

Statutes of the Doctoral Student Association of the University of Pécs  
Pécs 2015.  
Effective from 01 November 2018

**Please note that this document is solely a translation of the official Hungarian text of the Statutes, therefore binding decisions can only be made based on the Hungarian text. In case of any doubt, the Hungarian text has authority.**

Pursuant to Article 63. (1) of Act CCIV of 2011 on Higher Education (hereinafter: HEA), according to which the institutional representation of doctoral students shall be provided by the doctoral student association acting as part of the higher education institution, the Doctoral Student Association (hereinafter: UP DSA) of the University of Pécs (hereinafter: University) has adopted its Statutes, for the purpose of ensuring the effective protection of the interest of the doctoral students as set out by the law, as follows.

## **Chapter I. General provisions**

**Article 1.** (1) The UP DSA is a university-level organization representing the interests of the doctoral students of the University.

(2) Official name of the UP DSA: Pécsi Tudományegyetem Doktorandusz Önkormányzat  
Short name: PTE DOK.

English name: Doctoral Student Association of the University of Pécs

(3) Head office: 7622 Pécs, Vasvári Pál str. 4.

### **1. Legal status of the UP DSA**

**Article 2.** (1) UP DSA is an independent unit of the University acting under the rights conferred upon it by the HEA and the respective regulations of the University, tasked with the protection of the rights and interests of the doctoral students and doctoral candidates. UP DSA operates independently and separately from the University Student Union (hereinafter: USU).

(2) All doctoral students and doctoral candidates having an active status at the University shall be a Member of the UP DSA.

(3) UP DSA is not an independent legal entity.

(4) UP DSA acts independently in the framework of effective laws, University and Faculty regulations. UP DSA independently manages its budget provided by the University, in compliance with the University regulation on the administration of finances.

(5) UP DSA is ideologically neutral and shall not pursue any party politics, its organization shall be independent of any political party.

### **2. The rights and responsibilities of the UP DSA**

**Article 3.** (1) UP DSA

- a) adopts its own regulations;
- b) elects its officials;
- c) makes comments and suggestions on the operation of the University;
- d) ensures the proper use and preservation of the premises and equipment provided;
- e) promotes the implementation of academic and student freedom, acts to protect the legitimate interests of doctoral students;
- f) continually negotiates its position and endeavours to reach consensus decisions with all departments of the University for effective protection of the interests of the doctoral students;

- g) calls for compliance with University regulations pertaining to doctoral students (and doctoral candidates) and ensures their compliance with legal standards;
- h) provides advocacy for doctoral students (and doctoral candidates);
- i) closely cooperates with the Association of Hungarian PhD and DLA Candidates (hereinafter: AHPDC) and its Scientific Departments for the effective protection of doctoral students (and doctoral candidates);
- j) through its information channels, constantly informs the University's doctoral students (and doctoral candidates) about changes in legislation, tenders, scholarship opportunities, issues related to the operation of the University and the activities of the UP DSA;
- k) supports and organizes the professional and other community activities of doctoral students (and doctoral candidates);
- l) participates in organizing scientific public life, creating scientific forums and workshops; cooperates with the University's Doctoral Schools to maintain existing international relations and initiate new ones; assists international student mobility with the tools at its disposal;
- m) organizes social, cultural, sports or other leisure programs for the University's doctoral students (and doctoral candidates);
- n) maintains connections with Hungarian and foreign Doctoral Schools, domestic and international PhD / DLA organizations, research institutes and scientific bodies;
- o) participates in the development of Hungarian and foreign educational, cultural and scientific relations between doctoral students (and doctoral candidates);
- p) gives awards for outstanding public service;
- q) exercises its rights as defined by the law and University regulations;
- r) decides on matters falling into its competence under the law and University regulations.

(2) In the following matters pertaining to doctoral students (and doctoral candidates), a decision shall only be adopted if the UP DSA has concurred with it:

- a) adopting and amending the code of studies and examinations;
- b) adopting and amending the code of charges and benefits;
- c) adopting and amending the code of doctoral studies at the University of Pécs;
- d) the order of the student questionnaires on the performance of the lecturers;
- e) using the funds allocated for youth policy and doctoral purposes.

(3) UP DSA has the right to comment upon the adoption and amendment of further annexes to the University's Statutes on all other matters concerning doctoral students (and doctoral candidates).

(4) UP DSA may give recommendations on the development and modification of the structure of doctoral training and may propose the introduction of optional subjects, seminars, and invitations to external lecturers (speakers).

## **Chapter II.**

### **The structure and operation of the UP DSA**

**Article 4.** (1) The decision-making bodies of the UP DSA:

- a) Delegates Assembly;
- b) Bureau.

- (2) Officers of the UP DSA:
  - a) President;
  - b) General Vice-President;
  - c) Vice-Presidents for Functional Units;
  - d) elected representatives of the University's Doctoral Schools (hereinafter: Delegates).
- (3) Administrators of the UP DSA:
  - a) Members of the Supervisory Board;
  - b) Chief of Staff;
  - c) Presidential Commissioner(s);
  - d) Rapporteur(s);
  - e) Members of the Special Committees;
  - f) Members of the Working Groups;
  - g) Head of Office;
  - h) Assistants to the Head of Office.

### **Delegates Assembly of the UP DSA**

**Article 5.** The Delegates Assembly of the UP DSA (hereinafter: Assembly) is the main decision-making body of the UP DSA.

**Article 6.** (1) Assembly Members having voting rights:

- a) President;
- b) General Vice-President;
- c) Vice-Presidents for Functional Units;
- d) Delegates.

(2) Permanent invitees having consultative rights:

- a) Members of the Supervisory Board;
- b) Chief of Staff;
- c) Rector of the University;
- d) President of the University Doctoral Council;
- e) President of the UP USU.

(3) The President of the UP DSA shall be the Chairman of the Assembly. If the Chairman is prevented from attending, the sitting shall be chaired by the General Vice-President.

**Article 7.** (1) The Assembly shall have a sitting at least twice every semester.

(2) The Assembly shall be convened by the President.

(3) Extraordinary sittings may be convened on an Ad Hoc basis, in addition to the regular sittings.

(4) The President must convene the Assembly:

- a) on the written motion of the Rector;
- b) on the written motion of at least 50 % of the Assembly Members having voting rights;
- c) in every case when the Bureau deems it necessary.

(5) The President shall send the invitation of the sitting, the planned agenda and written submissions related to the items on the agenda to the Members and invited Members of the Assembly in writing or via e-mail at least three working days prior to the planned date of the sitting.

(6) Any officer of the UP DSA may propose an item on the agenda. If the at least half of the Members with voting rights present agrees with the proposal, it shall be placed on the agenda.

(7) The agenda shall be adopted by the Assembly with an open vote at the beginning of the meeting.

(8) If the President does not send the invitations and the agenda items of the sitting to the Members and invited Members of the Assembly by the aforementioned deadlines, the sitting shall be postponed and shall be convened again within 8 working days in compliance with the aforementioned deadlines.

(9) If the President does not send the material related to an item on the agenda of the sitting to the Members and invited Members of the Assembly by the aforementioned deadlines, then the given agenda item can only be negotiated with the approval of the simple majority of the Assembly.

(10) In the case of an extraordinary sitting, the Assembly may be convened promptly orally or via telecommunication device. In the case of an extraordinary sitting, a procedure other than that set out in paragraphs (5), (8) and (9) may be applicable.

**Article 8.** (1) The sittings of the Assembly are open to the public.

(2) A closed sitting shall be ordered, if

- a) one person with voting rights requests it and at least 50% of the Assembly Members having voting rights vote in favour;
- b) a public sitting would violate personal rights;
- c) a public sitting would violate trade secrets.

(3) In a closed sitting, only Members with voting rights, permanent invitees and those involved in the case may participate.

**Article 9.** (1) The Assembly has a quorum if more than half of its Members having voting rights are present. The Assembly may not take a decision if at least one Member of the Supervisory Board is not present at the sitting.

(2) The quorum shall be verified at the beginning and during the sitting by the Supervisory Board.

(3) In the event of not having a quorum, a new sitting shall be convened within 8 days at the latest, with a quorum regardless of the number of attendees.

**Article 10.** (1) The rights and responsibilities of the Assembly:

- a) adopts the Statutes and their amendments of the UP DSA;
- b) approves the applications for the President of the UP DSA;
- c) elects the President based on the applications;
- d) elects the General Vice-President and the Vice-Presidents for Functional Units on the recommendation of the President;
- e) elects the Members of the Supervisory Board;
- f) elects the Members of the permanent and Ad Hoc Committees;
- g) elects a Member of the Senate Delegated by the UP DSA, and its representatives to the Faculty Councils and Faculty Committees;
- h) decides on the annual budget, its amendments, and the annual financial report of the UP DSA;
- i) decides on the annual report of the Bureau;

- j) decides on the recall of the President, the General Vice-President, the Vice-Presidents for Functional Units, and the Members of the Supervisory Board;
- k) decides on the recall of the Members of permanent and Ad Hoc Committees;
- l) decides on the recall of the Delegates;
- m) on the recommendation of the Bureau, decides on the recall of representatives of the UP DSA in faculty and university-level Committees;
- n) decides on the establishment of Grants managed by the UP DSA;
- o) adopts the data sheets applicable to the doctoral students for the institutional academic and scientific grant;
- p) decides on entering into or cooperating with other cultural, sports, artistic, scientific, academic or other organizations;
- q) decides on the award of Pro Doctorandis Universitatis Quinqueecclesiensis;
- r) decides on other matters that fall within its competence.

(2) The UP DSA may only enter into an obligation with a value of more than one million forints, if the Assembly has given its consent.

(3) The Assembly shall exercise its rights set out in paragraph (1) h) and n) in compliance with the rules of procedure prescribed by the Financial Code of the UP DSA.

**Article 11.** (1) The Assembly's decisions are made by open vote, with more than half of the Members present.

(2) Each Member with voting rights of the Assembly has one vote.

(3) Any officer may request a secret vote, which shall be decided immediately by the Assembly without discussion.

(4) In personal matters, a secret vote must be held.

(5) In the case of a secret vote, the Assembly elects, on a proposal from the President, a vote counting Committee of at least 3 Members of UP DSA officers. If a secret vote is made for personal reasons, the person concerned may not be a Member of the vote counting Committee.

(6) The Assembly shall decide by a two-thirds majority of the Members present:

- a) the adoption of the budget and the annual final report;
- b) the adoption and amendment of the Statutes.

(7) The Assembly shall decide by a two-thirds majority of the Members on the recall of the President, General Vice-President, Vice-Presidents for Functional Units, Delegates, Members of the Supervisory Board, Chief of Staff, and the Presidential Commissioners.

(8) Any Member of the Assembly who has personal or direct involvement in the given proceeding of the Assembly or who is not expected to deliver an objective, impartial decision for any other reason shall not participate in the proceeding.

**Article 12.** (1) Minutes of the Assembly sitting shall be drawn up, which shall include the names, signatures of the attendees and resolutions of the Assembly adopted on the sitting, with the voting ratios.

(2) The report shall be certified by the President and a Delegate elected at the beginning of the sitting and by a Member of the Supervisory Board.

(3) The detailed minutes shall be kept in the archives of the UP DSA for at least 5 years.

(4) In a closed sitting, the Assembly may deem the parts of the minutes concerning privacy rights confidential for up to 5 years.

### ***The Bureau of the UP DSA***

**Article 13.** (1) The Bureau of the UP DSA is a body of 5 people.

(2) Members having voting rights in the Bureau of the UP DSA (hereinafter: Bureau):

- a) President;
- b) General Vice-President;
- c) Vice-Presidents for Functional Units.

(3) Permanent invitees of the Bureau with consultation rights:

- a) Chief of Staff;
- b) Presidential Commissioner(s);
- c) Members of the Supervisory Board;
- d) Rapporteur(s).

(4) Persons invited by the President may be present at the sittings.

**Article 14.** (1) The rights and responsibilities of the Bureau:

- a) formulates the position of the UP DSA in advocacy matters;
- b) organizes and manages the work of the UP DSA;
- c) makes recommendations to the Assembly on the Members of the permanent Committees of the UP DSA;
- d) makes recommendations on the amendment of the regulations of the Doctoral Schools of the University;
- e) makes recommendations on the yearly working plan of the UP DSA;
- f) makes recommendations on the yearly budget of the UP DSA;
- g) executes the yearly budget of the UP DSA
- i) elects and recalls the Rapporteurs of the UP DSA;
- j) makes recommendations to the Assembly on the recall of the Members of the Assembly, if the Member does not attend to his or her duties after a warning received from the Bureau.
- k) in case of violation of the law, University regulations or a legal norm of the UP DSA, proposes to the Assembly to recall the Member of the Delegate or the Supervisory Board;
- l) makes recommendations to the Assembly on the recall of the Members of the permanent Committees of the UP DSA;
- m) makes preparations for the decision-making of the Assembly;
- n) decides on other matters that fall within its competence.

(2) The Bureau shall annually report to the Assembly on its activities.

**Article 15.** (1) The Bureau meets as required but at least once a month.

(2) The President shall convene a meeting of the Bureau by e-mail or telephone no later than 24 hours before the meeting.

(3) The President shall draw up the agenda of the Bureau meetings.

(4) The agenda may be proposed by any Member of the Bureau. If the at least half of the Members with voting rights present agree with the proposal, it must be placed on the agenda.

(5) The agenda shall be adopted by the Bureau by open vote at the beginning of the meeting.

(6) The Bureau meetings are chaired by the President.

**Article 16.** (1) The Bureau shall have a quorum if at least 3 Members, including the President, are present.

(2) The Bureau adopts its decision by simple majority.

(3) Any Member of the Bureau who has personal or direct involvement in the given proceeding of the Bureau or who is not expected to deliver an objective, impartial decision for any other reasons shall not participate in the proceedings.

**Article 17.** (1) Meetings of the Bureau are open to the public.

(2) A closed meeting shall be ordered if,

- a) one person with voting right requests it and at least 50% of the Bureau Members having voting rights vote in favour;
- b) a public sitting would violate personal rights;
- c) a public sitting would violate trade secrets.

(3) In a closed sitting, only Members with voting rights, permanent invitees and those involved in the case may participate.

**Article 18.** (1) Minutes of the Bureau meeting shall be drawn up.

(2) The minutes shall include the names of the Members of the Bureau present, the name of the person recording the minutes, the place and time of the meeting, and the resolutions of the Bureau adopted on the meeting, with the voting ratios.

(3) The minutes shall be signed by the President and authenticated by an additional Member of the Bureau elected for this role at the beginning of the meeting.

(4) The detailed minutes shall be kept in the archives of the UP DSA for at least 5 years.

(5) In a closed meeting, the Bureau may deem the parts of the minutes concerning privacy rights confidential for up to 5 years.

### ***The President of the UP DSA***

**Article 19.** (1) The president is the representative officer of the UP DSA, the Assembly, and the Bureau.

(2) The President

- a) represents the UP DSA in the Assembly of the AHPDC;
- b) represents the students of the UP DSA in Hungarian and international forums;
- c) represents in one person the UP DSA on any other forum.

**Article 20.** (1) The President

- a) convenes and chairs the sittings of the Assembly, the meetings of the Bureau, and compiles their agenda;
- b) directs the activities of the UP DSA;
- c) coordinates the activities of the Bureau and the Assembly;
- d) calls for the election of the representatives of the Doctoral Schools;
- e) defines the general principles and direction of the financial management of UP DSA;

- f) commissions and exonerates the Chief of Staff and the Presidential Commissioners;
- g) commissions and exonerates the Head of Office and the Assistants to the Head of Office;
- h) oversees the operation of the UP DSA office;
- i) ensures the implementation of the decisions of the Assembly and the Bureau;
- j) is obliged to report on his or her recent work at each Assembly;
- k) is responsible for the management and operation of the UP DSA;
- l) is responsible for the financial management of the UP DSA;
- m) annually reports to the Assembly on the financial management of the UP DSA, the lawful use of funds.

(2) The President is eligible to

- a) give statements in questions relating to the UP DSA;
- b) to make a proposal for the person of General Vice-President and Vice-Presidents for Functional Units;
- c) to make a proposal to the recall of the Vice-President and Vice-Presidents for Functional Units;
- d) to participate in the meetings of the Committees and working groups of the UP DSA with the right of consultation.

(3)

(4) The President is entitled to act independently in matters specified in the Statutes and referred to by the Assembly.

(5) In order to clarify and interpret the provisions of the Statutes, the President may issue an enforcement order binding on the addressees.

(6) The President's powers of instruction do not extend to the Supervisory Board and the Electoral Committee.

**Article 21.** (1) The President is elected by the Assembly on the basis of a public tender for 2 years. The President may be re-elected once.

(2) The Supervisory Board is responsible for the legality of the conduct of the presidential election.

(3) The tender for the election of the President shall be called by the Assembly no later than 30 days before the expiry of the term of office of the former President.

(4) Any doctoral student or doctoral candidate who has an active doctoral student or doctoral candidate status at the University with a valid application within the application deadline may be elected President.

(5) The application shall contain:

- a) the application sheet;
- b) certificate of the active doctoral student or doctoral candidate status;
- c) CV;
- d) motivational letter;
- e) election program.

(6) If the application does not include the documents specified in paragraph (5), it will lead to the rejection of the application without any further submissions. Incoming applications are checked by the Supervisory Board.

(7) The President shall be elected with the concurring votes of more than half of the Members of the Assembly.

(8) If none of the candidates obtains the required votes, a second round must be held within 8 days.

(9) In the second round, only the two candidates with the highest number of votes in the first round can participate.

(10) In the second round, the Assembly elects the candidate who receives more votes.

(11) The Assembly also elects the Senate Member of the UP DSA by electing the President.

**Article 22.** The President's mandate is terminated:

- a) when the term of office expires;
- b) with the death of the President;
- c) if the President resigns;
- d) if the President is recalled;
- e) in a conflict of interests;
- f) if the President loses legal competency;
- g) upon the termination of active doctoral student or doctoral candidate status of the President;
- h) if the court prohibits the President the exercise of public affairs by a final decision;
- i) if the court declares the President guilty in a final decision in criminal proceedings.

**Article 23.** (1) The recall of the President may be initiated by one third of the Members of the Assembly or, in the cases specified in Article 39. (2), by the Supervisory Board.

(2) The Assembly shall decide on the recall of the President by a two-thirds majority of the Members, by secret vote, in expedited procedure.

**Article 24.** (1) In the event of termination of the President's mandate before the end of the term of office, an interim election shall be made.

(2) In the event of the termination of the President's mandate, the General Vice-President shall act as Acting President until the next President is elected.

(3) The provisions for the election of the President shall be applied mutatis mutandis to the interim election.

#### ***General Vice-President and Vice-Presidents for Functional Units of the UP DSA***

**Article 25.** (1) On the proposal of the President, the Assembly elects a General Vice-President and 3 Vice-Presidents for Functional Units for a period of 2 years.

(2) The Vice-Presidents for Functional Units of the UP DSA:

- a) Vice-President for Financial Affairs;
- b) Vice-President for Scientific Affairs;
- c) Vice-President for International Affairs.

(3) The Vice-Presidents coordinate the operation of the commissions in accordance with Article 6 of Annex 2 of the Statutes.

**Article 26.** (1) In the absence or incapacitation of the President, the General Vice-President shall replace the President with full authority.

(2) In the event of simultaneous incapacitation of the President and General Vice-President, they shall be replaced by a one of the Vice-Presidents for Functional Units appointed by the President.

**Article 27.** (1) Any doctoral student or doctoral candidate who has an active status at the University may be elected General Vice-President or Vice-President for Functional Units.

(2) The General Vice-President and the Vice-Presidents for Functional Units may be re-elected.

**Article 28.** (1) The Assembly elects the General Vice-President and Vice-Presidents for Functional Units separately, on the basis of the President's nomination. The election of the General Vice-President and Vice-Presidents for Functional Units shall require a vote of more than half of the Members of the Assembly.

(2) If the nominated General Vice-President or Vice-Presidents for Functional Units proposed by the President do not receive the required vote, the President shall convene an extraordinary sitting of the Assembly and nominate candidates for election within 8 days.

(3) During the extraordinary sitting of the Assembly, the President has the power to nominate the same candidates again.

(4) If the Assembly does not obtain the required number of votes for the election of the candidates proposed by the President during the extraordinary sitting of the Assembly, the President shall convene an extraordinary sitting of the Assembly within 8 days the second time.

(5) On the second extraordinary sitting of the Assembly, the president shall not nominate the same candidates again.

**Article 29.** The mandate of the General Vice-President and Vice-Presidents for Functional Units shall be terminated:

- a) when their term of office expires;
- b) with the termination of the President's mandate;
- c) if they resign;
- d) with their death;
- e) if they are recalled;
- f) in a conflict of interests;
- g) if they lose their legal competency;
- h) upon the termination of their active doctoral student or doctoral candidate status;
- i) if the court prohibits them the exercise of public affairs by a final decision;
- j) if the court declares them guilty in a final decision in criminal proceedings.

**Article 30.** (1) The recall of the General Vice-President and the Vice-Presidents for Functional Units may be initiated the President, by one third of the Members of the Assembly or, in the cases specified in Article 39. (2), by the Supervisory Board.

(2) The Assembly shall decide on the recall of the General Vice-President and the Vice-Presidents for Functional Units by a two-thirds majority of the Members, by secret vote, in expedited procedure.

**Article 31.** (1) In the event of the termination of the mandate of the General Vice-President or Vice-Presidents for Functional Units, the President shall convene an extraordinary sitting of the Assembly within 15 days, where the President shall nominate the candidate.

(2) The term of the interim General Vice-President and the Vice-Presidents for Functional Units lasts until the next regular election.

(3) The provisions concerning the election of the General Vice-President and the Vice-Presidents for Functional Units shall apply mutatis mutandis to the election of the new General Vice-President or Vice-Presidents for Functional Units.

### *The Chief of Staff*

**Article 32.** (1) The President may appoint a Chief of Staff from among the doctoral students and doctoral candidates having an active status at the University. The President shall notify the Assembly about the appointment.

(2) The Chief of Staff performs his or her duties under the direct control of the General Vice-President.

(2a) The Chief of Staff shall

- a) coordinate the work of the Presidential Commissioners, the Coordinators, the Head of Office, and the Assistants to the Head of Office,
- b) oversee the administrative tasks of the UP DSA,
- c) prepare the sittings of the Assembly and the Bureau.

(3) The mandate of the Chief of Staff is terminated:

- a) when his or her term of office expires;
- b) with the termination of the President's mandate;
- c) if he or she resigns;
- d) with his or her death;
- e) if he or she is recalled;
- f) if he or she is released from duties;
- g) in a conflict of interests;
- h) if he or she loses legal competency;
- i) upon the termination of his or her active doctoral student or doctoral candidate status;
- j) if the court prohibits him or her the exercise of public affairs by a final decision;
- k) if the court declares him or her guilty in a final decision in criminal proceedings.

### *The Presidential Commissioner*

**Article 33.** (1) The President may appoint Presidential Commissioners from among the doctoral students and doctoral candidates having an active status at the University in order to undertake a specific task for a maximum of one year. The President shall notify the Assembly about the appointment. The Presidential Commissioner shall report to the Assembly at the end of his or her term of office.

(2) The mandate of the presidential commissioner is terminated:

- a) when his or her term of office expires;
- b) with the termination of the President's mandate;

- c) if he or she resigns;
- d) with his or her death;
- e) if he or she is recalled;
- f) if he or she is released from duties;
- g) in a conflict of interests;
- h) if he or she loses legal competency;
- i) upon the termination of his or her active doctoral student or doctoral candidate status;
- j) if the court prohibits him or her the exercise of public affairs by a final decision;
- k) if the court declares him or her guilty in a final decision in criminal proceedings.

### ***The Rapporteur***

**Article 33/A.** (1) The President may appoint Rapporteurs from among the students and doctoral candidates having an active status at the University in order to undertake a specific task for a maximum of one year. The President shall notify the Assembly about the appointment.

(2) The Coordinator shall report to the Assembly in every six months and at the end of his or her term of office.

(3) The mandate of the coordinator is terminated:

- a) when his or her term of office expires;
- b) with the termination of the Bureau's mandate;
- c) if he or she resigns;
- d) with his or her death;
- e) if he or she is recalled;
- f) if he or she loses legal competency;
- g) upon the termination of his or her active student or doctoral candidate status.

### ***The Head of Office and the Assistants to the Head of Office***

**33/B.** (1) The President may appoint a Head of Office and Assistants to the Head of Office from among the students and doctoral candidates having an active status at the University.

(2) The responsibilities of the Head of Office include in particular:

- a) coordination of the administrative tasks of the UP DSA;
- b) management of the everyday tasks of the UP DSA;
- c) assistance to the bodies of the UP DSA;
- d) fulfilment of administrative tasks on the events of the UP DSA;
- e) management of the digital platforms of the UP DSA;
- f) oversight of the work of the Assistants.

(3) The responsibilities of the Assistant to the Head of Office include in particular:

- a) fulfilment of administrative tasks;
- b) assistance to the bodies of the UP DSA;
- c) fulfilment of administrative tasks on the events of the UP DSA.

(4) The mandate of the Head of Office and the Assistant to the Head of Office is terminated:

- a) when his or her term of office expires;
- b) if he or she resigns;
- c) with his or her death;
- d) if he or she is recalled;

- e) if he or she loses legal competency;
- f) upon the termination of his or her active student or doctoral candidate status;

### ***Committees and Working Groups of the UP DSA***

**Article 34.** (1) In order to carry out special tasks requiring particular expertise or extraordinary tasks that require another approach of task management than that of the Assembly and the Bureau, the Assembly may set up Committees and the Bureau may set up Working Groups. The Bureau shall inform the Assembly without undue delay about the creation of a Working Group.

(2) A Committee may be a Standing or an Ad Hoc Committee. The term of office of the Committee may be fixed or indefinite, while the term of office of the Working Group may not exceed one year.

(3) UP DSA Standing Committees are the Supervisory Board, Electoral Committee and the Functional Standing Committees of the UP DSA.

(4) The operation of the Functional Standing Committees and the Supervisory Board of the UP DSA is regulated by annexes to this Statutes.

(5) The Functional Standing Committees of the UP DSA:

- a) International and Public Relations Committee;
- b) Charges and Benefits Committee;
- c) Scientific and Academic Affairs Committee.

(6) The Chairman of the Ad Hoc Committee, at its constituent meeting, is elected by the Committee from among the Members of the UP DSA officers, while the Chairman of the Working Group is appointed by the President. Additional persons may be involved in the Ad Hoc Committee and in the Working Group in addition to the UP DSA officers.

(7) The Ad Hoc Committees and Functional Standing Committees of the UP DSA, as well as its Working Groups, have advisory, proposing and preparatory powers, and cannot be assigned autonomous decision-making powers. The Committee and the Working Group report to the Assembly every six months.

(8) The resolution setting up the Ad Hoc Committee shall specify in particular:

- a) the responsibilities of the Committee;
- b) whether the Committee is established for a fixed or indefinite period and, in the case of a fixed term, the date or condition of termination of the mandate;
- c) Members of the Committee.

(9) The rights and obligations of the Members of any Committee include in particular:

- a) taking part in the meetings of the Committee;
- b) to exercise their right to consult and vote at Committee meetings;
- c) make suggestions and proposals at Committee meetings.

(10) The provisions set out in paragraphs (8) to (9) shall apply mutatis mutandis to the Working Group.

### ***The Supervisory Board of the UP DSA***

**Article 35.** (1) The Supervisory Board is the body responsible for verifying the legality of the operation of the UP DSA.

(2) The Supervisory Board is a Standing Committee of the UP DSA.

(3) The Supervisory Board is a college of 3 Members.

**Article 36.** (1) A Member of the Supervisory Board may be any doctoral student or doctoral candidate of the University having an active status who has submitted a valid application within the deadline for the tender called by the President.

(2) The application shall include:

- a) the application form;
- b) certification of an active doctoral student or doctoral candidate status;
- c) CV;
- d) motivational letter.

(3) If the application does not include the documents specified in paragraph (2), it will lead to the rejection of the application without any further submissions.

**Article 37.** (1) The Members of the Supervisory Board are elected by the Assembly for a period of 2 years on the basis of the tender called by the President. More than half of the Members of the Assembly are required to elect the Members of the Supervisory Board.

(2) If, for the first time, at least three candidates do not obtain the required number of votes, the President shall convene an extraordinary sitting of the Assembly within 8 days to fill the vacant posts of the Board.

(3) If at least three candidates do not obtain the required number of votes in the second round, the President is obliged to convene an extraordinary sitting of the Assembly within 8 days for the third round.

(4) In the third round, the most voted candidates will be the Members of the Board.

(5) Members of the Board may be re-elected one time.

**Article 38.** (1) The Board shall hold its constituent meeting at the latest 8 days after the election, at which it shall elect its chairman from among its Members.

(2) The Board meets as necessary but at least once a month.

**Article 39.** (1) The Supervisory Board

- a) checks that the activities of the UP DSA and its officials comply with the provisions of the law, the Statutes and University regulations;
- b) performs a legality audit of the UP DSA annually and reports to the Assembly on the outcome of it;
- c) in case of an abuse or its suspicion, reports it to the Assembly;
- d) in accordance with the provisions of the Statutes, makes a proposal for the recall of UP DSA officers;
- e) in case of election of officials, examines prevalence the conflict of interest ex officio;
- f) may make suggestions on any matter referred to its competence by the Assembly, laws or regulations.

(2) The Board proposes the recall of an officer, if the officer

- a) does not participate in the work of the UP DSA for 60 days;

- b) seriously violates the obligations of the doctoral students or doctoral candidates;
- c) as a result of his or her activities, damages are caused;
- d) during and in the context of his or her work, violates the law or regulations;
- e) presents a behaviour that may jeopardize the perception, operation or specific strategic goals of the UP DSA.

(3) The Members of the Board may participate in the sittings of the Assembly and the meetings of the Bureau with the right of consultation.

**Article 41.** (1) One third of the Members of the Assembly or the Assembly may initiate the recall of a Member of the Board.

(2) The Assembly shall decide on the recall of a Member of the Board by a two-thirds majority of its Members, by a secret vote in an expedited procedure.

**Article 42.** (1) An interim election shall be held if the mandate of a Member of the Board is terminated before the expiration of the term of office.

(2) The mandate of the newly elected Member of the Board lasts until the next Supervisory Board is elected.

(3) The provisions of Articles 36. and 37. shall apply to the interim election of a Member of the Board.

### *The Delegates of the Doctoral Schools*

**Article 43.** Any doctoral student or doctoral candidate having an active student status at the University may be a Delegate of his/her Doctoral School.

**Article 44.** (1) The Delegate is eligible to:

- a) Participate with voting rights in the sitting of the Assembly;
- b) to speak at the sittings of the Assembly and propose resolutions;
- c) to ask the Bureau, officials, Committees, Working Groups and Delegates charged with special tasks to provide information on their activities, to which the persons concerned are required to provide the requested information;
- d) to propose the agenda of the Assembly.

(2) The Delegate is obliged to

- a) participate in the work of the UP DSA;
- b) present a behaviour worthy of the Delegate status;
- c) adhere to the relevant laws and University regulations.

**Article 45.** The Delegate's mandate is terminated:

- a) if he or she resigns;
- b) with his or her death;
- c) if he or she is recalled;
- d) in a conflict of interests;
- e) if he or she loses legal competency;
- f) upon the termination of his or her active doctoral student or doctoral candidate status;
- g) if the court prohibits him or her the exercise of public affairs by a final decision;
- h) if the court declares him or her guilty in a final decision in criminal proceedings.

### **Chapter III.**

## **Provisions on the election of the Delegates of the Doctoral Schools**

**Article 46.** (1) Any doctoral student or doctoral candidate having an active student status at the University may be eligible to vote and be elected on the election of the Delegates of the Doctoral Schools.

(2) The Delegate of a given Doctoral School is directly elected by secret vote for one year by the doctoral students and doctoral candidates having an active student status at the given Doctoral School of the University.

(3) Elections are called by the President of the UP DSA every September.

**Article 47.** (1) Elections are conducted by the Electoral Committee having at least 3 Members of the UP DSA.

(2) Any doctoral student or doctoral candidate having an active student status at the University may be a Member of the Electoral Committee.

(3) The Members of the Electoral Committee are elected by the Assembly on the proposal of the President at the Assembly preceding the election. The Electoral Committee elects its chairman from among its Members at its constituent meeting.

(4) The mandate of the Electoral Committee Members last until the next Electoral Committee is elected.

(5) In all matters relating to the election, the Electoral Committee shall decide by a simple majority, at the same time may decide to suspend the election.

(6) The person concerned may object to the decision of the Electoral Committee within 5 working days from the date of notification to the Supervisory Board.

(7) Supervision of the legality of elections is exercised by the Rector of the University, who may Delegate this competence to any designated person.

**Article 48.** (1) Becoming a delegate-candidate is subject to the submission of an application corresponding to the call for proposals.

(2) The proposal shall contain:

- a) the application form;
- b) CV;
- c) motivational letter;
- d) certification of the active doctoral student or doctoral candidate status.

(3) The doctoral student or doctoral candidate who has the recommendation of 3% of the persons eligible for election at the given Doctoral School, but at least three persons, will be nominated for the election.

(4) The nomination procedure lasts for at least three but up to five working days. The Electoral Committee shall decide on the beginning and end of the nomination period in a resolution.

(5) If, after the end of the nomination period, there is no candidate at a Doctoral School, the Electoral Committee may prescribe a new nomination procedure at that Doctoral School.

**Article 49.** (1) Campaign activity can only take place during the campaign period specified by the Electoral Commission.

(2) Campaign activities and the order of posting will be agreed by the candidates in a Code of Ethics. In the event of a violation of the Code of Ethics, a campaign silence sanction will apply.

**Article 50.** (1) In the procedure initiated by the Electoral Committee for violation of campaign silence, the Electoral Committee establishes the existence of a campaign silence.

(2) In determining the extent of the sanction, the Electoral Committee must take into account the possible effects of the act on the outcome of the elections and may decide upon

- a) initiating a disciplinary procedure;
- b) the abolition of the election procedure, the destruction of its results and the announcement of a new election;
- c) the abolition of the election procedure, the destruction of its results and the announcement of a new election excluding the candidate concerned from the new procedure.

(3) The Electoral Committee may also apply the measures provided for in paragraph (2) jointly.

**Article 51.** (1) Voting shall be conducted by a secret vote prepared for this purpose by the Electoral Committee and by the Doctoral School (certified ballot).

(2) A ballot shall contain:

- a) the text: "Ballot";
- b) the name of the Doctoral School;
- c) the voting period;
- d) the name of the candidate;
- e) an empty box next to the name of the candidate;
- f) the official stamp of the Doctoral School or in the absence of it, the official stamp of the Faculty's Registrar's Office or Dean's Office;
- g) information on the voting process for the voters.

(3) During the vote, only the doctoral student or doctoral candidate who is on the list certified by the Registrar's Office and duly certifies his or her identity may vote.

(4) Only votes casted on delegate-candidates on the official ballot paper are valid.

(5) The vote lasts for at least three days. After that, if it can be clearly established on the basis of a certified student list that the number of validly cast votes reaches the election, the Electoral Committee may decide to close the vote.

**Article 52.** (1) The Electoral Committee places the closed ballot box in the official room of the University at the end of each voting day.

(2) Within 3 working days of the closing of the vote, the Members of the Electoral Committee shall count the votes, including invalid votes, and determine the result.

(3) The minutes of the vote shall contain

- a) the number of votes casted, the percentage of votes cast in relation to the number of those entitled to vote;
- b) the total number of valid votes, the percentage of valid votes in relation to the number of those entitled to vote;
- c) the number and percentage of votes casted for each delegate-candidate;
- d) the signature of at least two Members of the Electoral Committee present, including the chairman of the Electoral Commission;

e) the date.

**Article 53.** (1) An interim election shall be held if the mandate of a Delegate is terminated before the expiration of the term of office.

(2) The mandate of the newly elected Delegate lasts until the next ordinary election.

(3) The provisions of this chapter shall apply mutatis mutandis to the interim elections.

**Article 54.** The person concerned may object to the decision of the Electoral Committee with regards to the result of the election to the body exercising the legality supervision of the elections within 5 days.

**Article 55.** The election is invalid, if

- a) less than 25 % of the full-time doctoral students of the Doctoral School voted;
- b) the ballot box was opened or damaged during the voting period.

(2) In the event of invalidity of the election, a new election must be called, which shall be organized based on the provisions of this chapter.

#### **Chapter IV.**

##### **Provisions concerning the representatives in the faculty and the University Committees**

**Article 56.** (1) UP DSA is represented in the University Committees by the President or, based on the decision of the Bureau, by the General Vice-President or a Vice-Presidents for Functional Units. If a Member of the Committee Delegated by the UP DSA is obstructed, the UP DSA shall be represented by an alternate appointed by the President.

(2) In the faculties of the University where a Doctoral School operates, the UP DSA is represented at the Faculty Council and Faculty Committees by a doctoral student or doctoral candidate having active student status at the Doctoral School concerned, elected by the Assembly on the proposal of the Bureau.

(3) The opinion of the Delegate of the Doctoral School concerned and the dean of the Faculty concerned shall be asked by the Bureau. The opinion of the Delegate of the Doctoral School concerned and the dean of the Faculty concerned does not bind the decision of the Assembly.

#### **Chapter V.**

##### **Provisions concerning the representatives in the University's educational-research organizational unit**

**Article 55.-63.**

#### **Chapter V.**

##### **Conflict of interest**

**Article 57.** (1) The following persons shall not be a Delegate of a Doctoral School:

- a) Member of the Bureau;
- b) Member of the Supervisory Board;
- c) Rapporteur, Committee Member, officer of the UP USU and faculty student unions;
- d) an executive or senior executive public servant of the University;
- e) full-time assistant professor, college associate professor, university associate professor, professor of the University;

f) officer of another higher education institution's student or doctoral student association.

(2) The following persons shall not be Members of the Bureau:

- a) Delegate of a Doctoral School;
- b) Chief of Staff;
- c) Member of the Supervisory Board;
- d) Rapporteur, Committee Member, officer of the UP USU and faculty student unions;
- e) an executive or senior executive public servant of the University;
- f) full-time assistant professor, college associate professor, University associate professor, professor of the University;
- g) officer of another higher education institution's student or doctoral student association.

(3) The following persons shall not be a Member of the Supervisory Board:

- a) Delegate of a Doctoral School;
- b) Member of the Bureau;
- c) Chief of Staff;
- d) Presidential commissioner;
- e) Member of any of the Committees of the UP DSA
- f) Rapporteur, Committee Member, officer of the UP USU and faculty student unions;
- g) an executive or senior executive public servant of the University;
- h) full-time assistant professor, college associate professor, University associate professor, professor of the University;
- i) officer of another higher education institution's student or doctoral student association.

**Article 58.** (1) In the event of a conflict of interest, the official may not exercise the rights deriving from his or her position.

(2) The official shall terminate the conflict of interest within 8 days of election or from ascertaining the conflict of interest.

(3) If the official does not terminate the conflict of interest within the time limit referred to in paragraph (2), his or her term of office shall cease on the day following the expiry of the time limit.

(4) In the case of the election of officials, the Supervisory Board examines the conflict of interest ex officio.

## **Chapter VI. Interpretative Provisions**

**Article 59.** (1) In the case of deadlines set in days, the starting day does not count.

(2) The deadline ends at the end of the last day.

(3) The time limit set in months or years expires on the day that the number corresponds to the starting date, and if that day is missing in the month of expiry, on the last day of the month.

(4) If the last day of the deadline falls on a public holiday, it expires only on the next working day.

## **Chapter VII. Entry into force and transitional provisions**

**Article 60.** (1) The Statutes was adopted by the Assembly of the UP DSA at its sitting held on 15 October 2015.

(2) This Statutes was approved by the Senate of the University at its sitting held on 12 November 2015.

(3) This Statutes enters into force on the day following its approval by the Senate.

(4) With entry into force of this Statutes, Annex 48. to the Statutes of the University of Pécs adopted by the Senate at its sitting held on 28 May 2015 with its resolution 95/2015 (05.28.) on the Statutes of the Doctoral Student Association of the University of Pécs, which entered into force on 1 June 2015 loses effect.

**Article 61.** (1) The provisions of this Statutes relating to conflicts of interest shall also apply to officials elected before the entry into force of this Statutes.

(2) The provisions of this Statutes shall be applied appropriately to cases pending at the time of entry into force of this Statutes.

Pécs, 15 October 2015.

### *Clause*

Amendments were adopted by the Assembly of UP DSA at its sitting held on 13 October 2016 with its resolution 578/2016. (X. 13.). These amendments were approved by the University Senate at its sitting on 3 November 2016. The amendments shall enter into force on the day following its approval by the Senate.

Amendments to the Statutes were approved by the Senate at its sitting held on 15 December 2016. Amendments shall enter into force on the day following the approval by the Senate.

Amendments to the Statutes were approved by the Senate at its sitting held on 27 December 2017. Amendments shall enter into force on the day following the approval by the Senate.

Amendments to the Statutes were approved by the Senate at its sitting held on 28 September 2016 with its resolution 126/2017 (09.28.). Amendments shall enter into force on the day following the approval by the Senate.

Dr. József Bódis  
Rector

Dr. Zsolt Cseporán  
President

Amendments to the Statutes were approved by the Senate at its sitting held on 8 February 2018 with its resolution 15/2018 (02.08.). Amendments shall enter into force on the day following the approval by the Senate.

Dr. József Bódis

Rector

Róbert Pónusz

President

Amendments to the Statutes were approved by the Senate at its sitting held on 25 October 2018 with its resolution 141/2018 (10.25.). Amendments shall enter into force on the day following the approval by the Senate.

Dr. József Bódis

Rector

Róbert Pónusz

President

## **Annex No. 1. to the Statutes of Doctoral Student Association of the University of Pécs**

### **Rules of Procedure of the Supervisory Board of the UP DSA**

As an Annex to the Statutes of the Doctoral Student Association (hereinafter: UP DSA) of the University of Pécs (hereinafter: University), this Rules of Procedure of the Supervisory Board (hereinafter: Board) sets out the framework for the operation and procedures of the Board.

#### **Chapter I.**

##### **General Provisions**

**Article 1.** (1) The Board is the body responsible for verifying the legality of the operation of the UP DSA.

(2) The provisions of this Rules of Procedure shall extend to all procedures of the Board.

#### **Chapter II.**

##### **The structure of the Board**

**Article 2.** (1) The Secretary of the Board shall be the Head of Office of the UP DSA, Assistant to the Head of Office, or another officer of UP DSA Delegated to this post by the President.

(2) The Secretary of the Board performs the administrative tasks of the Board, in particular: leading the minutes of the Board's meetings, taking part in the preparation of the meetings, recording the decisions, minutes and other documents of the Board.

##### **1. Rights and Obligations of the Board**

**Article 3.** (1) The Members of the Board have the right and duty to facilitate the effective functioning of the Board.

(2) The Member has the right to:

- a) to attend the meetings of the Board;
- b) to exercise the right of consultation and voting at meetings of the Board;
- c) make suggestions and motions at the meetings of the Board;
- d) to have access to all information necessary for the performance of its duties as a Member of the Board;
- e) ask questions, initiate an action or amendment in any matter within the competence of the Board at any meeting or sitting of any organ of the UP DSA.

(3) The Member is obligated to adhere to the laws and University regulations his or her activities.

##### **2. Chairman of the Board**

**Article 4.** (1) The Board elects a Chairman from among its Members on its inaugural meeting.

(2) The Chairman coordinates the operation of the Board. The Chairman convenes and chairs the meetings of the Board and is responsible for the execution of the Board's resolutions.

(4) The Chairman is obligated to report on the operation of the Board to the Assembly every six months.

##### **3. Conflict of Interest**

**Article 5.** (1) Any Member of the Board who has personal or direct involvement in the given proceeding of the Assembly or who is not expected to deliver an objective, impartial decision for any other reason shall not participate in the proceeding.

(2) The circumstances of the conflict of interest occurred shall be examined ex officio by the Board.

(3) In case of a conflict of interest, the Chairman or the Members shall not exercise their powers in relation to their Membership.

## **Chapter II. Operation of the Board**

**Article 6.** The Board exercises its powers at its meetings.

**Article 7.** (1) The Board holds its meetings in the official premises of the University. It may hold its meetings elsewhere in special circumstances, if more than half of the Members present agree to it.

(2) The meeting is chaired by the Chairman.

(3) Members of the Board may not be represented by a substitute.

(4) The Chairman reports on the execution of the Board's resolutions at every meeting.

**Article 8.** (1) The Board holds its inauguration meeting within 8 days following the election of its Members.

(2) The inauguration meeting is convened by the President and the President chairs it until the election of the Chairman.

(3) The Board establishes its work plan following the election of the Chairman and also every six months and informs about it the organizational units subject to the audits.

(4) The Board holds a meeting every month or as necessary.

(5) The Chairman is obliged to convene a meeting if the President of the UP DSA, a Standing special Committee of the UP DSA, a Member of the Board, or the Assembly of the UP DSA proposes it.

### **5. Preparation of the Board meetings**

**Article 9.** (1) Board meetings shall be prepared by the Chairman; in cooperation with the Secretary, if needed.

(2) The Chairman shall send the invitations and the proposals of the meeting to the Members and the permanent invitees in writing (via electronic means or by post) with at least 3 days preceding the meeting.

(3) Under special circumstances, the Board meeting may be convened summarily, by oral invitation.

**Article 10.** Permanent invitees of the Board meetings with consultative rights:

a) the President of the UP DSA;

b) the Chancellor of the University or any other person the Chancellor delegates.

## **6. The meeting of the Board**

**Article 11.** (1) After opening the meeting, the Chairman determines the quorum of the Board. The Board has a quorum, if more than half of its Members are present, including the Chairman.

(2) After determining the quorum, the Chairman presents the agenda. Subsequently, the Board decides on the approval of the agenda.

## **7. Decision-making**

**Article 12.** (1) The Board adopts its decisions in open votes, with simple majority of its Members present. The vote shall be secret in personal matters and if the majority of the Members present agree to it.

(2) Votes shall be yes, no, and abstain. In case of a tie, the vote of the Chairman decides. In a secret vote, the voting shall be repeated at the next meeting.

(3) The Board informs the subject of the decision and the President of the UP DSA about the adopted resolution in writing within 8 working days.

**Article 13.** The resolution shall contain:

a) the name of the resolution's subject (if it is a person, his or her address and Neptun code) and the number of the case and its subject-matter;

b) In the operational part, the decision of the Board and the information on possible legal remedies;

c) in the rationale, the summary of the facts and evidences, the referenced laws and University regulations which served as a basis for the decision;

d) the time and place of the decision, its registration number, and the signatures of the Board Members.

## **8. Minutes**

**Article 14.** (1) Minutes of the Board meetings shall be drawn up.

(2) The minutes shall include the meetings time and place, agenda, quorum or the lack of it, summary of what was said at the meeting, the text of the resolution and the voting ratios. The resolutions shall have continuous numbers starting each year, and the date of the meeting shall also be specified.

(3) The minutes shall be authenticated by the signature of the Chairman and an additional Member of the Board elected for this role at the beginning of the meeting.

## **Chapter III.**

### **Consultative powers of the Board**

**Article 15.** (1) Any officer of the UP DSA may ask the opinion of the Board in any matters falling within the competencies of the UP DSA.

(2) If the opinion of the Board is asked, its position may only be departed from with justified reasons.

(3) The Chairman shall submit the question to the plenum of the Board. The Board shall justify its opinion and this justification shall not contradict with the law and University regulations.

#### **Chapter IV. Supervisory powers of the Board**

**Article 16.** The Board audits the financial management of the UP DSA annually.

**Article 17.** (1) The Board is responsible for verifying the conformity with relevant laws and regulations of the UP DSA's benefits and for verifying the formal and substantive eligibility of applications.

(2) The Board is required to carry out the audit provided for in paragraph (1) on a monthly basis before payments are made.

(3) After completing the audit, the Board will prepare a report which will be forwarded to the Bureau of the UP DSA without undue delay.

**Article 18.** (1) The Board is obliged to verify the lawful and regulation compliant functioning of the UP DSA annually. In doing so, the UP DSA is required to present the necessary documents to the Board, as requested.

(2) In the case provided for in paragraph (1), Members of the Board shall be entitled to attend any meeting of the organs of the UP DSA and they may draw up a minutes about the particular meeting.

**Article 19.** At least one Member of the Board is required to be present during the closing and aggregation of the votes in the elections of the president and the officers to verify compliance with the Statutes.

**Annex No. 2 to the Statutes of the Doctoral Student Association of the University of Pécs**  
**Rules of Procedure of the Functional Standing Committees of the Doctoral Student Association of the University of Pécs**

As an Annex to the Statutes of the Doctoral Student Association (hereinafter: UP DSA) of University of Pécs (hereinafter: University), this Rules of Procedure of the Functional Standing Committees sets out the framework for the operation and procedures of these Committees.

**Chapter I.**  
**General Provisions**

**Article 1.** Functional Standing Committees are bodies of the UP DSA of at least 3 Members, having responsibilities in specific fields.

**Article 2.** Functional Standing Committees of the UP DSA

- a) International and Public Relations Committee;
- b) Charges and Benefits Committee;
- c) Scientific and Academic Affairs Committee.

**Article 3.** The scope of these rules of procedure shall extend to all procedures of the Functional Standing Committees (hereinafter collectively: the Committee) subject to the derogations provided for in these rules of procedure and in other UP DSA regulations.

**Chapter II.**  
**The Structure of the Committee**

**Article 4.** (1) Members of the Committee – with the exception of the Chairman of the Committee – are elected by a secret vote of the Assembly for a period of one year on a proposal of the Bureau of the UP DSA, from among the doctoral students and doctoral candidates having an active status at the University.

(2) The Secretary of the Committee shall be the Head of Office of the UP DSA, Assistant to the Head of Office, or another officer of UP DSA Delegated to this post by the President.

(3) The Secretary of the Committee performs the administrative tasks of the Committee, in particular: leading the minutes of the Committee's meetings, taking part in the preparation of the meetings, recording the decisions, minutes and other documents of the Committee.

**1. Rights and obligations of the Committee**

**Article 5.** (1) The Members of the Committee have the right and duty to facilitate the effective functioning of the Board.

(2) The Member has the right to:

- a) to attend the meetings of the Committee;
- b) to exercise the right of consultation and voting at meetings of the Committee;
- c) make suggestions and motions at the meetings of the Committee;
- d) to have access to all information necessary for the performance of its duties as a Member of the Committee;

- (3) The Members are obligated to
- a) attend the meetings of the Committee;
  - b) in the event of being prevented from attending, informing the Chairman of the Committee;
  - c) adhere to the laws and University regulations his or her activities.

## **2. Chairmen of the Committees**

**Article 66.** (1) The chairmanship of the Committees is held by the Vice-Presidents for Functional Units of the UP DSA as follows:

- a) the Chairman of the International and Public Relations Committee shall be the Vice-President for Functional Units for International Affairs;
  - b) the Chairman of the Charges and Benefits Committee shall be the Vice-President for Functional Units for Financial Affairs;
  - c) the Chairman of the Scientific and Academic Affairs Committee shall be the Vice-Presidents for Functional Units for Scientific Affairs;
- (2) Responsibilities of the Chairman of the Committee:
- a) coordinates the operation of the Committee;
  - b) convenes and chairs the meetings of the Committee;
  - c) responsible for the execution of the Committee's resolutions;
  - d) keeps contact with the UP DSA Bureau and the other Committees;
  - e) participation in drafting and commenting on policies that fall within the Committees remit;
  - f) proposing a schedule for the publication of call for proposals of UP DSA tenders;
  - g) giving appropriate information for newly elected Committee Members.
- (3) The Chairman of the Committee is required to report every six months to the Assembly of the UP DSA on the functioning of the Committee.

## **3. Conflict of interest**

**Article 5.** (1) Any Member of the Committee who has personal or direct involvement in the given proceeding of the Assembly or who is not expected to deliver an objective, impartial decision for any other reason shall not participate in the proceeding.

(2) The circumstances of the conflict of interest occurred shall be examined ex officio by the Supervisory Board.

(3) In case of a conflict of interest, the Chairman or the Members shall not exercise their powers in relation to their Membership.

## **Chapter III.**

### **The operation of the Committee**

#### **4. The Order of the meetings of the Committee**

**Article 8.** (1) The Committee exercise its responsibilities and powers at its meetings.

(2) The Committee holds its meetings in the premises of the University. Under special circumstances, it may meet elsewhere if more than half of the Members present agree.

(3) The meetings are chaired by the Chairman.

(5) The Members of the Committee may not be substituted.

**Article 9.** (1) The Committee will hold its inaugural meeting within 8 working days of its election, on which it will determine its working schedule in accordance with these rules of procedure.

(2) The Committee holds its meetings as necessary but at least every six months.

(3) The Chairman is obliged to convene the Committee meeting on a written motion of the President of the UP DSA, the Assembly, or one third of the Members of the Committee.

## **5. Preparation of the meetings**

**Article 10.** (1) The Committee meetings are prepared by the Chairman, in cooperation with the Secretary, if necessary.

(2) The Chairman shall send the invitations and the proposals of the meeting to the Members and the permanent invitees in writing (via electronic means or by post) with at least 3 days preceding the meeting.

(3) Under special circumstances, the meeting may be convened summarily, by oral invitation.

(4) The President of the UP DSA is a permanent invitee of the meetings with consultation rights, and

a) in the meetings of the International and Public Relations Committee, the director of internationalization and connections, or any other person the director delegates;

b) in the meetings of the Charges and Benefits Committee, the head of the Legal Department of the Chancellor's Office and the head of the Central Registrar's Office, or any other person they delegate.

c) in the meetings of the Scientific and Academic Affairs Committee, the director of academic affairs, or any other person the director delegates.

## **6. The meetings of the Committee**

**Article 11.** (1) After opening the meeting, the Chairman determines the quorum of the Committee. The Committee has a quorum, if more than half of its Members are present, including the Chairman.

(2) After determining the quorum, the Chairman presents the agenda. Subsequently, the Committee decides on the approval of the agenda.

**Article 12.** (1) The Committee adopts its decisions in open votes, with simple majority of its Members present. The vote shall be secret in personal matters and if the majority of the Members present agree to it.

(2) Votes shall be yes, no, and abstain. In case of a tie, the vote of the Chairman decides. In a secret vote, the voting shall be repeated at the next meeting.

(3) The resolution shall contain:

a) the name of the resolution's subject (if it is a person, his or her address and Neptun code) and the number of the case and its subject-matter;

- b) In the operational part, the decision of the Committee and the information on possible legal remedies;
- c) in the rationale, the summary of the facts and evidences, the referenced laws and University regulations which served as a basis for the decision;
- d) the time and place of the decision, its registration number, and the signatures of the Committee Members.

## **8. Minutes**

**Article 13.** (1) Minutes of the Committee meetings shall be drawn up.

(2) The minutes shall include the meetings time and place, agenda, quorum or the lack of it, summary of what was said at the meeting, the text of the resolution and the voting ratios. The resolutions shall have continuous numbers starting each year, and the date of the meeting shall also be specified.

(3) The minutes shall be authenticated by the signature of the Chairman and an additional Member of the Committee elected for this role at the beginning of the meeting.

## **Chapter IV.**

### **Specific responsibilities and powers of the Committees**

**Article 14.** UP DSA Standing Committees have advisory, proposing and preparatory powers and are not entitled to independent decision-making.

**Article 15.** Responsibilities and powers of the International and Public Relations Committee:

- a) elaborating the international relations and market strategy of the UP DSA;
- b) building domestic and international partnerships, in particular with higher education institutions;
- c) developing collaborations in the labour market;
- d) coordinating the participation of the UP DSA in domestic and international projects;
- e) preparing the activities of UP DSA in connection with the Erasmus program;
- f) Proceeding in any matter referred to it by the Assembly of the UP DSA.

**Article 16.** Responsibilities and powers of the Charges and Benefits Committee:

- a) preparing the scholarships of the UP DSA;
- b) assessing applications received under the rules and regulations on the Outstanding Scientific and Art Scholarship;
- c) making proposals to the Assembly for the applications it has evaluated;
  - ca) to determine the outcome of applications;
  - cb) the amount of the grant to be determined under point ca);
  - cc) to accept or reject amendment requests;
  - cd) the determination and extent of repayment obligations;
  - ce) acceptance or rejection of reports;
- d) Proceeding in any matter referred to it by the Assembly of the UP DSA.

**Article 17.** Responsibilities and powers of the Scientific and Academic Affairs Committee:

- a) preparing the opinion of the UP DSA on the University's scientific and research activities;
- b) preparing the position of the UP DSA on doctoral training;

- c) mediating between the UP DSA and the University's Doctoral Schools;
- d) monitoring, organizing and disseminating proposals, grants and other support opportunities for UP DSA and doctoral students of the University;
- e) providing academic, scientific and legal assistance to doctoral students;
- f) contributing to the organization of the professional and scientific programs of the UP DSA;
- g) proceeding in any matter referred to it by the Assembly of the UP DSA.

## **Annex No. 3. to the Statutes of the Doctoral Student Association of the University of Pécs**

### **Rules of Procedure on the Institutional Professional Scientific Scholarship**

Based on the authorization of Article 18 (3a) of the Code of Charges and Benefits of the University of Pécs (hereinafter: Code), these rules set out the detailed rules for the implementation of the institutional professional, scientific scholarship application procedure for applicants participating in doctoral training.

#### **Chapter I. The Scope of the Regulation**

**Article 1.** The personal and organizational scope of the rules cover the students participating in doctoral training at the University, all UP DSA officials, administrators and bodies.

**Article 2.** The material scope of the rules covers the institutional professional scientific scholarship as set forth in Articles 4. (2)-(3) and 18. (3a) of the Code managed by the UP DSA.

#### **Chapter II. The application procedure Requirements of the application**

**Article 3.** The institutional professional scientific scholarship shall be open for application to full-time doctoral students of the University having an active student status.

**Article 4.** (1) The full-time doctoral student of the University having an active student status shall submit an application, if

- a) the applicant has an active doctoral student status during the application semester and the scholarship period.
- b) in case of a successful application, undertakes to comply with the special provisions set out herein.

(2) The applicant may submit one application per category per application period.

(3) Applications may be submitted by post only, as a recommended letter to the following address: University of Pécs Rector's Cabinet (7622 Pécs, Vasvári Pál u. 4.).

(4) The envelope must always be marked with the phrase "ISZTÖ".

#### **Chapter III. The principles of evaluating the applications**

**Article 5.** Applications shall be evaluated on the basis of individual examination, without impartiality, and taking into account the specificities of the field of science and the fullest of possible results.

#### **Chapter IV. The procedure of evaluating the applications The call for applications**

**Article 6.** (1) The Assembly of the UP DSA (hereinafter: Assembly) calls for application to the institutional professional scientific scholarship in a form of application sheet included in Annex No. 8/a. to the Code.

(2) The deadline for the application period is set by the Assembly, in a way that the period for submitting applications is at least fifteen days.

### **Evaluation of the applications**

**Article 7.** Applications submitted will be ranked by the UP DSA Charges and Benefits Committee (hereinafter: Committee) in accordance with the rules of procedure set out in Annex No. 2. to the Statutes of UP DSA.

**Article 8.** (1) The Committee shall examine the applications and determine their validity.

(2) The application shall be invalid in the following cases:

- a) lack of mandatory documents;
- b) the absence of signature on the application sheet(s) and
- c) failure to comply with other requirements laid down in the rules.

(3) Once validated, the Committee will make a proposal on the ranking of applications and the amount of the grant.

(4) The Chairman of the Committee shall present the certified minutes of the meeting to the upcoming Assembly.

(5) If the applicant has already submitted a successful application, the supporting documents for each activity can only be submitted from the period since the last call for applications.

### **Decision on the grant**

**Article 9.** The decision on the ranking and the amounts shall be decided in an open vote by the Assembly. The proposal of the Committee shall not bind the Assembly.

### **Chapter V. Legal remedy**

**Article 10.** The applicant may seek legal remedies against the decision of the Assembly in accordance with Article 12. of the Code of Studies and Examinations of the University of Pécs.