensure that the final payment notice or compensation settlement is enforced.
- (7) The employer's claim for damages becomes enforceable on the day on which
  - a) the agreement was put in writing,
  - b) the employee has made a declaration of voluntary performance,
  - c) the time limit for bringing an action against a payment notice has expired without the employee having made a written declaration to that effect,
  - d) the court decision became final.

### The application of the legal consequences of a culpable breach of the Collective Bargaining Agreement and conducting the compensation procedure

#### Section 34

- (1) If the employee has also caused damage to the University by culpably and imputably failing to comply with a substantial obligation arising from the employment relationship, compensation proceedings must also be brought against him.

**Chapter III**  
**CONFLICT OF INTEREST RULES**

Cases of conflict of interest

Section 35

- (1) Employees holding instructor's, researcher's and teacher's positions may enter into an employment relationship or some other legal relationship aimed at the execution of work with another institution of higher education or any of its institutions only with the joint written permission of the Rector and the Chief Financial Officer.
- (2) Employees holding instructor's, researcher's and teacher's positions may not enter into an employment relationship or some other legal relationship aimed at the execution of work with any organisation if such a legal relationship would harm or jeopardise the legitimate economic interests of the University or its institutions. The employee shall notify in writing his intention to establish a further legal relationship to the person exercising employer's powers related to the establishment of employment relationships, who shall, within 15 days, give a substantive reply authorising or prohibiting the establishment of the further legal relationship.
- (3) An employee holding a position not referred to in Clause (1) may, in addition to his existing employment relationship with the University, enter into an additional employment relationship or some other legal relationship aimed at the execution of work only with the joint written permission of the Rector and the Chief Financial Officer.
- (4) The employee must declare any interest, share or ownership in any business entity, excluding the acquisition of ownership in a public limited company.
- (5) A business relationship that results in a payment obligation for the University may not be established between the University and a business entity in which any employee of the University or a relative of an employee has a direct or indirect interest.
- (6) Employees of the University may not, even indirectly, harm or jeopardise the interests of the University or the University's maintainer in their activities outside the University.
- (7) The business or any other activity of a University employee, other than University activity, otherwise lawfully conducted under this regulation, shall not conflict with the economic or other interests of the University.
- (8) Employees shall not, in the course of their private activities otherwise lawfully carried out under this regulation, create the appearance that they are acting on behalf of the University.
- (9) An employee of the University may not submit an application as a private individual or as a member, executive officer or representative of a business entity in which the University is participating. If the employee concerned becomes aware after submitting his application that the University has also applied, he shall immediately withdraw his application. This restriction shall not apply in cases where the University and the person concerned apply jointly.
- (10) The employment of relatives at the University in positions in which they may be in directly superior and inferior, accountable or controlling relationships to each other creates a conflict of interest.

If a situation arises where relatives are or may become directly inferior or superior to each other in a way that is incompatible, but the University's employer's interest requires

continued employment or the creation of a new employment legal relationship, the situation may be resolved, if the immediate supervisor or supervisors (in the case of matrix type organisational authority) of the person in a superior position accept responsibility in writing for the objectivity of the control and direction of the inferior and superior relationship concerned, or if another manager is appointed to directly direct and control the subordinate employee concerned.

If the conflict of interest results in relatives being employed in positions in which they have or may have a controlling relationship with each other that may affect accounting responsibilities or liability for inventory, the employment may not be established or maintained.

- (11) An employee may not simultaneously hold a position at the University or its institution or perform duties that would result in a direct subordination, accountability or control relationship with each other, or if the employee would be carrying out payment or control for himself. The rule on conflicts of interest of subordination in the preceding sentence does not apply to the performance of duties by an employee in an executive position who is carrying out functions within an instructor or research position covered by his basic contract as an instructor or researcher, but in this case he may not be in a supervisory, accounting or payment relationship with himself. Employees who act in accordance with the previous sentence shall be subject to the control, accountability and payment employer's powers of their immediate supervisor.
- (12) All employees, acting on behalf of the University, must respect the freedom and fairness of economic competition, in particular:
  - a) it is forbidden to engage in economic activities that are not in accordance with the requirements of business integrity;
  - b) it is forbidden to damage or endanger the reputation of the University's maintainer or another University by making untrue statements, by spreading rumours, by misrepresenting a true fact or by any other conduct;
  - c) it is forbidden to make an unfair invitation to another person with the express purpose of terminating an economic relationship with a third party or preventing the establishment of such a relationship.
- (13) No employee of the University may be a member of the evaluation committee of a tender procedure organised by the University in which the tenderer is a relative of the employee, or in which the tenderer or a relative of the tenderer has an ownership or other interest in the tenderer or a relative of the tenderer. In the event of a conflict of interest, the employee concerned must immediately resign from the evaluation committee.
- (14) A senior executive officer or executive officer of the University, as a member of the evaluation committee, may not participate in the evaluation of a proposal or tender of a business entity in which he or a relative holds a position of senior executive officer or he or his relative has a direct or indirect interest. If a conflict of interest arises, the employee concerned must resign immediately from the evaluation committee.
- (15) In all cases, a member of the board shall act impartially, objectively and in an unbiassed manner and shall take the utmost account of the interests of the University and its maintainer in making its decisions. Before voting on persons at a board meeting, or before voting on the conclusion, amendment or termination of a contract with a specific business entity, board members shall be called upon to make a statement, whether, in



relation to the person/business entity concerned by the vote, there is a direct or indirect personal interest or circumstance (family, business, emotional, political reason or a reason related to nationality) or risk or appearance of such interest or circumstance which prevents or limits their ability to vote impartially, objectively and in an unbiased manner on the item on the agenda. Any person who has declared a conflict of interest shall not be entitled to vote and shall not be present at the vote.

- (16) All employees are required to perform the tasks of their position or any instructions received from their employer impartially, objectively and in an unbiased manner, and to have the best interests of the University and its maintainer in mind when performing their duties. If an employee perceives that, because of a direct or indirect personal interest or circumstance (family, business, emotional, political reason or a reason related to nationality) or risk or appearance of such interest or circumstance, he is unable or limited in his ability to perform his duties impartially, objectively and in an unbiased manner, he should report this to his immediate supervisor or the supervisor of the workplace where the duties are assigned. The workplace manager must then investigate the conflict of interest within a short period of time and take a decision. If there is a conflict of interest, the task concerned must be assigned to another employee.
- (17) In the application of this provision of the regulation
- a. *other legal relationship aimed at the execution of work* includes, in particular, assignments, self-employment, activity carried out within self-employment, personal involvement as a member of a limited partnership, activity executed as a supporting family member, management of a legal entity, membership of a supervisory board, chairmanship of a social organisation or a foundation, membership of a board of trustees or chairmanship of the board of trustees, regardless of whether the employee performs the foregoing duties free of charge or for consideration.
  - b. *relative* shall be understood to mean the circle of persons within the meaning of Section 294(1)b) of the Labour Code
  - c. *a business entity* shall be understood to mean an entity pursuant to Clause 6 of Section 7(1) of Act CXXX of 2016 on the Code of Civil Procedure
  - d. *a direct or indirect interest in a business entity* is defined as an interest if the employee or his relative is an owner, the chief executive officer, a member of the controlling body of the business entity, an executive officer employee, or if he exercises a significant influence over the entity's activities, management or operation in any way.

### Investigating conflict of interest

#### Section 36

- (1) All employees who enter into an employment relationship must make a written declaration of conflict of interest.
- (2) All employees who are already employed by the University must make a written declaration within fifteen days of the occurrence of a conflict of interest circumstance within the period of the employment relationship and must make an annual written declaration of conflict of interest in the month of July, which must be delivered to the Head of the Directorate for Human Resources or other authorised employee of the board of directors.

- (3) All employees in an employment relationship with the University must immediately declare any conflict of interest that arises in relation to their person as set out in these regulations.
- (4) Designated employees in the Directorate for Human Resources may occasionally check the employee's declaration by searching publicly available ministerial, judicial or official databases and, in the event of discrepancies, should report them to the Human Resources Director and the employee's immediate supervisor. The employee's immediate supervisor shall call upon the employee to clarify the statement without delay. If the employee is unable to clarify himself, including in the event of failure to respond to the employer's request, he shall be asked to remove the conflict of interest within a specified deadline, provided that the conflict of interest can be removed, or his membership of the body or employment relationship shall be terminated.
- (5) Conflict of interest declarations are kept by the Directorate for Human Resources for the duration of the employment relationship and for 3 years after its termination, after which the documents must be destroyed.

#### **Chapter IV.** **TRAINING POLICY**

##### Employee training guidelines

###### Section 37

- (1) The University places a high priority on the preparedness of its employees and their commitment to the activities carried out by the University.
- (2) It is the University's policy to require its employees to have the necessary skills and practical knowledge to carry out their work.
- (3) The main directions of workforce development:
  - a) compulsory professional training resulting from the position,
  - b) preparation and training for professional and managerial tasks defined in terms of management and management succession,
  - c) acquiring, deepening and broadening the knowledge resulting from the requirements of the position,
  - d) maintaining existing knowledge related to the functions of the position.
- (4) The training courses shall be planned and implemented with regard to the economic possibilities of the University, taking into account the aspects of effectiveness, efficiency and economy.
- (5) Effectiveness means that the knowledge acquired through the completion of the training is
  - a) appropriate for the employee's position or future position, or
  - b) impart the knowledge required by law.
- (6) Efficiency means choosing a form of training
  - a) where the duration of the training is not stretched unnecessarily, taking into account the knowledge and skills that can be acquired (provided that there are several forms of training for a single course), and
  - b) that reduces the time spent by the employee on the performance of his functions in the position to the minimum.
- (7) Cost-effectiveness is understood to mean the lowest cost of organising in-house training,

and the lowest cost of training from the training market outside the University (external training) at the lower end of the market, but also meet the requirements of efficiency and effectiveness.

### Planning training, the academic plan

#### Section 38

- (1) Each executive officer of a business unit of the University is obligated to prepare an academic plan for the development of the employees employed in the business unit.
- (2) The academic plan must be prepared for a period of 3 years, starting from the year following the entry into force of this regulation, and must set short-term (1 year or less) and medium-term (2-3 years) objectives for the training of employees.
- (3) The academic plan shall also indicate the mandatory training required by the executive officer of the business unit, the Rector or the Chief Financial Officer of the University and the mandatory training required by law.
- (4) The academic plan may be amended once per calendar year, except where the amendment is
  - a) required by an increase or decrease in tasks and responsibilities due to an organisational change, or
  - b) is due to a change in legislation.
- (5) One copy of the academic plan, including any amendments, should be given to the Head of the Directorate for Human Resources, the Head of the Centre for Adult Training and the Head of the Controlling Department.
- (6) The costs arising from the academic plan should be planned each year in the business plan of the business unit.

### Training beyond academic plans

#### Section 39

- (1) Courses beyond the academic plan are courses not included in the Academic Plan. If training beyond the academic plan
  - a) is required by law,
  - b) is required by the instruction of the Rector or the Chief Financial Officer,
  - c) in-house training undertaken as part of institution-building projects, whether funded by grants or other resources,the organisation, implementation and costing of training beyond the academic plan shall be organised with the prior agreement of the head of the business unit.
- (2) If the reason for a course not included in the Academic Plan is that it was omitted from the Academic Plan due to inattention, the course can only be carried out at the expense of another course included in the Academic Plan or with the individual permission of the Rector and the Chief Financial Officer.

### In-house training

#### Section 40

- (1) In the case of in-house training, it is the responsibility of the organisational unit in charge

of organising or the employee providing the training to draw up the syllabus in accordance with the purpose of the training.

- (2) The syllabus and the teaching materials of the in-house training should be designed by the employee doing the training in such a way that the trainees can understand how the knowledge they acquire will contribute to the effectiveness of their own work.

### External training

#### Section 41

- (1) An external training place may be used only if the course is not provided by the University. This fact shall be indicated in the Academic Plan.

### Coordinating the trainings

#### Section 42

- (1) The University's Centre for Adult Training organises, reports and registers in-house training (e.g. in the Adult Training Data System) in accordance with the law, and in the case of external training, contracts with external training providers.
- (2) The head of each business unit must designate an employee to act as a contact person for the Centre for Adult Training and to coordinate the implementation of training within the business unit.

### Allowances through study contracts, monitoring the performance of the study contract

#### Section 43

- (1) The University may provide the following allowances to employees who receive training under a study contract:
  - a) study leave and the salary that goes with it;
  - b) reimbursement of training fees, equipment, textbooks, examination fees or travel expenses;
  - c) reimbursement of accommodation costs.
- (2) The rules relating to studies at the employee's own initiative are laid down in Chapter III Clause 1.5 of the University's Collective Bargaining Agreement. The study contract concluded between the University and the employee shall specify the amount of time the employee may spend on training during working hours.
- (3) It is the responsibility of the immediate supervisor of the employee who has concluded the study contract to monitor the fulfilment of the obligations undertaken in the study contract. If the immediate supervisor becomes aware of a breach of the terms of the study contract or suspects a breach, he should immediately inform the head of the business unit.
- (4) A model contract for the type of training pursued can be found in the Document Repository, under the contract templates.

### Obligation to maintain employment relationship in case a study contract is concluded

#### Section 44

The duration of the obligation to maintain employment relationship under a study contract is determined in the code of procedures of the Study Committee as laid down in the Collective Bargaining Agreement.

### Allowances in the case of training imposed by the employer

#### Section 45

- (1) If the University as the employer has obligated the employee to undergo the training, the University shall reimburse the employee for the cost of the training and all costs directly related to it.
- (2) The University is obligated to ensure that the employee is exempt from his work obligation on the day of the examination and on the 3 working days before the day of the examination, and on 5 working days in the case of a final examination, with payment of wages.

### Allowances for statutory training

#### Section 46

- (1) If the employee is undergoing training required by law, which is necessary for the performance of his position and this is certified by the head of the business unit, the cost of the training and all costs directly related to it shall be borne by the University or reimbursed to the employee on the basis of a study contract with the employee.
- (2) The University is obligated to ensure that the employee is exempt from his work obligation for the duration of the training and for the day of any examination or assessment.

### Documenting the training

#### Section 47

- (1) In all cases, the training organiser must keep a training logbook of the in-house training carried out. In addition to completing all the sections of the training logbook, the completion of the in-house training must be certified by the signature of the lecturer/instructor. The attendance sheet must be attached to the training logbook (if not included in the training logbook).
- (2) The original documents generated during the in-house training must be given to the employee of the Directorate for Human Resources, who will ensure that they are placed in the employee's personnel file.
- (3) Documentation of the training of employees who have received external training is based on the diploma/attestation/certificate/certification of completion of the training, etc. Once the training has been completed, the certificate is handed over to the employee by the educational institution or company providing the training service. The employee must present the original documents proving completion of the training to the employee of the Directorate for Human Resources, who will record in the personnel records system the name, date, issuing body, serial number and certified qualification or training title of the document presented.

**PART FOUR**  
**SPECIAL RULES APPLICABLE TO EMPLOYMENT RELATIONSHIPS**

**Rules for employment in the position of lecturer or researcher**

**Chapter I**  
**The lecturer's position**

**General Rules**

Section 48

- (1) If the person whom the University intends to employ as a lecturer has an employment relationship or other legal relationship aimed at the execution of work with another institution of higher education or another employer, and this is not excluded on the basis of the provisions of Clause 35, the lecturer intended to be employed in the position of an assistant lecturer, senior lecturer, university/college associate professor may be required to undergo pedagogical and teaching methodology training.
- (2) In the case of lecturers employed by the University, the Rector may require them to undergo training in pedagogy and teaching methodology. Completion of the training shall be a priority for the career development of the lecturer.
- (3) The detailed rules for the training courses regulated in Clauses (1) and (2) may be laid down in a rector's instruction.

Section 49

- (1) The duration of the full-time PhD programme can be counted towards the lecturer's-researcher's experience and the practical training. The Rector decides on the offsetting before the establishment of the legal status, on the basis of an application to be found in the Document Repository.

**Termination of the employment relationship for a lecturer's position**

Section 50

- (1) Lecturers may be employed until they reach the age of seventy, and in particularly justified cases the Rector may authorise their continued employment with the agreement of the Chief Financial Officer.

**Chapter II**  
**Rules applicable to certain lecturer's positions**

**Master Teacher**

Section 51

- (1) Conditions for employment in the position of master teacher:
  - a) master's degree,
  - b) at least ten years of professional and practical work experience,
  - c) suitability for the practical training of students.
- (2) Requirements for the continued employment in the position of master teacher:

- a) preparedness in the field of the discipline or art in which the subject is taught, necessary for high-quality teaching and conducting practice,
- b) regular publication activity,
- c) participation in the professional public work of the institution, in the solution of faculty and university tasks.

### Assistant Lecturer

#### Section 52

- (1) Conditions for employment in the position of assistant lecturer:
  - a) university degree in the specialisation, master's degree and professional qualifications, commencement of a doctoral programme,
  - b) a state-recognised intermediate-level complex (B2) language certificate or equivalent thereof in at least one foreign language of professional use, or equivalent language knowledge,
  - c) knowledge and a broad familiarity with the subject matter of his teaching duties that goes well beyond the requirements of a university degree,
  - d) aptitude to lead practices,
  - e) the ability to carry out effective academic work.
- (2) In the case of filling the position of an assistant lecturer, there is no obligation to announce a call for applications, but the dean is obligated to seek the opinion of the head of the relevant institute on the candidate before proposing the conclusion of the contract of employment.
- (3) Requirements for the continued employment of assistant lecturer:
  - a) preparedness in the field of the discipline or art in which the subject is taught, necessary for high-quality teaching and conducting practice,
  - b) regular publication activity,
  - c) participation in the professional public work of the institution, in the solution of faculty and university tasks.
  - d) successful completion of the doctoral programme.
- (4) In the employment of an assistant lecturer's position, preference will be given to persons holding a doctoral degree. Teaching experience is an additional advantage for employment in the position of assistant lecturer.
- (5) If the assistant lecturer meets the conditions set out in the employment requirements system, he will be promoted to a senior lecturer's position within three years of obtaining the doctoral degree.

#### Section 53

- (1) An assistant lecturer who has not obtained academic qualifications within ten years of the date on which he began to hold a lecturer's position shall not be eligible for further employment.
- (2) Periods not included in the time limits specified in Section 31(3) of NHEA are determined by the Directorate for Human Resources by filling in the form in the Document Repository.

## Senior Lecturer

### Section 54

- (1) Conditions for employment in the position of senior lecturer:
  - a) university degree in the specialisation, master's degree and professional qualifications,
  - b) PhD degree,
  - c) a state-recognised intermediate-level complex (B2) language certificate or equivalent thereof in at least one foreign language of professional use, or equivalent language knowledge,
  - d) the ability to communicate freely in at least one foreign language,
  - e) to have a thorough knowledge and a broad, up-to-date overview of his field,
  - f) to be able to lead high-quality practical courses, seminars, alternative subjects (special colleges), to compile their material, to supervise students preparing student research projects and theses,
  - g) publishing high-quality, independent results,
  - h) having at least five years' lecturer's and researcher's experience, or, in lieu of this, at least seven years' of professional experience.
- (2) The Rector is entitled to reduce the period of time provided for in Clause (1)(h), on the proposal of the Dean, in the interest of university policy.
- (3) In the case of filling the position of a senior lecturer, there is no obligation to announce a call for applications, but the dean is obligated to seek the opinion of the relevant institute on the candidate before proposing the conclusion of the contract of employment.
- (4) A lecturer employed at the University in the position of assistant lecturer may be promoted to senior lecturer by internal promotion, based on the opinion of the faculty meeting of the department/institute and the faculty/institute council if he meets the requirements for employment in the position of senior lecturer.
- (5) Requirements for the continued employment of senior lecturers:
  - a) preparedness in the field of the discipline or art in which the subject is taught, necessary for high-quality teaching and regularly conducting practice, even in a foreign language,
  - b) regular publication, professional literature and research activities both nationally and internationally, even in foreign languages,
  - c) participation in the professional public work of the institution.
- (6) Teaching experience is an additional advantage for employment in the position of senior lecturer.

## College Associate Professor

### Section 55

- (1) Conditions for employment in the position of college associate professor:
  - a) university degree in the specialisation, master's degree and professional qualifications,
  - b) PhD degree,
  - c) a state-recognised intermediate-level complex (B2) language certificate or equivalent thereof in at least one foreign language of professional use, or equivalent language knowledge,



- d) the ability to communicate freely in at least one foreign language,
  - e) to have a thorough knowledge and a broad, up-to-date overview of his field, also based on international literature,
  - f) be able to lead high-quality practical courses, seminars, freely elective subjects (special colleges), to hold lectures, to have the ability to supervise the academic and scientific work of students and subordinate lecturers,
  - g) have independent academic achievements, which should be continuously reported in publications,
  - h) have at least seven years' lecturer's and researcher's experience, or, in lieu of this, at least ten years' of professional experience.
- (2) The Rector is entitled to reduce the period of time provided for in Clause (1)(h), on the proposal of the Dean, in the interest of university policy.
- (3) Requirements for the continued employment of college associate professors:
- a) comprehensive knowledge and creative cultivation of the discipline or artistic field in which the subject is taught, the preparedness to bring together a group of subjects and to compile the teaching materials of the subject independently and to give high-quality lectures in a foreign language,
  - b) the continuous updating of the content and methodology of the subject area taught, and the management of activities in this direction (e.g. writing notes, textbooks, specialised textbooks),
  - c) guiding the work of doctoral candidates, participating in doctoral programmes in a guiding capacity, and, in the case of habilitated associate professors, participating in doctoral and habilitation procedures,
  - d) organising teaching and academic work,
  - e) regular publication, professional literature and research activities both nationally and internationally, even in foreign languages,
  - f) maintaining regular and multifaceted contact with the practical activities of the discipline, managing the solution of scientific problems, coordinating the activities of tender teams, obtaining research/professional contracts,
  - g) carrying out academic and academic organizational activities, professionally representing his discipline, institution or the country in the national and international scientific community,
  - h) proactive and leading participation in the professional public work of the institution, in the solution of faculty and university tasks.
  - i) an ambition to meet the requirements for employment as a college professor or university associate professor.

## University Associate Professor

### Section 56

- (1) Conditions for employment in the position of university associate professor:
- a) university degree in the specialisation, master's degree and professional qualifications,
  - b) PhD degree,
  - c) a state-recognised intermediate-level complex (B2) language certificate or equivalent thereof in at least one foreign language of professional use, or equivalent language knowledge,

- d) the ability to give a free lecture and participate in a debate in at least one foreign language,
  - e) to have a high level of knowledge of his discipline, and a deep knowledge of international literature in his specific field,
  - f) to have comprehensive curriculum-shaping and knowledge-transfer skills, to be capable of leading the academic and scientific work of students, doctoral students and assistant lecturer, and of developing new subject programmes,
  - g) to have independent academic achievements, which are continuously reported in publications recognised as outstanding in their field,
  - h) have at least national professional and academic contacts,
  - i) have at least ten years' lecturer's and researcher's experience.  
In the case of habilitated lecturers, the condition concerning the duration of teaching experience is not required.
- (2) The Rector is entitled to reduce the period of time provided for in Clause (1)(i), on the proposal of the Dean, in the interest of university policy.
- (3) Requirements for the continued employment of university associate professor:
- a) comprehensive knowledge and creative cultivation of the discipline or artistic field in which the subject is taught, the preparedness to bring together a group of subjects and to compile the teaching materials of the subject independently and to give high-quality lectures in a foreign language,
  - b) the continuous updating of the content and methodology of the subject area taught, and the management of activities in this direction (e.g. writing notes, textbooks, specialised textbooks),
  - c) leading the work of doctoral candidates, participating in doctoral programmes in a guiding capacity, and, in the case of habilitated associate professors, participating in doctoral and habilitation procedures,
  - d) organising teaching and academic work,
  - e) regular publication, professional literature and research activities both nationally and internationally, even in foreign languages,
  - f) maintaining regular and multifaceted contact with the practical activities of the discipline, managing the solution of scientific problems, coordinating the activities of tender teams, obtaining research/professional contracts,
  - g) carrying out academic and academic organizational activities, professionally representing his discipline, institution or the country in the national and international scientific community, to take the initiative and lead in the professional public work of the institution, in the solution of faculty and university tasks,
  - h) the pursuit of habilitation and meeting the university professor requirements.
- (4) In the case of employment in a university associate professor's position, preference will be given to persons with habilitation.

The common rules for establishing college and university associate professor's positions.

Section 57

- (1) The Rector shall verify the existence of the conditions required for employment in the college and university associate professor positions within the framework of the application

- procedure. The Rector shall evaluate the applications for the positions of university/college associate professors.
- (2) Applications for employment as college and university associate professors must be accompanied by certified copies of the following documents:
- a) a diploma certifying a master's degree and professional qualifications,
  - b) a certificate of the required language examination,
  - c) a certificate attesting a PhD degree or equivalent academic qualifications,
  - d) appropriate evidence of teaching practice.
- (3) Applications for college and university associate professor employment must be accompanied by at least the following materials:
- a) the list of subjects taught, and the number of students enrolled in them in the last eight completed semesters,
  - b) presentation of the data available in the Hungarian Science Bibliography ([www.mtmt.hu](http://www.mtmt.hu)) with a summary table and a table by field. Five publications/artworks considered most important for the scientific/artistic career and the five publications/artworks published/completed in the ten years preceding the submission of the application (ten years in the case of artworks), with their data.
  - c) a list of professional works,
  - d) a list of the participation in and leadership of the most relevant education and research tender applications or R&D work, with an estimate of the % of the work carried out and the total funding and contract amount of the application, and the indication of the additional activities the applicant may have undertaken under this point,
  - e) a list of trips abroad together with their purpose,
  - f) a list of participation and activities (organising, hosting, conducting, presentations) at conferences at home and abroad,
  - g) presentation of participation in the professional and academic community at home and abroad.

## College Professor

### Section 58

- (1) Conditions for employment in the position of college professor:
- a) university degree in the specialisation, master's degree and professional qualifications,
  - b) PhD degree,
  - c) a state-recognised intermediate-level complex (B2) language certificate or equivalent thereof in at least one foreign language of professional use, or equivalent language knowledge,
  - d) the ability to give a free lecture and participate in a debate in at least one foreign language,
  - e) to have a high level of knowledge of his discipline, and a deep knowledge of international literature in his specific field,
  - f) to have comprehensive curriculum-shaping and knowledge-transfer skills, to be capable of leading the academic and scientific work of students, doctoral students and assistant lecturer, and of developing new subject programmes,
  - g) to have independent academic achievements, which are continuously reported in publications recognised as outstanding in their field,

- h) have national and international professional and academic contacts,
  - i) have at least ten years' lecturer's and researcher's experience. Exemption from this requirement may be granted by the Senate on the recommendation of the Faculty Council.
  - j) In the case of habilitated lecturers, the condition concerning the duration of teaching experience is not required.
- (2) Requirements for the continued employment of college professors:
- a) comprehensive knowledge and creative cultivation of the discipline or artistic field in which the subject is taught, the preparedness to bring together a group of subjects and to compile the teaching materials of the subject independently and to give high-quality lectures in a foreign language,
  - b) the continuous updating of the content and methodology of the subject area taught, and the management of activities in this direction (e.g. writing notes, textbooks, specialised textbooks),
  - c) organising teaching and academic work,
  - d) guiding the work of doctoral candidates, participating in doctoral programmes in a guiding capacity, and, in the case of habilitated college professors, in doctoral and habilitation procedures,
  - e) regular publication, professional literature and research activities both nationally and internationally, even in foreign languages,
  - f) maintaining regular and multifaceted contact with the practical activities of the discipline, managing the solution of scientific problems, coordinating the activities of tender teams, obtaining research/professional contracts,
  - g) carrying out academic and academic organizational activities, professionally representing his discipline, institution or the country in the national and international scientific community,
  - h) proactive and leading participation in the professional public work of the institution, in the solution of faculty and university tasks.
  - i) the pursuit of habilitation and meeting the university professor requirements.
- (3) In the employment of a college professor's position, preference will be given to persons with habilitation.

## University Professor

### Section 59

- (1) Conditions for employment in the position of university professor:
- a) university degree in the specialisation, master's degree and professional qualifications,
  - b) PhD degree,
  - c) a state-recognised intermediate-level complex (B2) language certificate or equivalent thereof in at least one foreign language of professional use, or equivalent language knowledge,
  - d) the ability to publish in at least one foreign language,
  - e) the ability to announce and teach subjects in a foreign language,
  - f) have a habilitation,
  - g) be informed about and develop the national and international achievements of his discipline, and develop outstanding research fellow's career,

- h) be suitable for supervising the academic and scientific work of students, participants in doctoral programmes, and assistant lecturers,
  - i) be capable of leading an independent research team, and conducts activities that establish a new school of thought,
  - j) continuously reports on his independent academic achievements in publications recognised as outstanding in their field,
  - k) has a national and international reputation among the leading figures in his discipline, as evidenced by his national and foreign publications and specialised textbooks, and participation in national and international conferences,
  - l) have at least fifteen years' lecturer's and researcher's experience, of which teaching constitutes at list ten. Exemption from this requirement may be granted by the Senate on the recommendation of the Faculty Council.
- (2) In exceptional cases - for example, a foreign applicant from a country where there is no habilitation but the applicant has equivalent international higher education lecturer's experience - the condition of habilitation may be waived. In the case of a person who holds a university professor's or equivalent appointment (legal status) in Hungary or in another country at a state-recognised institution, promotion to university professor may be granted without habilitation. For this purpose, the opinion of the competent habilitation council must be sought.
- (3) Requirements for the continued employment of university professors:
- a) comprehensive knowledge and creative cultivation of the discipline or artistic field in which the subject is taught, the preparedness to bring together a group of subjects and to compile the teaching materials of the subject independently and to give high-quality lectures in a foreign language,
  - b) the continuous updating of the content and methodology of the subject area taught, and the management of activities in this direction (e.g. writing notes, textbooks, specialised textbooks),
  - c) organising teaching and academic work,
  - d) guiding the work of doctoral candidates, participating in doctoral programmes in a guiding capacity, and participating in doctoral and habilitation procedures,
  - e) regular publication, professional literature and research activities both nationally and internationally, even in foreign languages,
  - f) maintaining regular and multifaceted contact with the practical activities of the discipline, managing the solution of scientific problems, coordinating the activities of tender teams, obtaining research/professional contracts,
  - g) carrying out academic and academic organizational activities, professionally representing his discipline, institution or the country in the national and international scientific community,
  - h) proactive and leading participation in the professional public work of the institution, in the solution of faculty and university tasks.

The common rules for establishing college and university professor's legal relationships

Section 60

- (1) The Senate verifies the existence of the necessary conditions for the initiation of the employment of college and university professors within the framework of an application procedure.
- (2) Applications submitted for the initiation of employment as college professors must be accompanied by certified copies of the following documents:
  - a) a diploma certifying a master's degree and professional qualifications,
  - b) a certificate of the required language examination,
  - c) a certificate attesting a PhD degree or equivalent academic qualifications.
- (3) Applications submitted for the initiation of employment as college professors must be accompanied by at least the following materials:
  - a) the list of subjects taught for the entire career and the number of students enrolled in them in the last eight completed semesters,
  - b) a list of publications and independent references to them,
  - c) a list of professional works,
  - d) a list of participation and topic leads in the most relevant education and research tenders and R&D work, with an estimate of the % of the work carried out and the total funding and contract amount of the application,
  - e) a list of the most significant trips abroad together with their purpose,
  - f) a list of participation and activities (organising, hosting, conducting, presentations) at conferences at home and abroad,
  - g) presentation of participation in the professional and academic community at home and abroad.
- (4) Applications submitted for the initiation of employment as university professors must be accompanied by at least the documents listed in Clause (2) and a certified copy of the habilitation diploma.
- (5) Applications submitted for the initiation of employment as university professors must be accompanied by the materials listed in Clause (3), with the following differences:
  - a) list the persons who have obtained a university doctorate, university academic qualifications and academic qualifications under the academic supervision of the applicant, together with the title of the thesis and the year of obtaining it.

Section 61

- (1) Applications for university/college professorships are evaluated by the Senate, which, in the case of more than one suitable candidate, will appoint a candidate for the position by ranking.
- (2) The Rector is obligated to forward the Senate's proposal for the establishment or amendment of the university/college professor's legal relationship to the Minister responsible for higher education.
- (3) University professors are appointed by the President of the Republic and college professors

by the Prime Minister, while employment for work (establishment of an employment relationship) at the university belongs to the powers of the Rector. Employment in the position of university/college professor shall be made without referral to the Minister responsible for higher education if the Senate decides that the successful candidate is a person who is already an appointed university/college professor.

### The common rules for terminating college and university professor's legal relationships

#### Section 62

- (1) College and university professors may be employed until they reach the age of seventy, and in particularly justified cases the Rector may authorise their continued employment with the agreement of the Chief Financial Officer.

### The Guest Lecturer

#### Section 63

- (1) Guest lecturers are subject to the relevant provisions of NHEA (Sections 25(3)-(7) of NHEA).

## Chapter III

### THE RESEARCHER'S POSITION

#### General Rules

##### Section 64

- (1) The person who devotes at least eighty per cent of his full working time to the academic activities of the institution of higher education and who participates in the educational activities of the institution as part of his position shall be employed in a research fellow position.
- (2) The lecturer's duties and the research fellow's duties may be carried out in the same position, in which case the contract of employment shall specify the proportion of working time - full or part - to be devoted to each of the duties.
- (3) The duration of the full-time PhD programme can be counted towards the researcher-lecturer experience and the professional experience. The Rector decides on offsetting before the establishment of the legal relationship, on the basis of an application in the Document Repository.
- (4) Researchers may be employed until they reach the age of seventy. The Rector may authorise continued employment with the agreement of the Chief Financial Officer.

### Assistant Research Fellow

#### Section 65

- (1) The conditions of employing an assistant research fellow:
  - a) university degree in the specialisation, master's degree and professional qualifications, and the commencement of a doctoral programme,
  - b) a state-recognised intermediate-level complex (B2) language certificate or equivalent thereof in at least one foreign language of professional use, or equivalent language knowledge,

- c) the ability to consult the national and international literature in the field,
  - d) the basic theoretical, practical and methodological knowledge needed to carry out research and development work,
  - e) the ability to carry out effective research and development work, and to participate in research work through supervision.
- (2) Requirements for the continued employment of assistant research fellows:
- a) publishing research results achieved in outstanding quality,
  - b) conducting independent research in specific topics, independent project management,
  - c) striving to meet the requirements for a research fellow.

## The Research Fellow

### Section 66

- (1) The conditions of employing a research fellow
- a) university degree in the specialisation, master's degree and professional qualifications,
  - b) PhD degree,
  - c) a state-recognised intermediate-level complex (B2) language certificate or equivalent thereof in at least one foreign language of professional use, or equivalent language knowledge,
  - d) the ability to communicate freely in at least one foreign language,
  - e) aptitude to carry out independent research work, both individually and in groups.
  - f) ability to facilitate the practical application of research results.
  - g) to have at least five years' lecturer's and researcher's experience, or, in lieu of this, at least seven years' of professional experience.
- (2) The Rector is entitled to reduce the period of time provided for in Clause (1)(g), on the proposal of the head of the business unit, in the interest of university policy.
- (3) Requirements for the continued employment of a research fellow:
- a) publishing research results achieved in outstanding quality, also in a foreign language,
  - b) conducting independent research, independent project management,
  - c) a high level of knowledge of foreign languages to enable him to participate in professional debates and give presentations in his field.
  - d) striving to meet the requirements for a senior research fellow.
- (4) The same conditions shall apply mutatis mutandis on the employment of a research fellow as of the senior lecturer mutatis mutandis.

## The Senior Research Fellow

### Section 67

- (1) The conditions of employing a senior research fellow:
- a) university degree in the specialisation, master's degree and professional qualifications,
  - b) PhD degree,
  - c) a state-recognised intermediate-level complex (B2) language certificate or equivalent thereof in at least one foreign language of professional use, or equivalent language knowledge,
  - d) the ability to give a free lecture and participate in a debate in at least one foreign language,



- e) have international knowledge and expertise in his field,
  - f) be able to represent his field of expertise at an appropriate level in national and international scientific fora,
  - g) be able to manage the work of several researchers,
  - h) maintain regular contact with practitioners and help to implement scientific results,
  - i) have at least ten years' lecturer's and researcher's experience.
- (2) The Rector is entitled to reduce the period of time provided for in Clause (1)(i), on the proposal of the head of the business unit, in the interest of university policy.
- (3) Requirements for the continued employment of a senior research fellow:
- a) comprehensive knowledge, creative cultivation and development of the discipline,
  - b) decisive participation in the development of the scientific tasks of the research centre, the faculty, the university, in the management and control of their implementation, coordination and management of the work of the research team,
  - c) publishing research results achieved in outstanding quality, also in a foreign language,
  - d) maintaining regular and multifaceted contact with the practical activities of the discipline, managing the solution of scientific problems, coordinating the activities of tender teams, obtaining research/professional contracts,
  - e) conducting independent research, independent project management,
  - f) a high level of knowledge of foreign languages to enable him to participate in professional debates and give presentations in his field.
  - g) participation in the national and international scientific community,
  - h) directly or indirectly supporting the teaching and educational work of the university in a proactive way, participating in doctoral programmes and doctoral procedures, and in the case of habilitated senior research fellow, in habilitation procedures.

## The Research Consultant and Research Professor

### Section 68

- (1) The conditions of employing a research consultant and a research professor
- a) university degree in the specialisation, master's degree and professional qualifications,
  - b) PhD degree,
  - c) a state-recognised intermediate-level complex (B2) language certificate or equivalent thereof in at least one foreign language of professional use, or equivalent language knowledge,
  - d) the ability to publish in at least one foreign language,
  - e) is capable of leading an independent research team, and conducts activities that establish a new school of thought,
  - f) based on the proposal of the faculty habilitation board, support of the University Habilitation Committee,
  - g) be informed about and develop the national and international achievements of his discipline, and develop outstanding research fellow's career,
  - h) be suitable for supervising the academic and scientific work of students, participants in doctoral programmes, and assistant lecturers,
  - i) the ability to announce and teach subjects in a foreign language,
  - j) has a national and international reputation among the leading figures in his discipline, as evidenced by his national and foreign publications and specialised textbooks, and participation in national and international conferences,

- h) have at least fifteen years' lecturer's and researcher's experience, or, in lieu of this, at least twenty years' of professional experience.
- (2) The Rector is entitled to reduce the period of time provided for in Clause (1)(j), on the proposal of the head of the business unit, in the interest of university policy.
- (3) In the case of a person who holds a research consultant or research professor or equivalent appointment (legal status) in Hungary or in another country at a state-recognised institution, the decision of the University Habilitation Committee is required for the employment of a research consultant or research professor, based on the recommendation of the Faculty Habilitation Committee.
- (4) Requirements for the continued employment of a research consultant and a research professor:
  - a) comprehensive knowledge, creative cultivation and development of the discipline,
  - b) decisive participation in the development of the scientific tasks of the research centre, the faculty, the University, in the management and control of their implementation, coordination and management of the work of the research team,
  - c) publishing research results achieved in outstanding quality, also in a foreign language,
  - d) maintaining regular and multifaceted contact with the practical activities of the discipline, managing the solution of scientific problems, coordinating the activities of tender teams, obtaining research/professional contracts,
  - e) active involvement in the organisation of science,
  - f) participation in the national and international scientific community,
  - g) professional public engagement at university level,
  - h) professional representation of his institution or country,
  - i) a high level of knowledge of foreign languages to enable him to participate in professional debates and give presentations in his field.
  - j) directly or indirectly supporting the teaching and educational work of the university in a proactive way, participating in doctoral programmes and doctoral and habilitation procedures.
- (5) The provisions of Section 63 shall apply to the termination of the legal relationship of research professors and research consultants.

The common rules for establishing research consultant, research professor and senior research fellow positions.

Section 69

- (1) The same conditions shall apply mutatis mutandis to the employment of a senior research fellow as of the associate professor.
- (2) For the employment of research consultants and research professors, the same provisions as for the initiation of the employment of university professors shall apply mutatis mutandis, with the exceptions provided for in Section 68.

Section 70

- (1) The provisions laid down for lecturers' positions shall apply mutatis mutandis to the application procedure for researchers' positions.

## Researchers from the staff of Eötvös Lóránd Research Institute Network

### Section 71

- (1) The teaching-research activities of the research fellows of the staff of Eötvös Lóránd Research Institute Network are covered by the contract with Eötvös Lóránd Research Institute Network. The contract also covers the duties and obligations of the researchers in relation to teaching.

## The contracted researcher

### Section 72

- (1) The provisions of NHEA applicable to guest lecturers shall apply mutatis mutandis to contracted researchers.

## Chapter IV

### THE TEACHING POSITIONS

## General Rules

### Section 73

- (1) Teaching duties may also be carried out within the framework of an assignment legal relationship, if the nature of the duties performed by the teacher so permits and the time spent on the work does not exceed sixty per cent of the total working time (hereinafter referred to as ‘guest lecturer’).
- (2) The condition of being employed in an employment relationship for teaching tasks, or that of the establishment of an assignment legal relationship, is a tertiary degree and professional qualifications, as well as a clean criminal record and having capacity to act.
- (3) In determining the ability to teach in a foreign language required for a particular position, the teaching of subjects in a foreign language is a requirement of the position for teachers of foreign languages.
- (4) Teaching positions that can be established at the University include: language teacher (lector), physical education teacher, artist-teacher, engineer-teacher, master teacher, student hostel teacher.

## The language teacher

### Section 74

- (1) The conditions of employing a language teacher:
  - a) university degree, master’s degree and professional qualifications,
- (2) Requirements for the continued employment of language teachers:
  - a) a thorough and wide knowledge of the language taught, the ability to prepare the material for practical sessions, to conduct sessions and to conduct examinations,
  - b) contributing to the writing of teaching aids, notes,
  - c) to stimulate a deeper interest in languages and language use, and to support the work of students using foreign languages as a tool,
  - d) to actively participation in professional public life.

## The physical education teacher

### Section 75

- (1) The conditions of employing a physical education teacher
  - a) university degree, master's degree and professional qualifications,
  - b) knowledge of at least one foreign language at a conversational level, necessary for teaching and sports organisation
- (2) Requirements for the continued employment of a physical education teacher:
  - a) the continuous development of a high level of theoretical and practical knowledge of the branches (sports) taught,
  - b) general knowledge of the practice and literature in the given branch of physical education and sport,
  - c) maintaining and improving his language skills on an ongoing basis,
  - d) active participation in extra-curricular physical education, university sports activities,
  - e) involvement in the sports life of the university sports club.

## The artist-teacher

### Section 76

- (1) The conditions of employing an artist-teacher:
  - a) university degree, master's degree and professional qualifications,
  - b) knowledge of at least one foreign language at a conversational level necessary for teaching and international professional contacts
- (2) Requirements for the continued employment of artist-teachers:
  - a) the high-level theoretical and practical knowledge of the branches of art taught, and its continuous development,
  - b) general knowledge of the practice and literature of the art,
  - c) maintaining and improving his language skills on an ongoing basis,

## The engineer-teacher

### Section 77

- (1) The conditions of employing an engineer-teacher:
  - a) university degree, master's degree and professional qualifications,
  - b) knowledge of at least one foreign language at a conversational level necessary for teaching
- (2) Requirements for the continued employment of engineer-teachers:
  - a) the high-level theoretical and practical knowledge of the profession taught, and its continuous development,
  - b) general knowledge of the practice and literature of the profession,
  - c) maintaining and improving his language skills on an ongoing basis, in a professional direction,

## Student hostel teacher

### Section 78

- (1) The conditions of employing a student hostel teacher:

- a) university degree, master's degree and professional qualifications,
- (2) Requirements for the continued employment of student hostel teachers:
  - a) to support the educational and cultural activities of the community entrusted to it,
  - b) to shape the way of life and lifestyle of the student hostel, in accordance with the norms of coexistence,
  - c) performing the teacher's supervision of the student hostels,
  - d) cooperation with the local government bodies of the student hostel.

### The master teacher

#### Section 79

- (1) Master teachers are involved in the practical teaching of the specific subjects of the training. The conditions of employing a master teacher:
  - a) a college degree or bachelor's degree and professional qualifications,
  - b) knowledge of at least one foreign language at a conversational level necessary for teaching
- (2) Requirements for the continued employment of master teachers:
  - a) the high-level practical knowledge of the profession taught, and its continuous development,
  - b) general knowledge of the theory and literature of the profession,
  - c) maintaining and improving his language skills on an ongoing basis, in a professional direction

### Chapter V

#### **The RIGHTS AND OBLIGATIONS of persons employed in lecturers', researchers' and teachers' positions**

#### Rights of lecturers, researchers and teachers

##### Section 80

- (1) The University grants lecturers and research fellows the freedom of teaching, scientific research and artistic creation.
- (2) In particular, those responsible for performing education-related tasks are entitled
  - a) to determine the teaching materials and the educational and training methods used, in accordance with the qualification requirements, the curricular requirements, the syllabus of the subject and the division of labour in the organisational unit,
  - b) the development of course syllabi and teaching materials,
  - c) assessment of the students' academic work and performance.
- (3) The lecturers and researchers are entitled
  - a) to submit tender applications with an academic objective,
  - b) in addition to the scientific research tasks deriving from the functions of their position, to research a scientific topic of their choice,
  - c) to patent inventions, to publish their scientific research or artistic results.

## Obligations of lecturers, researchers and teachers

### Section 81

- (1) It is the duty of the lecturer and researcher
  - a) to take part in the teaching work of the University, in particular holding lectures, seminars, practices, etc., and in the administration of examinations,
  - b) to carry out academic activities,
  - c) to carry out tendering activities,
  - d) to engage in revenue-generating activities,
  - e) to be involved in university life,
  - f) to hold the university post that he is awarded by election.
- (2) University professors, university associate professors and other lecturers and researchers with doctoral (PhD) degrees are required to participate in the training and education of the next generation of lecturers, in doctoral programmes and the conduct of the procedure.
- (3) University professors, habilitated college professors, habilitated university associate professors are also obligated to participate in the habilitation procedure.

## Provisions on the lecturers' duties to be performed and the compulsory teaching load

### Section 82

- (1) Lecturers' performance requirements mean activities that can be classified in:
  - a) educational
  - b) academic/artistic
  - c) othergroups of activities.
- (2) The activities included in the group of educational activities are:
  - a) teaching lessons (lectures, seminars, practical sessions, consultations),
  - b) assessments
  - (a) and b) together are the time spent on teaching
  - c) writing teaching aids, notes, textbooks,
  - d) students' talent management,
  - e) training of the next generation of lecturers and researchers.
- (3) The activities included in the scientific/artistic activity group and their results are:
  - a) producing publications,
  - b) independent references to publications,
  - c) artistic activities, professional works,
  - d) training the next generation of lecturers and researchers.
- (4) The activities included in the group of other activities are:
  - a) performing educational organisation tasks,
  - b) engaging in scientific/artistic public activities,
  - c) resource creation,
  - d) carrying out tasks related to the operation of the institution,
  - e) carrying out tasks related to the operation of the faculty/independent institution,
  - f) carrying out enrolment and international tasks,

- g) participation in tendering activities,
- h) carrying out assignments of institutional interest issued by the Rector.

#### Section 83

- (1) The performance requirements are set out in the Performance Assessment Manual.
- (2) A lecturer shall devote at least eight hours of his total weekly working time - averaged over two consecutive academic semesters - to lectures, seminars, practical sessions and consultations (hereinafter referred to as "teaching time") for the preparation of students, if he is a university or college professor, at least ten hours of his total weekly working time if he is an associate professor, or at least twelve hours of his total weekly working time if he is a senior lecturer, an assistant lecturer or master teacher. Lecturers shall spend at least twenty percent of their working time on academic research - in the field of study of art, art mediation and sports science, on artistic or sports activities - and shall perform all tasks related to the operation of the institution of higher education during working hours not devoted to dealing with students and academic research, as part of their functions, in accordance with the employer's instructions and require the expertise of the lecturer. The data on the results of scientific research activities are also to be recorded in the national scientific bibliographic database (hereinafter: Database),  
(1) defined in Section 3o) of Act XL of 1994 on the Hungarian Academy of Sciences.
- (3) The dean of the faculty may increase the time spent teaching by up to forty percent or decrease it by up to twenty-five percent, as specified in the employment requirements system. The related period of reduction or increase may not exceed two semesters.
- (4) A lecturer, regardless of the number of institutions of higher education in which he performs his teaching duties, may be considered in one institution of higher education when considering the existence of the conditions for the operation of the institution. The written declaration of the lecturer shall determine the institution of higher education for which he may be considered.

#### Determining the time spent on teaching

#### Section 84

- (1) Lectures, seminars and practical sessions held as part of the full-time programme work order are counted as part of the weekly number of hours in the timetable. Lectures, seminars and practical sessions in PhD and correspondence courses shall be taken into account converted to the teaching weeks of the semester in question. Lessons taught in a foreign language, except in language courses, shall be multiplied by a factor of two. In the case of lessons taught in correspondence courses, a multiplier of one half shall be applied.
- (2) The instructor must devote two hours of his full weekly working time to consultation. An instructor who teaches three or more subjects in a given semester or who teaches at least 300 students must devote an additional hour each to consultation. Consultations shall be held in the official premises of the University, shall be timed in such a way as to be available to students and shall be published in the locally usual manner.
- (3) The following can be counted towards the time spent teaching
  - a) the academic supervision of a PhD student in Hungarian: 1.5 hours per week per student, and 2.25 hours per week per student in a foreign language,
  - b) supervision of the completed thesis plan, dissertation, student research society project,

- course paper in Hungarian: 1 hour per week/candidate, 1.5 hours per thesis in a foreign language.
- (4) The following can be counted towards the time spent teaching
    - a) organising and conducting field measurements and practices,
    - b) organising a student study trip,converted to the number of weeks of the academic year of the semester in question.
  - (5) In the event that the tasks set out in this section are carried out for a student by more than one lecturer, the principle of proportionality shall apply.

#### Section 85

- (1) The provisions of NHEA shall apply mutatis mutandis to the determination of teaching time for researcher and teaching staff.

### **Chapter VI** **EMPLOYEES**

#### **helping the work of lecturers, research fellows and teachers**

#### **EMPLOYEES PERFORMING TASKS RELATED TO THE OPERATION OF THE INSTITUTION OF HIGHER EDUCATION, EMPLOYEES IN THE AREA OF PUBLIC CULTURE AND PUBLIC COLLECTIONS**

#### Section 86

- (1) A list of the positions covered by this chapter, including the requirements for academic and non-lecturer positions and the scope of the duties to be performed, is set out in the Human Resources Manual.
- (2) The Human Resources Manual is developed by the University's Directorate for Human Resources in order to ensure the transparent, legal and modern operation of employment on a uniform basis, underpinned by professional principles.
- (3) The Director of Human Resources is responsible for the continuous updating of the Human Resources Manual and its compliance with the legislation, the OOR, the Collective Bargaining Agreement and the relevant internal legal norms.

### **Chapter VII**

#### **Specific rules for senior executive officers and executive officers**

#### **Conflict of interest rules for senior executive officers and executive officers**

#### Section 87

- (1) For all senior executive officer or executive officer positions, the applicant or, in the absence of an application, the person concerned must declare, before signing the contract of employment, that he does not have any conflict of interest as defined in the applicable legislation, the DoF, the Order, this system of requirements and internal legal norms, or that it can be eliminated by the date the executive position is filled.
- (2) The University's senior executive officer
  - a) may not acquire shares in other business entities which fall within the scope of the



- University's core and ancillary activities (as specified in NHEA and the DoF) or which perform or organise the functions specified in the contract of employment or job description, or which perform or organise similar activities, or which have regular economic relations with the University,
- b) may not, in his own name or for his own account, enter into any transaction within the scope of the University's activities,
  - c) may not be a senior officer or employee of a legal entity engaged in the same or similar activities as the University or having regular economic relations with the University,
  - d) must declare if his relative within the meaning of Section 294(1)b) of the Labour Code is a member of a business corporation engaged in the same or similar activities as the University or in a business corporation with regular economic relations with the University, or, as an executive officer, has established a legal relationship aimed at work with an employer engaged in such activities.
- (3) The candidates or applicants for such a position should declare their conflict of interest by filling in the template declaration form published in the Document Repository.
  - (4) When assessing applications and selecting candidates for executive positions, the declaration of conflict of interest must be examined. Senior executive officer positions and executive officer positions may be filled only by persons who do not have a conflict of interest. The Board of Trustees shall have the right to waive the conflict of interest provisions set out in Clause 2 in respect of the Rector and the Chief Financial Officer, if the employer's interests of the University require employment.
  - (5) The senior executive officer and the executive officer shall report in writing to his executive officer with employer's powers for the assessment of the conflict of interest within eight days of the occurrence of the circumstance giving rise to the conflict of interest if he is in a conflict of interest during his employment relationship, either directly or indirectly through a relative within the meaning of Section 294 (1) b) of the Labour Code.

## Transfer of functions of senior executive officer or executive officer employees

### Section 88

- (1) All positions held by senior executive officer and executive officer employees listed in the Organisational and Operational Order of Volume I of the Organizational and Operational Regulations of the University shall be transferred or taken over by means of a handover - takeover procedure.
- (2) The transferor is the senior executive officer or executive officer whose executive position is terminated. In the event that, at the time or for the entire duration of the handover-takeover designated by the immediate supervisor, the transferor senior executive officer or executive officer is also prevented from handing over his duties, his immediate supervisor shall make arrangements for the handover of duties, with simultaneous notification of the senior executive officer or executive officer who is prevented. The notification shall state that the senior executive officer or executive officer who is prevented from doing so may be represented in the procedure by a proxy. In the case of the Rector and the Chief Financial Officer, the immediate supervisor shall be the Chairperson of the Board of Trustees.
- (3) The transferee is the new senior executive officer or executive officer, or the employee designated as a permanent substitute, or another employee designated by the immediate supervisor.

- (4) The handover - takeover procedure shall be completed on the last day on which the senior executive officer or executive officer performs these duties. In the event that the handover procedure is carried out under impediment, it shall be completed within fifteen days of the issue of the order referred to in Clause 2.
- (5) The preparation of the handover - takeover procedure is the responsibility of the transferor senior executive officer or executive officer.

#### Section 89

- (1) A record of the handover - takeover procedure must be drawn up and must include the following:
  - a) the date the record is taken,
  - b) the names, titles and positions of the persons involved in the handover-takeover,
  - c) information of a general nature relating to the delegated executive officer function,
  - d) ongoing cases and the action taken or to be taken in them,
  - e) a list of devices for the personal use of the transferor, entered in the inventory, and the related documents,
  - f) the inventory account of the office equipment,
  - g) information on ongoing negotiations,
  - h) any other facts and findings that those present consider strictly necessary for the transfer,
  - i) all data relevant to the performance of the executive officer's function,
  - j) a list of the documents to be handed over, by file number, and an itemised list of stamps, keys and equipment handed over for work,
  - k) comments from the transferor or transferee,
  - l) the signatures of the participants in the procedure.
- (2) The delegate of the person with the supervisor's power over the new senior executive officer or executive officer and the Rector must also be present when the handover-takeover minutes are recorded and signed, and the minutes shall be certified with their countersignatures.
- (3) The minutes shall be drawn up in three original copies, of which
  - a) the transferor senior executive officer or executive officer receives one copy,
  - b) the transferee senior executive officer or executive officer receives one copy,
  - c) the Directorate for Human Resources shall receive one copy.

#### Section 90

- (1) In the event that the handover-takeover was not carried out in accordance with this system of requirements, or other conduct or omissions occurred during the procedure which resulted in the handover - handover-takeover procedure not being completed or only partially completed, either the transferee senior executive officer or executive officer or the transferor senior executive officer or executive officer may notify the person or persons exercising employer's powers at the highest level (Rector, Chief Financial Officer). The notification must be accompanied by the minutes and any other documents necessary to establish the truth of the report. The case may also be heard in person.
- (2) If the investigation reveals that the handover - takeover procedure did not comply with this system of requirements, it shall be repeated immediately and the necessary steps shall be

taken under labour law, in particular if the employee at fault for the non-compliance of the handover - takeover procedure has in the meantime terminated his employment relationship with the University.

- (3) Measures resulting from differences of opinion or observations shall not have a suspensory effect on the handover or takeover.

## **Chapter VIII**

### **Performance assessment system**

#### General Rules

##### Section 91

- (1) The purpose of the performance assessment system is to measure, define and compare, on an individual basis, the quality and performance indicators of the tasks performed by employees.
- (2) The assessment of the performance of the staff employed by the University shall be carried out once a year, by the end of February at the latest, in accordance with the criteria and rules set out in the Performance Assessment Manual, as decided by the Rectorate.
- (3) There are separate assessment criteria for those employed in the lecturer-researcher-teacher, support and service, and management positions. The criteria for performance assessment are linked to the tasks expected of the position and those set out in the individual objective agreements between the employee and the managers concerned.
- (4) The results of the evaluation concerning the individual are confidential and are the sole responsibility of the Directorate for Human Resources, the employee being evaluated and his supervisor or supervisors.
- (5) The result of the assessment of the employee shall be made available to the employee concerned and an original copy shall be sent to the Directorate for Human Resources. The Directorate for Human Resources shall be responsible for the safe storage and archiving of the assessments.
- (6) The employee may initiate a review procedure with his supervisor conducting the performance assessment in relation to the findings and results of the performance assessment, and may file an application for legal remedy concerning the regularity of the assessment process, the detailed rules of which are set out in the Performance Assessment Manual.
- (7) Responsibility for staff assessments is shared between the staff member and his line manager and the head of the business unit.
- (8) The concerned parties, process, criteria and order of procedure of the performance assessment are set out in the Performance Assessment Manual.
- (9) The result of the performance assessment has a direct impact on the employee's career, benefits and employment relationship as defined in the Performance Assessment Manual.

**PART FIVE**  
**TITLES, DECORATIONS AND CERTIFICATES OF MERIT THAT CAN**  
**BE AWARDED TO EMPLOYEES**

**Chapter I**

**THE MASTER TEACHER TITLE**

**Section 92**

- (1) The title of Master Teacher may be awarded to a person employed in a teacher's position who
  - a) has at least fifteen years of higher education teaching experience,
  - b) participates continuously in the practical teaching of at least four subjects.
- (2) The time spent in the positions of lecturer, guest lecturer, teacher and, if the fact of teaching can be certified in a creditworthy manner, researcher should be counted in higher education teaching practice together.
- (3) The title of Master Teacher is conferred by the Senate on the recommendation of the Dean/Director, following a resolution of the Faculty/Institute Council, and awarded by the Rector.
- (4) The number of holders of a Master Teacher title may not exceed ten per cent of the total number of teachers employed at the institutional level.
- (5) The title of Master Teacher is revoked if
  - a) the person employed in a teacher's position fails to meet the requirements for the subjects taught for four semesters,
  - b) the person employed in a teacher's position becomes unworthy of the title.
- (6) The Dean/Director General/Independent Institution Director may propose the revocation of the title on the basis of the rules governing the awarding of the title.

**Chapter II**

**The conditions of awarding the titles Professor Emeritus/Emerita**

**Section 93**

- (1) The title of Professor Emeritus/Emerita can only be awarded to full-time university and college professors who have been employed at the University of Miskolc and - due to name changes - its predecessors for a longer period of time, as his main employment relationship. The title may also be awarded to a part-time university professor who has participated in the establishment of a faculty and/or has performed work essential to the requirements of a doctoral school.
- (2) The title of Professor Emeritus/Emerita may be awarded to persons of public standing who meet the criteria set out in Clause 1, who have extensive international connections and recognition, who have been teaching and researching at the University for a long time to an outstanding standard and who intend to continue their activities after retirement by passing on their knowledge and experience, which the University considers an honour and on which the University relies.
- (3) In the course of awarding, special attention is given to the core members of the doctoral schools and to university and college professors who, in addition to the above, have been

active in university or faculty leadership positions for many years and have contributed to the development of the University.

- (4) The title of Professor Emeritus/Emerita is conferred by the Senate on the proposal of the Rector or the Dean, following a resolution of the Faculty Council, and is presented by the Rector in a ceremony.

### The rights and obligations of the Professor Emeritus/Emerita

#### Section 94

- (1) The holder of the title of Professor Emeritus/Emerita is entitled to the following:
  - a) use of the institute's educational and research infrastructure,
  - b) eligibility for election to any university or faculty body,
  - c) expressing opinions on institutional, faculty and university matters,
  - d) use of the title Professor Emeritus/Emerita,
  - e) submitting applications for funding in his own field of research.
- (2) Holders of the title Professor Emeritus/Emerita have a duty to enhance and protect the reputation and international standing of the University.
- (3) The possibility for holders of the title Professor Emeritus/Emerita to participate in ceremonial university events should be ensured.
- (4) At the request of the relevant Institute Director, the Professor Emeritus/Emerita participates in
  - a) single-cycle models, bachelor programmes, master programmes, doctoral programmes, and postgraduate specialisation programmes,
  - b) academic research work carried out at the faculty or in the given organisational unit.
- (5) The University may enter into an agreement with the Professor Emeritus/Emerita for the duties and benefits of the title for a period of up to three years, either concurrently with the conferral of the title or for a period of up to three years thereafter. The agreement is concluded on the basis of the Rector's decision in the case of activities in the interests of the University, on the basis of that of the Dean of the Faculty in the case of activities in the interests of the Faculty, or on the basis of the proposal of the Head of the Institute concerned and the Dean of the Faculty in the case of activities in the interests of the institute, and on the basis of proof of the financial resources of the cost centre available to cover the costs.

### Chapter III

#### The Honorary title of Professor Miskolcensis

#### Section 95

- (1) The honorary title of Professor Miskolcensis is awarded to a person who
  - a) is employed in the position of lecturer or researcher at the University of Miskolc, or performs lecturer's or researcher's duties at the University on the basis of a contract of assignment, or with whom the University intends to establish an employment relationship or an assignment legal relationship in the event of the award of the honorary title,
  - b) has an exceptionally high international lecturer and researcher track record,
  - c) includes the University as an affiliation in his scientific publications,
  - d) inspires the university's lecturers and researchers with his activities, and publishes joint publications with them.

- (2) The members of the Rectorate and the Senate may propose the award of the title. The Rectorate gives its opinion on awarding the title, and the decision is made by the Rector of the University.
- (3) The Rector signs the deed conferring the title.
- (4) The title is awarded for a maximum of three years, which period of time is renewable.
- (5) The title carries a special financial reward in the form of a salary or an assignment fee, the amount of which is determined by the Rector of the University in agreement with the Chief Financial Officer.
- (6) A maximum of eight titles can be awarded. At the end of the three-year award period, the title may be re-awarded.

## **Chapter IV**

### **DIPLOMAS OF RECOGNITION**

#### **Section 96**

- (1) The University recognises outstanding achievements in the education of the next generation of young scientists by awarding the following diplomas:
  1. Professor of the University of Miskolc Establishing a New School of Thought
  2. Distinguished PhD Doctoral Advisor
- (2) The Professor of the University of Miskolc Establishing a New School of Thought diploma of recognition is awarded to university professors, research professors and professors emeritus demonstrating outstanding professional performance who are or were core members of a doctoral school of the University and have played an outstanding role in the doctoral programmes of the University.
- (3) The Distinguished PhD Doctoral Advisor diploma of recognition is awarded to the head lecturers and researchers with the highest number of PhD graduates.
- (4) Every year, two of each of these diplomas of recognition can be awarded, one in humanities and one in technical and natural sciences. The same person may receive the same diploma of recognition only once.
- (5) The Vice-Rector for General and Scientific Affairs and the Deans may propose awarding diplomas of recognition. The Rector of the University decides on awarding the diploma.

## **Chapter V**

### **Titles that can be awarded to guest lecturers**

Titular university, college associate professor, and titular university, college professor titles

#### **Section 97**

- (1) The title of titular university, college professor and titular university, college associate professor may be conferred upon persons in an assignment lecturer (guest lecturer) legal relationship with the University, provided that the conditions specified by law are met.
- (2) These titles can be conferred by the Senate on the recommendation of the Dean/Director, following the resolution of the Faculty/Institute Council, and are presented by the Rector.
- (3) The titles listed will be revoked if one becomes unworthy of holding the title.
- (4) The revocation of the titles listed follows the same procedure as their awarding.
- (5) If the employment of the guest lecturer within the framework of an assignment legal relationship ceases, or he does not participate in teaching for four semesters, he is no longer entitled to the title awarded with regard to his guest lecturer activity. The Rector shall inform

the guest lecturer of this, on the basis of information from the head of the faculty/independent institute.

### The private teacher title

#### Section 98

- (1) The title of private teacher may be awarded to a guest lecturer who
  - a) has habilitation,
  - b) participates in bachelor's, master's and doctoral (PhD) programmes.
- (2) Abroad, a private teacher may use the title "University Private Professor" or "Privatdozent".
- (3) The title of Private Teacher is conferred by the Senate on the recommendation of the Dean/Institute Director, following a resolution of the Faculty/Institute Council, and awarded by the Rector.
- (4) In the case of a person who holds a university professor's or equivalent appointment (legal status) in Hungary or in another country at a state-recognised institution, the title Private Teacher may be awarded without habilitation. For this purpose, the opinion of the competent habilitation council must be sought.

### The title International Ambassador of the University of Miskolc

#### Section 99

- (1) The title International Ambassador can be awarded to a person who
  - a) has (had) a contractual or cooperative relationship with the University,
  - b) which relationship is (was) aimed at a joint activity at a Miskolc venue or at cooperation in support of the University of Miskolc,
  - c) the proposed person has a significant role in higher education, research or business in a foreign country.
- (2) The Vice-Rector for Scientific Affairs and International Relations may propose the award of the title, and the Senate decides on awarding the title.
- (3) The Rector signs the deed conferring the title.
- (4) The title is awarded for a maximum of three years, which period of time is renewable.
- (5) The title may be withdrawn by the Senate on the basis of objections raised in relation to the activity.
- (6) The title does not carry a financial reward, but may be granted at the discretion of the Senate, subject to the indication of resources.
- (7) The Ambassador may include the title on various printed and electronic materials and correspondence.
- (8) The Ambassador shall inform the Vice-Rector for Scientific Affairs and International Relations annually of his activities in relation to the University of Miskolc.

## **Chapter VI**

### **Decorations**

#### General Provisions

##### Section 100

The awarding of decorations takes place through the wide-circle implementation of institutional

democracy, by the enforcement of the same principles of assessment at different organisational levels.

#### Section 101

- (1) The decorations that may be awarded by the President of the Republic, ministers and other bodies with national powers are set out in the relevant legislation.
- (2) The decorations that may be awarded by municipalities are determined by their own regulations.
- (3) The designation of the decorations referred to in Clause 1 and 2, the deadline for nomination, and the date of awarding are summarised in the table in the Document Repository.
- (4) The decorations awarded by academic, social, civic and civil organisations and the procedures for awarding them are determined by the organisations themselves.

### General conditions for awarding decorations

#### Section 102

- (1) The condition of the proposal for nomination for decoration is high-quality work performed in a continuous full-time position, with outstanding performance on occasion. In exceptional cases, taking into account the work carried out, persons employed by the University in an additional legal status may be proposed for recognition.
- (2) The nomination of those persons may also be particularly justified who are retiring after decades of excellent work and creative activity.
- (3) For all the decorations that may be linked to the same donor, no new decoration may be proposed within five years, except in exceptional cases.

### University decorations

#### Section 103

- (1) The Senate may establish decorations and honorary titles.
- (2) The following are the decorations established by the Senate and its predecessors:
  - a) Honorary Citizen of the University of Miskolc,
  - b) Doppler Professorial Honorary Title
  - c) Pro Universitate
  - d) Medal of Service for the University of Miskolc,
  - e) Signum Aureum Universitatis,
  - f) Distinguished Lecturer of the University of Miskolc,
  - g) Outstanding Researcher of the University of Miskolc,
  - h) Outstanding Colleague of the University of Miskolc,
  - i) Decoration for International Relations
  - j) Rector's Commendation,
  - l) Distinguished Supporter of the University of Miskolc.
- (3) Awarding the decorations is at the discretion of the Senate or the Rector. The Senate is entitled to award the decorations:
  - a) Honorary Citizen of the University of Miskolc,
  - b) Doppler Professorial Honorary Title
  - c) Pro Universitate
  - d) Medal of Service for the University of Miskolc,



e) Distinguished Supporter of the University of Miskolc.

The Rector of the University is entitled to award the decorations:

- f) Signum Aureum Universitatis,
- g) Distinguished Lecturer of the University of Miskolc,
- h) Outstanding Researcher of the University of Miskolc,
- i) Outstanding Colleague of the University of Miskolc,
- j) Decoration for International Relations
- k) Rector's Commendation.

- (4) The list of decorations and recognitions established by the business units and the Students' Union can be found in the summarising table published in the Document Repository, on the University website, the conditions of awarding decorations and recognitions are set out in the rules and regulations governing the tasks and operation of the respective business unit or a separate honours policy.

## Conditions and rules for awarding university decorations

### Section 104

- (1) The Honorary Citizen of the University of Miskolc decoration is awarded by the Senate in recognition of exemplary domestic and international academic and public activity, and is conferred upon those who have contributed to the development of education and science, the promotion of peace among humanity, the protection of the natural environment and the development of the University. It may be awarded accordingly:
- a) to high-ranking domestic and foreign public officials and public figures,
  - b) to domestic and foreign lecturers, research fellows and other professionals whose professional, educational and academic fields are not identical with the training and academic activities of the University,
  - c) to prominent representatives of the churches, both national and foreign, and renowned artists,
  - d) to former students of the University if they have contributed to the teaching, academic research or service activities of the University,
  - e) to senior executive officers of the University on the occasion of their retirement on the basis of their activities as defined above.
- (2) The Doppler Professorial Honorary Title can be awarded to both domestic or foreign professors of outstanding professional achievement who have made a significant contribution to raising the standard of the University's teaching and research activities and to increasing its recognition at home and abroad.
- (3) Pro Universitate decoration is awarded to university lecturers, research fellows and other non-teaching employees who have been engaged in or directly promoting teaching, scientific research work at the University in an outstanding and creative manner over a long period of time and have made a significant contribution to strengthening the University's national and international reputation. The decoration may exceptionally be conferred upon a person not in an employment relationship with the University.
- (4) The Medal of Service for the University of Miskolc decoration is intended to recognise the outstanding support of the University.
- (5) Signum Aureum Universitatis decoration is awarded to university lecturers, research

fellows and other employees who have effectively supported the teaching and research work at the University through their outstanding activities, or who have solved a significant university task to a high standard. The decoration may also be awarded to persons not in an employment relationship with the University.

- (6) The Distinguished Lecturer of the University of Miskolc decoration can be conferred upon lecturers who have been performing their teaching and research activities at an excellent level for several years and who have contributed to the results of the educational work at the University.
- (7) The Outstanding Researcher of the University of Miskolc decoration can be conferred upon lecturers and researchers with academic qualifications, establishing a new school of thought, and Professors Emeritus/Professors Emerita of the University of Miskolc who conduct R+D activity deserving outstanding domestic and international recognition, have made a significant contribution to the further education of scientists, who regularly participate in scientific public life, and who have contributed to the increase of the University's national and international popularity and recognition and to the promotion of the institution to become a research university.
- (8) The Outstanding Colleague of the University of Miskolc decoration is awarded to employees of the institution other than lecturers who have performed their duties to a high standard for several years and have contributed to the achievements of the University.
- (9) The Decoration for International Relations is awarded to those lecturers, research fellows and other employees who have contributed to the cultivation and development of the University's international relations and have been performing the relevant tasks entrusted to them to a high standard for several years.
- (10) The Rector's Commendation decoration is awarded to lecturers, research fellows and other employees who have carried out the tasks entrusted to them over a number of years to a high standard and have made a significant contribution to the teaching and scientific research at the University. The decoration may also be given to students of the University on the basis of outstanding academic work and/or public activities.
- (11) The Distinguished Supporter of the University of Miskolc decoration is awarded to those natural and legal persons, as well as to business corporations without legal personality, who have been supporting the activities defined in the deed of foundation of the University of Miskolc, especially the teaching and research work, for several years.

#### Section 105

- (1) The Honorary Citizen of the University of Miskolc decoration is an honorary diploma in Hungarian and Latin. The decoration, due to its contents, can be awarded to the same person once. Awarding the decoration is within the powers of the Senate, which may be given to a maximum of four persons per year.
- (2) The Doppler Professorial Honorary Title is an honorary diploma (medium-green folder). The decoration can be awarded to the same person only once. A maximum of two of these decorations can be issued per year, one to a domestic and one to a foreign professor, and they are granted at the discretion of the Senate.
- (3) Pro Universitate decoration with a decorative metal plaque and a diploma (dark brown box and folder), with the inscription Pro Universitate on one side and the University of Miskolc on the other. The decoration can be awarded to the same person only once. A maximum of

- six decorations may be conferred each year, the awarding of which is at the discretion of the Senate.
- (4) The Medal of Service for the University of Miskolc decoration is a decorative metal plaque with a diploma (burgundy box and folder). The decoration can be awarded to the same person only once. A maximum of six decorations may be conferred each year, the awarding of which is at the discretion of the Senate.
  - (5) Signum Aureum Universitatis decoration is a gold-plated plaque with a diploma (dark blue box and folder). On one side of the plaque is the inscription Signum Aureum Universitas Miskolcinensis and the University emblem, on the other side the name of the person awarded, the date it was awarded and the number of the decoration. The University emblem is also on this side. The decoration can be awarded to the same person only once. A maximum of ten decorations may be conferred each year, the awarding of which is at the discretion of the Rector. The Rectorate shall give its opinion on the award.
  - (6) The Distinguished Lecturer of the University of Miskolc decoration is a decorative diploma (dark green folder). The decoration can be awarded to the same person only once. A maximum of twelve decorations may be conferred each year, the awarding of which is at the discretion of the Rector.
  - (7) The Outstanding Researcher of the University of Miskolc decoration is a decorative diploma (dark brown folder). The decoration can be awarded to the same person only once. A maximum of six decorations may be conferred each year, the awarding of which is at the discretion of the Rector. The Rectorate shall give its opinion on the award.
  - (8) The Outstanding Colleague of the University of Miskolc decoration is a decorative diploma (light brown folder). The decoration can be awarded to the same person only once. A maximum of twelve decorations may be conferred each year, the awarding of which is at the discretion of the Rector. The Rectorate shall give its opinion on the award.
  - (9) The Decoration for International Relations is a decorative diploma (golden yellow folder). The decoration can be awarded to the same person more than once. A maximum of five decorations may be conferred each year, the awarding of which is at the discretion of the Rector. The Rectorate shall give its opinion on the award.
  - (10) The Rector's Commendation decoration is an honorary diploma (medium brown folder). The same person may receive this medal more than once, but only once a year and only if he has not received any other decorations proposed by the University in that year. A maximum of eleven decorations may be awarded each year. The Rector decides on the awarding of the decoration.
  - (11) Recipients of the decoration Distinguished Supporter of the University of Miskolc receive a small sculpture by Laczák Géza, a metalworking artist, with the following inscription engraved on the pedestal: Distinguished Supporter of the University of Miskolc [and the given academic year]. The awarding of the decoration is at the discretion of the Senate. A maximum of eight decorations may be awarded annually. The decoration may be awarded to the same person only once.
  - (12) The limits set out in Clauses 1 to 9 may be waived by a maximum of 20%, but not fewer than one decoration, on the occasion of anniversaries related to the existence of the University.
  - (13) The decorations are presented by the Rector at the Ceremonial Senate Meeting on the occasion of the opening of the academic year or the diploma ceremony. The Rector may

present the decoration to a recipient who is unable to attend the ceremony on another occasion.

### The order of procedure on decorations

#### Section 106

- (1) Proposals for non-university decorations may be made at the request of the donor, at the invitation of the Rector or his deputies authorised by him. The Rector and the heads of the business units are authorised to make proposals. Proposals are coordinated by the Awards Committee, the Rectorate gives its opinion and the Rector of the University decides on the nominations.
- (2) Proposals for non-university decorations should be submitted in accordance with the deadlines for submission, as set out in the summary table published in the Document Repository, addressed to the Rector of the University.
- (3) The following can make nominations for University decorations:
  - a) as individuals
    - aa) the Rector, the vice-rectors,
    - ab) Senate members with voting rights,
    - ac) the chairpersons of the faculty councils and its members with voting rights,
    - ad) the heads of the business units
  - b) as a body:
    - ba) all non-student forums written in the Order.
- (4) Proposals for university decorations may be submitted to the Rector of the University using the form in the Document Repository no later than 1 February each year.
- (5) The proposals for decoration received will be collated by the office of the Rector and Chief Financial Officer, and sent to the Chairperson of the Awards Committee.
- (6) The proposals are coordinated by the Awards Committee and, following the opinion provided by the Rectorate, are submitted to the Senate and the Rector for consideration and award.

### Revocation of University decorations

#### Section 107

- (1) The university decoration may be withdrawn from a person who has become undeserving of it. Such withdrawal may be proposed by the persons or bodies who initiated the award. The proposal must be accompanied by a detailed justification and a list of supporting documents.
- (2) The Senate or the Rector decides on the withdrawal of the decoration, in accordance with the procedure for the awarding of the decoration.

### Registration of decorations

#### Section 108

- (1) Samples of the diplomas and folders of university decorations are available in the Office of the Rector and the Chief Financial Officer.
- (2) Decorations not collected must be kept in the safe in the Office of the Rector and the Chief Financial Officer.

(3) The Office of the Rector and the Chief Financial Officer keeps electronic records of university decorations and non-university decorations conferred pursuant to the nomination of the University, broken down by year of conferral, and the Directorate for Human Resources keeps records of these in the SAP system.

**Chapter VII**  
**Certificates of Merit**

Section 109

- (1) The awarding of honorary degrees is primarily carried pursuant to the measure of the competent dean's office and on the basis of an independent application by the persons concerned. The office of the competent dean is responsible for the administration of the awarding of the degrees.
- (2) The awarding of honorary degrees takes place at a ceremony.

**Titles conferred upon guest lecturers**

Section 110

- (1) The titles of titular university or college associate professor, and titular university or college professor, private teacher and master teacher shall not confer any financial benefits.

**Certificates of Merit**

Section 111

- (1) The recipients of Certificates of Merit shall not receive any personal benefits.

**PART SIX**  
**THE MANAGEMENT AND RECORDING OF PERSONAL DATA**

**Chapter I**

**Personnel records on employees**

**Section 112**

- (1) The system of keeping records on employees, the persons entitled to keep records and the rules of data management shall be laid down in the Data Protection, Data Processing and Public Interest Data Disclosure and Access Policy within the framework of the applicable legislation.

**The employee's obligation to provide information**

**Section 113**

- (1) In order to ensure that the personnel records are kept up to date, the employee shall notify the Directorate for Human Resources of any change in his personal data recorded by the University and any change affecting the performance of the employment relationship within eight days of the change.
- (2) If the employee has reached the retirement age prevailing to him and a benefit has been granted in connection with this, he must notify the head of the business unit in writing, who will inform the Directorate for Human Resources of the change.
- (3) Failure to report data changes will constitute a breach of duty and the defaulting employee will be solely liable for any possible legal consequences.
- (4) The University is obligated to comply with the data protection provisions when processing the above data.

**PART SEVEN**  
**MISCELLANEOUS AND CLOSING PROVISIONS**

Section 114

- (1) These Regulations were adopted by the Board of Trustees of the Universitas Miskolcensis Foundation by Resolution No. 11/2020 (VII.29), effective from 1 August 2020.
- (2) The present Regulation was amended by the Board of Trustees with effect from 1 August 2023 by Resolution No. 81/2023 (VII.28).

Pursuant to Resolution No. 81/2023 (VII.28.) of the Board of Trustees, I hereby issue and order the application of the following employer's regulations:

Prof. Dr Horváth Zita, Rector

Kalmár Zsolt, Chief Financial Officer

Miskolc, 1 August 2023

On behalf of the Maintainer:

Fűkő László, Chairman of the Board of Trustees