

## PART II

### FACULTY OF MEDICINE RULES OF PROCEDURE PREAMBLE

The Faculty of Medicine (hereinafter referred to as the Faculty) is an autonomous, independent unit of the University of Debrecen (hereinafter referred to as the University), which provides training, professional and continuing education in the fields of medicine and health sciences, including biological sciences, and doctoral (PhD) training, scientific research, development and innovation in the relevant fields. The Faculty's teaching and research activities are, by their nature, carried out in close cooperation with patient care activities. The faculty has a long-standing commitment to nurturing, recognising and rewarding scientific excellence based on international standards.

The Faculty manages the financial framework made available by the University autonomously. For this independent management, the University's economic apparatus shall provide the necessary and requested information, and shall provide access to the management data, while the faculty shall also be obliged to act in accordance with the University's Financial Regulations, to provide the University's management with the necessary and requested information on its management, and to provide access to the management data.

<sup>6</sup>The Faculty is not an independent legal entity, but in its operation and functions the Dean shall act as the representative of the University, subject to the written authorisation of the Rector and the Chancellor, specifying the level and scope of representation. In this capacity, he/she may, within the limits set by the Rector and the Chancellor, make autonomous legal declarations and commitments within the limits of the Faculty's operating and business plan and in accordance with the Financial Regulations.

#### Part One GENERAL PROVISIONS 1.§

Name of the Faculty:	University of Debrecen, Faculty of Medicine
English:	University of Debrecen, Faculty of Medicine
Latin:	Universitas Debreceniensis, Facultas Scientiarum Medicinae
Registered office:	4032 Debrecen, Nagyerdei krt. 98.
Logo:A	circular shield with falling leaves on both sides, a phoenix bird rising from the ashes on top, the serpentine staff of the ancient Greek physician god Aesculapius in the middle, the inscription 1912 evenly spaced on both sides, the whole surrounded by the inscription Universitas Debreceniensis Facultas Scientiarum Medicinae.
Circular stamp: at the top:	Coat of arms of Hungary in the centre, surrounded by two rows University of Debrecen, bottom Faculty of Medicine

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<sup>6</sup> Amended by Senate Resolution 69/2022 (17.III.); in force from 18 March 2022.

**Part Two**  
**THE ORGANISATION OF THE FACULTY**  
**2.§**

- (1) The Faculty provides higher education, training and research in the fields of medicine, health sciences and biological sciences, and offers doctoral (PhD) programmes in accredited fields.
- (2) In the performance of its tasks, it takes into account the principles set out in § 2 of the Operational Rules of the University of Debrecen.

**Education, research departments**  
**3. §**

- (1) The basic framework for teaching and research is made up of institutes, departments and non-independent chairs. Teaching and research may also take place within service organisations.
- (2) Within the institutes, there may be departments, non-independent departments, non-departmental departments and academic research groups.
- (3) A department is a teaching and research unit which teaches at least one subject designated as a core subject in the curriculum or as a core professional subject and which is devoted to the discipline on which this teaching task is based.
- (4) The basic unit of scientific research is an independent research team led by an authorised researcher.
- (5) The Faculty Council, then the Senate, decides on the establishment, abolition and restructuring of the teaching and research departments on the proposal of the Dean.
- (6) The heads of the faculty departments are responsible for the related teaching and scientific activities.

**The organisational units of the Faculty**  
**4. §**

- (1) **Educational - scientific research departments:**
  - a) **Basic science departments and divisions**
    - Department of Anatomy, Histology and Embryology
      - Molecular Anatomical Imaging and Electronmicroscopic Core Facility
    - Department of Biophysics and Cell Biology
      - Division of Biophysics
      - Division of Biomathematics

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<sup>6</sup> Amended by Senate Resolution 69/2022 (17.III.); in force from 18 March 2022.

- Sándor Damjanovich Cell Analysis Core Facility
- Department of Biochemistry and Molecular Biology
- Genomic Medicine and Bioinformatics Core Facility
- Proteomics Core Facility
- Laboratory Animal House
- Department of Family and Occupational Medicine
- Department of Physiology
  - Division of Sports and Space Physiology
- Department of Pharmacology and Pharmacotherapy
- Department of Medical Genetics
- Department of Immunology
- Department of Behavioural Sciences
- Department of Public Health and Epidemiology
- Department of Medical Chemistry
  - Biomolecular Interaction Core Facility
  - High-throughput Screening Core Facility
  - Cellular Energetics Core Facility
- Department of Operative Techniques and Surgical Research
  - Center for Medical Simulation
- Department of Sports Medicine

**b) Diagnostic institutes and departments**

- Department of Forensic Medicine
- Department of Laboratory Medicine
  - Division of Clinical Laboratory Science
- Department of Medical Imaging
  - Division of Nuclear Medicine and Translational Imaging Division
- of Radiology and Imaging Science
- Department of Medical Microbiology
- Department of Pathology

**c) Clinical departments and divisions**

- Department of Anesthesiology and Intensive Care
- Department of Internal Medicine
  - Division of Metabolism
  - Division of Endocrinology
  - Division of Nephrology
  - Division of Gastroenterology
  - Division of Haematology
  - Division of Clinical Immunology
  - Division of Rheumatology
- Department of Dermatology
- Department of Otorhinolaryngology and Head and Neck Surgery
- Department of Pediatrics
- Department of Neurosurgery
- Department of Cardiology
  - Division of Cardiology
  - Division of Clinical Physiology
  - Division of Cardiac Surgery

Department of Neurology  
Department of Clinical Oncology  
Department of Oncoradiology  
Department of Orthopedic Surgery and Traumatology  
Department of Clinical Pharmacology in Medicine  
Department of Physical Medicine and Rehabilitation  
Department of Psychiatry  
Department of Surgery  
    Division of Organ Transplantation  
Department of Emergency Medicine  
Department of Ophthalmology  
Department of Obstetrics and Gynecology  
Department of Pulmonology  
Department of Urology

d) **External Chairs:**

Affiliated Department of Infectology

e) **Functional departments:**

Dean's Office  
    Directory Office  
    Scientific Conference Centre Registrar's Office  
    Center for Specialization and Further Education

f) **Service organisations:**

Department of Foreign Languages Research  
Center for Molecular Medicine

(4) **Names of educational-scientific research departments in English:**

Department of Anatomy, Histology and Embryology  
    Molecular Anatomical Imaging and Electronmicroscopic Core Facility  
Department of Biophysics and Cell Biology  
    Division of Biophysics  
    Division of Biomathematics  
    Division of Cell Biology  
    Sándor Damjanovich Cell Analysis Core Facility  
Department of Biochemistry and Molecular Biology  
    Genomic Medicine and Bioinformatics Core Facility  
    Proteomics Core Facility  
    Laboratory Animal House  
Department of Family and Occupational Medicine  
Department of Physiology  
    Division of Sports and Space Physiology  
Department of Pharmacology and Pharmacotherapy  
Department of Medical Genetics  
Department of Immunology  
Department of Behavioural Sciences  
Department of Public Health and Epidemiology  
Department of Medical Chemistry  
    Biomolecular Interaction Core Facility  
    High-throughput Screening Core Facility

Cellular Energetics Core Facility  
Department of Operative Techniques and Surgical Research  
Center for Medical Simulation  
Department of Sports Medicine  
Department of Forensic Medicine  
Department of Laboratory Medicine  
Division of Clinical Genetics  
Division of Clinical Laboratory Science  
Department of Medical Imaging  
Division of Nuclear Medicine and Translational Imaging  
Division of Radiology and Imaging Science  
Department of Medical Microbiology  
Department of Pathology  
Department of Anesthesiology and Intensive Care  
Department of Internal Medicine  
Division of Metabolism  
Division of Endocrinology  
Division of Nephrology  
Division of Gastroenterology  
Division of Haematology  
Division of Clinical Immunology  
Division of Rheumatology  
Department of Dermatology  
Department of Otorhinolaryngology and Head and Neck Surgery  
Department of Pediatrics  
Department of Neurosurgery  
Department of Cardiology  
Division of Cardiology  
Division of Clinical Physiology  
Division of Cardiac Surgery  
Department of Neurology  
Department of Clinical Oncology

Department of Oncoradiology  
 Department of Orthopedic Surgery and Traumatology  
     Biomechanics Core Facility  
 Department of Clinical Pharmacology in Medicine  
 Department of Physical Medicine and Rehabilitation  
 Department of Psychiatry  
 Department of Surgery  
     Division of Organ Transplantation  
 Department of Emergency Medicine  
 Department of Ophtalmology  
 Department of Obstetrics and Gynecology  
 Department of Pulmonology  
 Department of Urology  
 Affiliated Department of Infectology

(5) **Names of functional departments in English:**

Dean's Office  
     Directory Office  
         Scientific Conference Centre  
     Registrar's Office  
     Center for Specialization and Further Education

(6) **Names of service organisations in English:**

Department of Foreign Languages  
 Research Center for Molecular Medicine

## **Departments**

### **5. §**

- (1) Departments are organisational units with limited management powers, which integrate the divisions, non-independent divisions and units belonging to them, and organise undergraduate, master's and postgraduate training in their field of study. Their activities include providing the conditions necessary for the scientific and service activities carried out in the unit, promoting and controlling their efficient use.
- (2) The tasks of the Departments:
  - a) develop the human, organisational and material conditions for education;
  - b) implement the faculty's teaching, assessment and evaluation tasks and promote the modernisation of the methods associated with them;
  - c) ensure the conditions for continuing education and postgraduate training, organise related activities under the guidance of the competent Doctoral Councils and cooperate with the doctoral schools in the field;
  - d) support the work of student professional groups, ensure the personal and material conditions for their effective operation, and promote the involvement of students in scientific research;

- e) cooperate with the representatives of the students' communities at the institute level, involving them in the definition and monitoring of teaching and learning tasks;
  - f) develop the Institute's educational, research and human resources development plans;
  - g) coordinate the Institute's research and innovation activities at the Institute level, and the exploitation of research capacities and results;
  - h) carry out their activities in accordance with the institutional quality assurance system.
- (3) The Director of the Department is responsible for the management of the unit, assisted by the Department's Board.

### **Divisions**

#### **6. §**

- (1) Divisions are organisational units with limited management powers, which organise the undergraduate, master's and postgraduate education in their discipline. Their activities include providing the conditions necessary for the scientific and service activities carried out in the unit, and promoting and controlling their efficient use. The divisions operate either independently or as part of an department.
- (2) The divisions is responsible for:
- a) the development and modernisation of subject-specific training, the development of specialised training and its implementation;
  - b) developing and implementing the content requirements and forms of educational accountability;
  - c) the cultivation of the scientific field that underpins its teaching tasks, and the promotion of students' scientific work;
  - d) to support the professional development of teachers and researchers, to formulate the conditions necessary for the continuous replacement of teachers and the validation of the teacher-researcher requirements;
  - e) the implementation of professional activities in accordance with the institutional quality assurance system.

### **Economic, administrative and educational management**

#### **7. §**

- (1) The economic and administrative tasks of the faculty are carried out by the Dean and the staff of the Dean's Office. The tasks of educational organisation are carried out by the Academic Department and the Centre for Vocational and Continuing Education as functional departments under the coordination of the Deputy Dean for Education in the case of undergraduate education and by the Deputy Dean for Vocational Education and Training in the case of vocational and continuing education. The Vice-Dean for Education and the Department of Studies are responsible for the organisation of practical training with the assistance of the clinical training. The Deputy Dean for Science is responsible for coordinating the scientific work of the Faculty and the research tasks carried out in clinical cooperation.

Part of the tasks related to the organisation of education in foreign languages - the administration of the admission procedure for foreign language applicants, the administration of tuition fees, health insurance and aliens' registration procedures, the organisation of examinations, the preparation of information materials in foreign languages - is carried out by the Centre for International Education on behalf of the Dean.

- (2) The Dean's Office is responsible for providing the Dean, the Associate Deans, the Dean's Advisors and the Faculty Council with the information necessary for their decisions, for the management of files and records, for the administration of student admissions, academic affairs, applications for professors and supervisors, habilitation matters, clinical cooperation.
- <sup>12</sup>(3) The Dean's Office is a self-governing unit. The Dean's Office also manages the faculty's budget as defined in the joint operating and business plan, under the authority of the Faculty Council.
- (4) The Dean's Office is supervised by the Dean. The head of the Office is appointed by the Dean.
- (5) Units of the Dean's Office:
  - a) Directory Office
  - b) Registrar's Office
  - c) Center for Specialization and Further Education

### **Directory Office**

#### **8. §**

- (1) The administrative tasks of the faculty are carried out by the Directory Office, directly subordinate to the Dean, under the operational management of the Head of the Directory Office. The Head of the Directory Office is delegated by the Dean.
- <sup>13</sup>(2) The contact details of the Directory Office:
  - d) In carrying out its tasks, the Directory Office works closely with the heads of the faculty, the teaching units, the Coordinating Center for International Education, the Registrar's Office, the Center for Specialization and Further Education
  - a) the Clinical Centre and the patient care organisations involved in practical training.
  - b) It carries out its tasks in close cooperation with the Board of Trustees of the Foundation for the University of Debrecen, the Rector's Office of the University, the units directly subordinate to the Rector, and the Chancellory.
  - c) In the course of its work, it maintains constant contact with the Ministry of the Interior, the Ministry of Culture and Innovation and other national authorities, regional, county and city authorities, as well as with local authorities, public education and other institutions.
  - d) The Head of the Faculty participates in the work of the Faculty Council (hereinafter referred to as the "Faculty Council Secretary").
- (3) The administrative and management tasks of the Administration Department:



- a) In the areas within its remit, it carries out correspondence, filing, archiving and forwarding in compliance with the filing and archiving rules set out in the University's Rules and Regulations for the Management of Records.
  - b) Maintains constant contact with the faculty departments and ensures that they are properly informed.
  - c) Data protection of certain documents and data generated in the course of administrative administration, in accordance with the law and university and faculty regulations.
  - d) Managing the administration of habilitation cases in the field of academic disciplines.
  - e) Coordination and management of scientific affairs, under the authority of the Vice-Dean of Science.
  - f) Managing the administration of the cooperation with the Clinical Centre.
- (4) The human resources activities of the Administration Department:
- a) Collects and manages human resources data on teachers, students and all employees in accordance with the law and university and faculty regulations.
  - b) Maintains up-to-date records of all staff employed by the Faculty, and performs the administrative tasks related to the application procedure for the employment of staff and the appointment of managers/higher management.
  - c) It manages the administrative tasks related to the recruitment, transfer and termination of employment of full-time and part-time faculty members.
  - d) Due to the confidential nature of these documents, the documents generated in the course of the collection of human resources data may be disclosed only in the cases and on the basis of written instructions from senior management, as required by law.
- (5) Event management and PR activities of the Administration Department:
- a) Organises the public graduation ceremony, prepares the scripts for the graduation ceremony, invites the members of the Council and guests.
  - b) Prepares meetings of the Faculty Council and its committees, as well as forums.
  - c) Oversees the faculty website, keeping it up to date. Ensures the acquisition and production of publications on the university and the faculty.
  - d) It maintains constant contact with the University Press Office.
- (6) The economic tasks of the Administration Department:
- a) Preparation of the Faculty's operational and business plan and annual report.
  - b) Preparing reports for short- and long-term faculty planning and management decisions.
  - c) University data provision.

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<sup>14</sup> Amended by Senate Resolution 69/2022 (17.III.); in force from 18 March 2022.

- d) Supervising the preparation of contracts.
- e) Receiving, checking the content and preparing the accounts of the Dean's Office for financial settlement.
- f) Checking the pre- and post-calculations of training courses and other courses organised by the faculty.
- g) The economic administration of agreements between the Faculty, the faculties of the University of Debrecen, the Clinical Centre and external teaching staff.

### **The Registrar's Office**

#### **9. §**

- (1) General organisational and administrative tasks related to undergraduate education are carried out by the Registrar's Office, directly subordinate to the Deputy Dean in charge of educational tasks, under the direction of the Head of the Registrar's Office. The Head of the Registrar's Office is appointed by the Dean.
- (2) The Head of Studies works in close cooperation with the heads of the teaching units and the University's Directorate of Education. The Head of Registrar's Office is a permanent guest at the meetings of the Faculty Council and an invited member of the Educational Committee.
- (3) Tasks of the Registrar's Office:
  - a) Organising the faculty's enrolment activities under the direction of the Dean, with the support of the IACC, the Administration Department and the departmental supervisors.
  - b) Participation in admission and reserve admission procedures.
  - c) Student enrolment.
  - d) Participation in the organisation of the opening ceremony of the school year.
  - e) Calculation of the student semester average.
  - f) Preparing, forwarding and entering decisions on student applications into the student system.
  - g) Conduct and record the credit recognition procedure in the study system.
  - h) Preparation and transmission of statistics and statements.
  - i) Registration at the beginning of the semester, monitoring, checking, semester registration.
  - j) Tasks related to the right to apply for exams.
  - k) Coordinating the booking of classrooms.
  - l) Administration of diplomas.
  - m) Preparing timetables, lesson plans and classroom schedules.
  - n) Providing data to the HCSC for the purpose of invoicing scholarships.

### **The Centre for Specialization and Further Education**

#### **10. §**

- (1) The general organisational, administrative and administrative tasks related to postgraduate education are carried out by the Centre for Professional and Continuing Education under the direction of the Deputy Dean for Professional and Continuing Education. The Vice-Dean in charge is assisted by the Professional and

- Continuing Education Committee of the Faculty of Medicine
- (2) The tasks of the Centre for Specialization and Further Education:
- a) Technical equipment of the system for the admission of applicants to residency training.
  - b) Administrative tasks related to central trainees and trainee specialists.
  - c) Registration of mandatory continuing training points for specialists registered from the region.
  - d) Preparing and announcing to the Vocational and Professional Training Committee the mandatory continuing training courses to be announced from the region.
  - e) Financial tasks related to vocational and continuing training.
  - f) Performs the administrative tasks of the Committee for Vocational and Continuing Training.

**Part Three**  
**MANAGEMENT OF THE FACULTY**  
**The Faculty Council**  
**11.§**

- (1) The Faculty Council regulates, directs and controls the educational, training, scientific, economic, human resources and entrepreneurial activities of the Faculty.
- (2) The Faculty's departments and students are represented in the Faculty Council by elected representatives as follows.

**Composition of the Faculty Council**  
**12. §**

- (1) Composition of the Faculty Council:

- a) ex officio:
  - The Dean,
  - the vice-deans,
  - the Dean's advisers
  - President of the Student Union of the FM,
- b) 1-1 lecturer/researcher chosen by the institutes and departments individually
- c) 1-1 lecturer/researcher chosen jointly by the institutes and departments, per constituency, to participate in the Faculty's undergraduate and/or postgraduate programmes

by the following electoral constituencies:

Electoral district	Individually elected	Jointly elected	Number of members elected
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## Number of members

1.			
	Department of Anatomy, Histology and Embryology	1	
	Department of Physiology	1	1
	Department of Pharmacology and Pharmacotherapy	1	
2.			
	Department of Biophysics and Cell Biology	1	
	Department of Immunology	1	1
	Department of Medical Imaging	1	
	Division of Nuclear Medicine and Translational Imaging		
	Division of Radiology and Imaging Science	1	
	Department of Sports Medicine		
3.			
	Department of Biochemistry and Molecular Biology	1	
	Department of Medical Genetics	1	1
	Department of Medical Chemistry	1	
4.			
	Department of Forensic Medicine	1	
	Department of Laboratory Medicine	2	1
	Division of Clinical Laboratory Science		
	Department of Medical Microbiology	1	
	Department of Pathology	1	
5.			
	Department of Internal Medicine	6	1
	Division of Metabolic Diseases		
	Division of Endocrinology		
	Division of Nephrology		
	Division of Gastroenterology		
	Division of Haematology		
	Division of Clinical Immunology		
	Division of Rheumatology		
	Institute of Cardiology	2	
	Division of Cardiology		
	Division of Clinical Physiology		
	Division of Cardiac Surgery		
	Department of Emergency Medicine	1	

6.		
Department of Surgery	2	
Division of Organ Transplantation		
Department of Operative Techniques and Surgical Research		1
Department of Orthopaedics and Traumatology	1	1
Department of Urology	1	
Department of Anaesthesiology and Intensive Care	1	
Department of Family and Occupational Medicine	1	
Department of Behavioural Sciences	1	

7.		
Department of Otolaryngology and Head and Neck Surgery	1	
Department of Neurology	1	
Department of Psychiatry	1	1
Department of Ophthalmology	1	
Department of Pulmonology	1	
Department of Neurosurgery	1	
Department of Oncology	1	
Department of Oncoradiology	1	
Department of Public Health and Epidemiology	1	

8.		
Department of Dermatology	1	
Department of Pediatrics	1	
Department of Obstetrics and Gynaecology	1	1
Department of Physical Medicine and Rehabilitation	1	
Department of Medical Clinical Pharmacology in Medicine		1

d) 29 elected representatives of the faculty's students,  
The student members of the Faculty Council are delegated by the General Assembly of the Faculty Student Union, which is validly elected in the student government elections. In the course of the delegation, the faculty shall endeavour to ensure representation of all levels of education, courses and forms of funding.

e) 3 elected non-teaching research staff of the Faculty,

f) 1 elected representative of the residents.

<sup>17</sup>(2) Permanent guests of the Faculty Council:

- member of the Board of Trustees of the Foundation for the University of Debrecen, Gróf Tisza István
- UD rector
- UD Chancellor or his/her delegate
- UD Chief of Cabinet
- Dean of FS, FD, FP
- President of the CC,
- the legal representative of the faculty
- Head of the Administration Department (Secretary of the Faculty Council)
- Head of the Educational Department

- Head of the Coordination Centre for International Education
  - the chairs of the faculty committees
  - Chairman of the Works Council
  - DOTESZ representative
- (3) All students enrolled at the Faculty of General Medicine are eligible for election as student members of the Faculty Council.
- (4) All full-time employees of the Faculty who are not permanently absent from their workplace are eligible for election as non-teaching and non-research delegates.
- (5) Non-student members of the Faculty Council shall be elected for 4 years. Students have the opportunity to re-elect their representatives in September each year.
- (6) A new Council member must be elected by the Council:
- termination of employment,
  - changes to the composition of the Faculty Council,
  - the dissolution of the department represented by,
  - resignation,
  - absence of more than 6 months,
  - absence from more than half of the board meetings in an academic year.

### **Election of the members of the Faculty Council**

#### **13. §**

- (1) Election of teaching/research members:
- a) For the purpose of conducting the election, a single constituency shall be set up for the election of the lecturer/researcher in the educational organisation electing an independent member.
  - b) The members of the Electoral Committee are appointed by the Institutional Council. The Electoral Committee shall draw up a list of those entitled to vote and a list of those eligible to stand as independent candidates three days before the date of the ballot (List of candidates No 1). For joint candidates, a list of three candidates (List of candidates No 2) shall be drawn up by a nominating committee consisting of one representative appointed by the Board of Governors of the departments belonging to the constituency concerned. Both the list of those who may stand as independent candidates and the list of joint candidates shall be displayed in a place accessible to the members of the constituency concerned. The list shall be communicated to the University of  
you can submit written comments to the  
Rector. All voters are also eligible for  
election.
  - c) Voting for both individual and joint candidates is done in person, on ballot papers 1 and 2. The names of all the persons on the relevant list of candidates shall be indicated on the ballot papers and shall be certified to the electoral committee.  
A vote is valid if a name is clearly marked on a ballot paper.
  - d) The vote is valid if more than 50% of the persons entitled to vote in the given constituency have cast a valid vote. Invalid votes shall be repeated.  
A candidate who receives more than 50 % of all the votes cast shall be

considered elected.

If no candidate receives the required number of votes in the first round of the election, the two candidates who receive the most votes a new round of elections will be held between the two elections, in which the person who receives the most votes will be considered elected.

(2) Election of student members:

- a) The number of elected student members of the Faculty Council is 29.
- b) The election of the students of the Faculty Council takes place according to the Statutes of the Student Self-Government of the University of Debrecen.

<sup>18</sup>(3) Election of staff members:

- <sup>19</sup>a) In the highest body of the Faculty of General Medicine, the Faculty Council, this group of employees has 3 seats, which are filled indirectly through delegated electors. The opinion of the organisational units is conveyed by the electors, who elect the 3 members of the staff council by secret ballot.

The following departments are entitled to elect elect electors:

Department of Anatomy, Histology and Embryology  
Department of Biophysics and Cell Biology  
Department of Biochemistry and Molecular Biology  
Department of Family and Occupational Medicine  
Department of Physiology  
Department of Pharmacology and Pharmacotherapy  
Department of Medical Genetics  
Department of Immunology  
Department of Behavioural Sciences  
Department of Public Health and Epidemiology  
Department of Medical Chemistry  
Department of Operative Techniques and Surgical Research  
Center for Medical Simulation  
Department of Sports Medicine  
Department of Forensic Medicine  
Department of Laboratory Medicine  
Department of Medical Imaging  
Department of Medical Microbiology  
Department of Pathology  
Department of Anesthesiology and Intensive Care  
Department of Internal Medicine  
Department of Dermatology  
Department of Otorhinolaryngology and Head and Neck Surgery  
Department of Pediatrics  
Department of Neurosurgery  
Department of Cardiology  
Department of Neurology  
Department of Clinical Oncology

Department of Oncoradiology  
 Department of Orthopedic Surgery and Traumatology  
 Department of Clinical Pharmacology in Medicine  
 Department of Physical Medicine and Rehabilitation  
 Department of Psychiatry  
 Department of Surgery  
 Department of Emergency Medicine  
 Department of Ophthalmology  
 Department of Obstetrics and Gynecology  
 Department of Pulmonology  
 Department of Urology  
 Affiliated Department of Infectology  
 Dean's Office  
 Department of Foreign Languages  
 Research Center for Molecular Medicine

The exact procedure for the election of the Faculty Council is determined by the Dean. The election and delegation of the electors is carried out by the departments, which are managed by their leadership in accordance with democratic principles. Each department is entitled to delegate elector(s). Their number is determined by the number of staff members, whereby every 25 staff members elected entitles the holder to one elector. An effort should be made to ensure that as many staff members as possible are represented (graduates, professional staff, administrators, technicians, other staff). The electors delegated must declare their willingness to accept the invitation to stand for election and, if elected, to accept the appointment as a member of the Faculty Council.

The organisation and conduct of the election is carried out by the Dean's Office of the Faculty of Medicine. The Dean of the Faculty of Medicine entrusts the task to a 5-member Election Committee - chairperson and 4 members - and a representative of the University Board acts as the chairperson. All delegates are elected by the Staff Electoral Board, which elects 3 members of the Faculty Council by secret ballot after a preliminary nomination. To be eligible for election to the Faculty Council, a representative must obtain at least 50 % of the votes of the members of the Employees' Electoral Board to obtain one of the first three elected seats on the minimum list of 5 candidates.

(4) Election of a member in training:

- a) Resident physicians who have a professional training contract with the University of Debrecen and whose primary place of training is the University of Debrecen are entitled to elect this member. Voting members are also eligible for election.
- b) They elect a 3-member election committee from among themselves, which is responsible for the conduct of the election.
- c) The vote is valid if more than 50% of those entitled to vote cast a valid vote. Invalid votes must be repeated.
- d) Anyone receiving more than 50% of the votes is considered elected. If no candidate has obtained the required number of votes in the first round of the election, a new election shall be held between the two candidates who obtained the most votes.



an election round is held, in which the person who receives the most votes is elected. A valid vote of more than 50 % of the eligible voters is not required for the election to be valid.

(5) Joint provisions:

- a) The results of the election of each stratum must be recorded by the relevant election committee and forwarded to the Dean within 24 hours. The minutes shall include the name of the polling station, the date of the election, the number of persons entitled to vote, the number of votes cast, the number of valid votes and the name of the councillor elected. The minutes shall be signed by the members of the election committee.
- b) In the event of a violation of the election procedure, a complaint may be submitted to the Dean within 24 hours of the result of the vote. The dean shall examine the observations, if necessary with the assistance of the faculty's legal representative, and shall notify the election committee concerned in writing of his/her findings. In the event of an infringement, the result of the vote shall be annulled and the election shall be repeated within 72 hours. For this ballot, the rules of the ballot which was declared invalid by the Dean because of the irregularity shall apply.
- c) After the results of the voting districts have been counted, the Dean, as the President of the Faculty Council, is obliged to convene the new Faculty Council within 30 days.

**The Faculty Council's rules of procedure**  
**14. §**

- (1) The Faculty Council exercises its powers at its meetings. The President of the Faculty Council is the Dean. The meetings of the Faculty Council are convened by the President at least 4 times a year. The meetings are chaired by the Dean, or in his absence, when he is prevented from attending, and when matters concerning his person are discussed by the senior Deputy Dean present. In exceptional cases, where an urgent decision is required which does not allow the meeting to be convened in good time, or where the urgent subject to be discussed does not justify convening a meeting, the opinion of the members of the Board may be obtained by electronic means. In this case, the proposal for a resolution shall be sent electronically to each member of the Council, indicating the voting deadline (year, month, day, hour) and the webpage address where the vote will take place. The votes shall be certified by the Vice-Dean appointed by the Dean and by a member of the Faculty Council. The result of the vote shall be communicated to the Board at its next meeting. The conditions of secrecy shall be ensured for questions requiring a secret ballot.
- (2) The Faculty Council makes its decisions, opinions and proposals in the form of decisions taken at its meetings, which are recorded in the minutes of the Faculty Council meetings and in a separate written record.
- (3) Council members may only exercise their voting rights in person. All members of the Faculty Council are obliged to attend the meetings or to announce their absence and the reason for it before the beginning of the meeting. The Faculty Council may publish the list of absent members and the number of absences.

- (4) The Faculty Council is quorate if more than 50% of its voting members are present. In case of a lack of quorum, another Faculty Council meeting must be convened.
- The presence of more than 60% of the members of the Faculty Council is required:
- the ranking of the Dean's application, the extension of the Dean's term of office in accordance with Article 30 (3) of the Statute,
  - to initiate the creation of a profession,
  - the creation and amendment of the Faculty's Rules of Procedure,
- (5) The Faculty Council shall take its decisions by a vote of more than 50% of the members present, unless a higher proportion of votes is required by law or the Statutes. The unanimous vote of 2/3 of the members of the Faculty Council is required for a decision to initiate the recall of the Dean.
- (6) The powers and duties of the Faculty Council are regulated by Section 13 (6) a) of the Faculty Regulations and Section 29 (3) of the Faculty Regulations.
- (7) The Faculty Council takes its decisions by open ballot. Exceptions to this rule are the matters listed in Article 16 (9) of the Statutes, in which a secret ballot shall be held.
- (8) If the Dean decides contrary to the opinion of the Faculty Council in matters within his/her non-delegable competence, he/she must give reasons for this decision at the next meeting of the Faculty Council.
- (9) 5 days before the Council meeting, the President of the Faculty Council publishes the date of the next Faculty Council meeting, announces the agenda and sends the written materials.
- (10) The Faculty Council may be convened at the initiative of anyone other than the Dean:
- the vice-deans on the basis of the majority opinion of the committees they chair,
  - at least 33% of the members of the Council.
- In such cases, a meeting must be convened within 30 days.
- (11) The President of the Faculty Council may convene a meeting of the Faculty Council within 24 hours in exceptional cases.
- (12) Any member of the Faculty Council may propose a change to the agenda of a Faculty Council meeting. The agenda shall be decided by vote.
- (13) At meetings of the Faculty Council, any member of the Council may interpellate to the Dean and the Associate Deans on any matter. The question shall be answered immediately or in writing within 15 days, and the written answer shall be made known at the next meeting. Questions and answers shall be recorded in the minutes. If the respondent does not accept the answer, the Faculty Council shall take a vote to accept the answer. If the Faculty Council does not accept the answer, the matter shall be discussed again by the competent committees.

- (14) Faculty Council meetings are open to the citizens of the University. The President of the Faculty Council may also order a closed meeting, taking into account the nature of the subject.
- (15) The minutes of the Faculty Council meeting must be kept. The minutes shall include:
- the place and date of the meeting,
  - the list of those present and absent,
  - the items on the agenda with the names of the speakers,
  - the written submission (annexed),
  - what was said in the debate and in the contributions,
  - the questions and answers,
  - the decision taken and the proportion of votes,
  - other relevant events of the Council meeting.
- (16) The decision taken at the Faculty Council meeting must include:
- a precise indication of the task to be carried out,
  - the name and function of the person responsible for implementation and enforcement,
  - the deadline for implementation.
- (17) A designated member of the Dean's Office takes notes of the proceedings of the Faculty Council meeting. The minutes shall be certified by the Dean or by a Deputy Dean on his/her behalf.
- (18) The proposals, minutes and decisions of the Faculty Council meetings are open to all employees and students of the Faculty. Only the decisions of closed meetings may be made public. The minutes of the Faculty Council are available for inspection in the Dean's Office.

### **Committees of the Faculty Council**

#### **15. §**

- (1) The committees and subcommittees of the Faculty Council are the decision-making and decision-making bodies of the Faculty Council. They decide on all matters for which they are authorised by the Rules of Procedure.
- <sup>20</sup>(2) The Faculty shall establish the following committees:
- Financial Committee
  - Clinical Committee
  - Quality Committee
  - Committee for Specialization and Further Education
  - Educational Committee
  - Science and Innovation Committee
- (3) The rules of procedure of the committees of the Faculty Council are approved by the Faculty Council, the rules of procedure of the subcommittees are approved by the competent faculty committees.

- (4) The chairman and members of the committees are elected by secret ballot by the Faculty Council on the proposal of the Dean.
- (5) Efforts should be made to ensure that the teaching members of the committees are drawn from a range of disciplines. Committee members may not be replaced in case of absence.
- (6) The term of office of the committees is 4 years. In the event of a change in the chairpersons of the committee, it shall be possible to re-elect the members of the committee.
- (7) Committee meetings are usually closed. A quorum is reached if more than 50% of the voting members are present. If there is no quorum, a new meeting of the Commission must be convened. It takes its decisions by a simple majority (more than half of the members present voting in favour), by open ballot, and by secret ballot in the case of personnel matters. In the event of a tied vote, the proposal shall be deemed to have been rejected. The chairman of the committee may invite any person to attend committee meetings. A written record of the committee's decisions and the result of the vote shall be drawn up and signed by the chairman and one member of the committee. In exceptional cases, where an urgent decision is required which does not allow the meeting to be convened in good time or where the urgent subject does not justify convening a meeting, the members of the committee may vote by electronic means. In this case, the proposal for a resolution shall be sent to each member of the Council by electronic mail, indicating the exact date (year, month, day, hour) and address of the web page where the vote will take place.
- (8) The Faculty Council, the Dean, or the heads of the committees may establish other standing or ad hoc committees. These committees have no decision-making power and are not considered official committees of the Faculty Council.

### **Financial Committee**

#### **16. §**

- <sup>22</sup>(1) Responsibilities: to make a proposal to the Dean:
  - ensuring the economic and technical conditions necessary for the functioning of the Faculty,
  - to prepare the faculty's operational and business plan and to implement its framework in a planned manner,
  - the principles of staff and wage management
- (2) The Commission monitors the economic and management situation of the Faculty and may initiate an audit in any area of economic activity.
- (3) The Committee prepares agreements between the Faculty, the faculties of the University of Debrecen and the Clinical Centre.
- (4) Members:
  - President of the Commission
  - the Dean's Office staff member responsible for faculty economic affairs

- 6 teachers (3 theoretical, 3 clinical)
  - 1 student
  - Representative of the Coordinating Centre for International Education
- In electing the members of the Committee, the aim should be to ensure a balanced representation of the professions.

### **Clinical Committee**

#### **17. §**

- (1) Chaired by the Associate Dean for Clinical Affairs of the Faculty.  
Members: heads of clinical, diagnostic institutes and departments
- (2) Tasks:  
He gives opinions in clinical, diagnostic institutes and departments:
  - the creation, termination, merger or change of name of units,
  - the applications for university professors and associate professors, and for non-academic staff the application,
  - the management applications,
  - the proposals for the award of the titles of Private University Teacher, Professor Emeritus, and Honorary Full Professor title.
 Expresses an opinion:
  - on the proposals for the award of the Gyula Elischer, Béla Fornet and Aladár Kettesy prizes,
  - on matters on which the Faculty Council or the Dean of the Faculty is consulted.

### **Quality Committee**

#### **17/A. §**

- (1) Members:  
President: the Dean of  
the Faculty of  
Medicine  
Members:

- Vice- Dean for Educational Affairs,
- Vice- Dean for Scientific Affairs,
- Vice- Dean for Specialization and Further Education Affairs,
- Head of Dean's Office (Responsible for the Faculty Quality System),
- Head of Registrars' Office,
- President of the Student Union.

(2) Tasks:

- the operation of the faculty quality assurance system,
- setting annual faculty quality objectives,
- development and adoption of the faculty quality policy and quality improvement plan
- evaluating the results of faculty student, graduate student, labour market and staff satisfaction surveys.

### **Committee for Specialization and Further Education**

#### **18. §**

(1) Members:

Chair: Vice-Dean for Specialization and Further Education Affairs

Members:

- Secretary of the Commission,
- 10 representatives of the Faculty of Medicine,
- 1 representative of the Faculty of Pharmacy,
- 1 main resident
- 1 external member.

The President of the Clinical Centre and the Vice-Dean for Education of the Faculty of Medicine are permanent invited members of the Committee.

(2) Tasks:

- coordinating and organising continuing vocational training, drafting position papers, liaising with the main authorities and regional consortia,
- the organisation of continuing education within the University of Debrecen and regionally, the preparation of programmes, the development of proposals for qualifications,
- supervising and assisting with the administrative tasks of higher vocational education and continuing training,
- professional supervision of training courses,
- developing proposals on the allocation and use of financial resources for vocational training and further training,
- supervising the professional and continuing training activities of the Studies Department,
- giving an opinion on any matter on which the faculty councils or the deans are consulted.

The Committee for Specialization and Further Education is also responsible for the same tasks at the Faculty of Pharmacy.

## **Educational Committee**

### **19.§**

- (1) Tasks of the Educational Committee:
  - To coordinate and coordinate the undergraduate education at the Faculty. Formulating principles and principles of education. To represent and initiate general efforts in the field of teaching methods and techniques.
  - To ensure the external integration of the training activities of the Faculty, to strengthen and organise international relations.
  - Promote education-related tendering.
  - Coordinating and monitoring the teaching work of the Faculty and its accredited teaching departments.
  - Proposals to improve educational infrastructure.
  - To take a position on all personnel matters concerning undergraduate education that come before the Faculty Council, and the position is initiated by the Dean, the Faculty Council, or the heads of the departments.
  - To carry out all tasks related to education that the Faculty Council or the Dean of the Faculty entrusts to the Educational Committee.
  - Harmonisation of the admission procedure, standardisation where necessary, definition of the main guidelines.
  - Submitting a position paper to the Dean or the Faculty Council on matters related to the curricula.
  - The Educational Committee elects the members of its subcommittees.
- (2) It gives its opinion on the following questions:
  - on applications for university and college professors, university and college associate professors, non-academic applicants and, in the case of applications that have not yet been reviewed, on the application itself,
  - applications for heads of education departments,
  - proposals for the award of the title of university lecturer,
  - István Krompecher, Pro Facultate, Pro Facultate Iuventutis, ÁOK Distinguished Lecturer, Lecturer of the Year,
  - a "Professor Emeritus", honorary full professor and honorary associate professor titles,
  - faculty policies related to education,
  - adoption and modification of the model curriculum,
  - any matter on which the Faculty Council or the Dean of Faculty is consulted.
- (3) Members of the Educational Committee:
  - the Vice-Dean for Educationional Affairs (Chair of the Committee)
  - chairman of the Academic Subcommittee of the Univocational Training
  - chairman of the Study Subcommittee for Split Training
  - 7 lecturer
  - 9 Medical students
  - 1 MSc/BSc student.
- (4) Invitees without permanent voting rights (if not an elected member):
  - Head of Directory Office
  - Head of Registrar's Office
  - the head or deputy head of the Coordinating Center for International

Education.

- (5) The Commission meets at least once a quarter. It may be convened out of order at the request of the Faculty Council, the Dean, the Chair of the Educational Committee and the leaders of the student government.
- (6) Subcommittees of the Educational Committee:
  - Split Training Subcommittee on Studies and Credit Transfer
  - Departmental Training Subcommittee on Studies and Credit Transfer
  - Student Feed-Back Sub-Committee
  - Subcommittee on Equal Opportunities and Equal Treatment of Students
  - Library Subcommittee
  - Erasmus Subcommittee

### **Science and Innovation Committee**

#### **20. §**

- (1) Members:  
Chair: the Vice-Dean of the Faculty of Science  
Members:
  - TDT President,
  - 15 lecturers from the Faculty,
  - a lecturer at the Faculty of Dentistry,
  - lecturer at Faculty of Pharmacy.Invited:
  - members a HAS
  - TDT student president
  - Director of the Research Utilisation and Technology Transfer Centre.
- (2) Tasks:
  - deciding on the scientific programmes to be advertised by the Commission,
  - evaluating the research results,
  - the election of the members of the relevant subcommittee,
  - the election of external experts invited by the Doctoral Council,
  - proposing the professional, human and material conditions of the scientific work carried out by the faculties participating in the Committee, as well as the principles for their development,
  - proposing ways to develop academic contacts at home and abroad, and to support applicants for national and international scholarships,
  - proposing honorary doctorates of the University,
  - ranking and reviewing the proposals submitted in the framework of the faculty's internal scientific research proposals
  - to propose to the Dean the allocation of the normative research funding,
  - giving an opinion on applications for university, college teachers, university, college associate professors, non-academic applicants and, in the case of applications that have not yet been reviewed, on the application itself.
  - reviewing applications from heads of education and research departments,



- to consider proposals for the award of the title of university lecturer,
  - expression of opinion on the proposal to confer the title of "Professor Emeritus",
  - expression of opinion on the proposals for the award of the István Went Prize,
  - proposes the Best Clinical Scientific Communication of the Year Award and the Péter Bagossi Award,
  - giving opinions on proposals for the honorary titles of full professor and associate professor,
  - giving an opinion on any matter on which the faculty councils or deans are consulted.
- (3) The UPU Committee for Science and Innovation also performs the same functions for the Faculty of Dentistry and Pharmacology.
- (4) Subcommittees:
- Subcommittee on Animal Ethics
  - Service Unit Subcommittee,
  - Scientific Students' Council.

### **Faculty Disciplinary Sub-Committee**

#### **21. §**

- (1) The Faculty Council elects a Faculty Disciplinary Sub-committee composed of faculty and students. The term of office of the Chairperson and members of the Board is 4 years.
- (2) The Disciplinary Sub-committee, which shall consist of at least three members, shall be appointed by the President of the Disciplinary Sub-committee from among its members. In the case of disciplinary proceedings against a foreign student, a representative of the Coordinating Center for International Education shall also be involved in the proceedings.
- (3) Members:
- the Chairman of the Sub-committee
  - 6 teachers (head of year I-VI years)
  - 6 students (representing I-VI. years)
  - Faculty Legal Adviser

### **Board of Professors**

#### **22. §**

- (1) The Board of Professors is an advisory body to the Dean, with the power to make recommendations.
- (2) Its members are university professors in employment with the Faculty, non-university professors, and Emeritus Professors of the Faculty.
- (3) Meetings of the Board of Professors shall be convened by right of deliberation:
- a) the Head of the Dean's Office
  - b) the member of the faculty responsible for economic affairs

- (4) The Chair of the Board shall be elected annually from among the members of the Board. In the event of the Chairperson being unavailable, he/she shall be replaced by the Chairperson.
- (5) The Board is convened by the President. A meeting of the Board shall be convened at the request of the Dean. The Board shall draw up its own rules of procedure.
- (6) A reminder is given at the Board of Professors meeting.
- (7) The Board of Professors decides by secret ballot on the award of the "Debrecen Prize for Molecular Medicine".

## **Part Four LEADERS OF THE FACULTY**

### **The Dean 23. §**

- (1) The Dean's mandate shall be for a maximum term of 5 years and may be extended in accordance with the provisions of Article 30 (3) of the Statutes.
- (2) The duties of the Dean are defined in Section 30 (7)-(8) of the Regulations, and he/she also exercises the right of consent in matters concerning the Faculty in the positions set out in Section 10 (1) (b) of the Regulations on the "Procedure for the Exercise of Employer Authority at the University of Debrecen".
- (3) He works with the President of the Clinical Centre to create a harmony of high quality teaching, research and patient care.

### **The Vice-Deans 24. §**

The Dean is assisted in his/her duties by the Associate Deans, who are appointed by the Dean on the basis of a competitive application, after consulting the Faculty Council. The Faculty may have up to four Associate Deans. The Associate Deans may be appointed from among the senior lecturers of the Faculty. The term of office of the Deputy Dean shall be the same as that of the Dean.

### **The Dean's Advisers 25. §**

- (1) For the coordination and management of the strategic tasks of the Faculty, the Dean, taking into account the opinion of the Faculty Council, may appoint up to two members of the Dean's Council for a maximum period of the Dean's mandate.
- (2) The responsibilities of the Dean's advisor are defined by the Dean.

## **MANAGEMENT OF EDUCATION, RESEARCH DEPARTMENTS**

### **Head of the department**

#### **26 .§**

- (1) The evaluation of applications for the post of head of a department is carried out by the Academic Committee, the Scientific and Innovation Committee, the Clinical Department Committee for clinical and diagnostic units and an ad hoc committee appointed by the Dean.
- (2) If the candidate declares a bias against a member of the ad hoc committee, the dean is obliged to appoint a new committee member. At the same time, the Board of the Institute, enlarged to include the teaching staff, shall, by secret ballot, give its opinion  
declares. The Dean submits the results of the committee vote and the faculty vote to the Faculty Council for its opinion.
- (3) Article 33 of the DE Staff Regulations regulates the rights and obligations of the head of the department. In addition, the rights and duties of the head of the department: appointing adjunct professors with the approval of the dean.
- (4) If there is a non-independent chair within the department, the head of the department and the head of the non-independent chair shall propose to the dean the list and the job titles of the employees belonging to the non-independent chair when the chair is established. Changes to this list shall be recorded on a permanent basis.
- (5) The head of a non-independent department is appointed and dismissed by the Dean, who also exercises disciplinary authority. The Head of Department may be appointed for a fixed term of up to 5 years.
- (6) The Dean of the Faculty invites applications for the position of Head of a non-independent department. The procedure for the evaluation of the application is the same as for the evaluation of the application for the chair of an autonomous teaching unit. The appointment is subject to the opinion of the head of the department.
- (7) The head of the non-independent department
  - ensure that staff of the non-independent department participate in the Institute's activities to the extent agreed with the Director of the Institute,
  - with the agreement of the head of the institute, manages the national and international professional contacts of the departments under his/her responsibility,
  - has the power of agreement on the appointment, dismissal and disciplinary proceedings of employees in the unit under his/her authority,  
–exercising day-to-day management and control of the work of the department.

### **The institute, departmental councils**

## **27. §**

- (1) In the autonomous teaching units of the faculty (institutes, independent departments not belonging to the institute), an institute (department) council must be elected.
- (2) The institutional councils shall have the right to express their opinions:
  - on the use of the Institute's financial envelope,
  - on pay increases and rewards,
  - the mandate of the head of the department,
  - the appointment and promotion of teachers,
  - the appointment and promotion of researchers.
- (3) The Institute Council, enlarged to include the teaching staff, shall give its opinion on applications for the post of head of department and on applications for the post of lecturer by secret ballot. The Institute Council, enlarged to include the teaching and research staff, shall give its opinion on researcher nominations by secret ballot. The minutes of the vote shall be sent to the Dean's Office.
- (4) Depending on the number of members in the department, the Institute's Board shall consist of at least 5 and up to 25 members. The number of members of the Institute Council shall not exceed  $\frac{1}{4}$  of the number of members of the department. The size of the Institute Board shall be decided by a vote of all the staff on a proposal from the Head of the Institute.
- (5) The term of office is 4 years, renewable several times. In case of absence of more than 6 months, a new member of the Institute's Board of Governors must be elected.
- (6) The council is chaired by the head of the department. Its ex-officio member is the head of the non-independent department established within the department. The members of the Council shall be elected by secret ballot by a majority of the members of the staff of the department. Proportionate representation of the different categories of staff, including Ph.D. students, doctors in training, residents and academic staff, shall be ensured.
- (7) Meetings of the institutional board are convened as necessary by the head of the department. It is compulsory to convene 2 times a year. One third of the members may request a meeting of the Institute Council. Minutes shall be taken of its meetings and kept in accordance with the rules on keeping records.

## **The person responsible**

### **28. §**

- (1) The supervisors are responsible for the professional quality of the Bachelor's and Master's programmes offered by the Faculty.
- (2) The course supervisor is responsible for monitoring the courses of the course, and for compliance with and enforcement of accreditation requirements.
- (3) The subject supervisor is responsible for the selection, recruitment and supervision

of subject supervisors and teachers, and for organising class visits.

- (4) The supervisor is responsible for maintaining the educational materials necessary for the acquisition of the knowledge.
- (5) The job of the course supervisor is to participate professionally in the enrolment activities of the course.

#### **The subject leader** **29. §**

- (1) It is the responsibility of the subject leader to ensure that the subject of the related subject meets the accreditation requirements.
- (2) It is his/her duty to update the subject themes.
- (3) It is the responsibility of the subject supervisor to ensure that the list of publications, sample assignments and subject requirements for the related subjects are available to students.
- (4) It is the responsibility of the subject leader to prepare and provide the teaching materials necessary for the students to acquire the knowledge.
- (5) The subject leader is responsible for the administration of the course. He/she will be in constant contact with the Studies Department.
- (6) The subject supervisor shall carry out his/her activities in accordance with the University's Academic and Examination Regulations and the quality process descriptions related to the teaching tasks.

#### **Part Five** **STUDENT ASSOCIATION** **30. §**

- (1) The governing bodies of the student councils at the Faculty shall establish their own organisational and operational rules, which they shall submit to the Faculty Council for approval.

#### **Student voluntary groups** **31. §**

- (1) A voluntary group (circle, club, etc.) may be formed at the Faculty:
  - for academic, scientific, cultural, sporting or other legitimate purposes,
  - membership is voluntary,
  - manages its own resources, its own income and subsidies from external sources in accordance with its operating and business plan,
  - determines the content and form of its activities, decides on its own internal affairs and chooses its own leaders,
  - shall draw up rules for its operation, and the electoral college shall have the

right to approve them.

- (2) If student voluntary groups fall under the scope of the Associations Act (e.g.: they operate as a legal entity in the form of an association), their rights and obligations are governed by this Act. However, if the organisation (student-led group) operates under non-mandatory legal regulation, it must have its own rules of operation countersigned by the dean.

**Part Six**  
**MANAGEMENT OF THE FACULTY**  
**32. §**

- (1) The management of the Faculty shall prepare an annual operating and business plan for the public subsidies, own revenues and funds received, which shall be approved by the Faculty Council. In this plan, the Board shall determine the allocations of state aid to the departments and the Dean's Office, including the salary, doctoral, normative research and doctoral training budgets, as well as the distribution of the income from the transfer of teaching between the departments. Internal transfers between departments should also be taken into account when determining the departmental envelopes.
- (2) The financial limits set for the departments in the annual operating and business plan shall be managed by the departments. Transfers between departments are possible on the basis of agreement between the two parties, failing which the Faculty Council shall decide on the matter in dispute. The responsible doctoral school is responsible for the use of the doctoral training budget.
- (3) After the end of the period specified in the operational and business plan, a report on the implementation of the operational and business plan shall be prepared by 31 May at the latest and approved by the Faculty Council.

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<sup>26</sup> Amended by Senate Resolution 69/2022 (17.III.); in force from 18 March 2022.

<sup>27</sup> Amended by Senate Resolution 69/2022 (17.III.); in force from 18 March 2022.

<sup>28</sup> Amended by Senate Resolution 69/2022 (17.III.); in force from 18 March 2022.