

Financial Code of the Doctoral Student Association of the University of Pécs
2019
Effective from 12 February 2019.

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

Financial Code of the Doctoral Student Association of the University of Pécs

Pursuant to Article 3 (1) a) of the Statutes (hereinafter: Statutes) of the Doctoral Student Association (hereinafter: UP DSA) of the University of Pécs (hereinafter: University), UP DSA adopts the following regulation for its financial procedures and benefits granted by it.

Chapter I. General provisions

1. The scope of the Code

Article 1. The personal and organizational scope of the Code covers every official, administrator, and organizational body of the UP DSA.

Article 2. The material scope of the Code covers all financial activities of the UP DSA, in particular the processes of entering into legal obligations and the benefits.

2. The purpose of the Code

Article 3. The purpose of the Code is to determine the detailed rules on the financial management of the UP DSA in accordance with the financial rules and regulations of the University (particularly in accordance with the Code of Finances, the Code of Charges and Benefits, the Code of Contracts, and other legal norms of the University) keeping in mind the requirements of a balanced, transparent, and sustainable financial management.

Chapter II. Financial bodies of the UP DSA

Article 4. Bodies and officers being responsible for the financial management of the UP DSA:

- a) General Assembly (hereinafter: Assembly);
- b) Bureau;
- c) Supervisory Board;
- d) President;
- e) Vice-President for Financial Affairs.

3. The Assembly

Article 5. Pursuant to Article 10 of the Statutes, the responsibilities of the Assembly are:

- a) decides on the annual budget, its amendments, and the annual financial report of the UP DSA;
- b) decides on the evaluation of tenders called by the Assembly and the Bureau;
- c) decides on the establishment of scholarships managed by the UP DSU;
- d) decides on the award of Pro Doctorandis Universitatis Quinqueecclesiensis;
- e) exercises its rights to consent over the commitments of UP DSA over one million forints;
- f) has the right to consult on all commitments regarding UP DSA.

4. The Bureau

Article 6. (1) Pursuant to Article 14 (1) of the Statutes, the responsibilities of the Bureau are:

- a) makes propositions on the annual budget of the UP DSA;
- b) executes the annual budget of the UP DSA;
- c) manages the budget of the UP DSA;
- d) decides on financial commitments of the UP DSA less than one million forints after informing the Assembly;

- e) proposes to the Assembly the financial commitments of UP DSA above one million forints;
- f) proposes to the Assembly concerning the scholarship applications to be accepted by the UP DSA on the basis of the applications received, pursuant to the University's Code of Charges and Benefits and this Code.

(2) In exercising its powers laid down in paragraph (1) d) to e), the Bureau shall not depart from the budget of the UP DSA and its implementation schedule approved by the Assembly.

5. The Supervisory Board

Article 7. The Supervisory Committee as part of the legality audit

- a) monitors the financial management of the UP DSA at least once a year;
- b) performs a monthly verification of the regularity of the amount of UP DSA scholarships and of the form and content of the applications;
- c) reports to the Assembly in case of misuse of the UP DSA's financial assets or the suspicion of it.

6. The President

Article 8. (1) Pursuant to Article 20 (1) e) of the Statutes, the President manages and organizes the finances of the UP DSA; in the scope of which the President defines the general principles and direction of the organisation's financial management.

(2) Pursuant to Article 20 (1) k) of the Statutes, the President bears responsibility for the financial management of the UP DSA.

(3) Signature on behalf of the organisation, in particular issuing documents, (professional) countersigning, and certifying performance, is the responsibility of the President.

(4) Pursuant to Article 26 (1) of the Statutes, in the absence or obstruction of the President, the General Vice-President shall replace the President with full authority in connection with paragraph (3). In the scope of these activities, paragraph (2) shall be applicable to the General Vice-President as well.

7. The Vice-President for Financial Affairs

Article 9. (1) The functions and responsibilities of the Vice-President for Financial Affairs are:

- a) prepares the annual budget of the UP, its amendments and the annual financial report;
- b) prepares the implementation schedule of the UP DSA's budget;
- c) prepares the budget of the events organized by the UP DSA;
- d) comments on all UP DSA processes, affected by its financial commitments;
- e) continuously monitors the financial management of the UP DSA;
- f) keeps contact with the other departments of the University, in particular the Chancellor's Office and the Central Registrar's Office, in connection with the financial management of the UP DSA of the University of Pécs.

(2) The Vice-President for Financial Affairs shall be responsible for preparing the relevant actions and proposals in connection with the financial management of the UP DSA.

Chapter III.

Rules of procedure on the financial processes of the UP DSA

8. Rules on the financial commitments of the UP DSA

Article 10. Financial commitments shall be taken by the President.

9. The benefits provided by the UP DSA

Article 11. (1) UP DSA is entitled to award the following benefits on the basis of an individual application, in accordance with the University's Code of Charges and Benefits, the Statutes of the UP DSA and the Rules and Regulations of the UP DSA on the Outstanding Scientific and Art Scholarship:

- a) outstanding public activities scholarship;
- b) outstanding scientific and art scholarship;
- c) doctoral excellency scholarship;
- d) institutional professional scientific scholarship,
- e) outstanding doctoral scholarship; and
- f) doctoral equal opportunities scholarship.

(2) In the case of scholarships awardable by the UP DSA, the definitions and the terms used in the call for applications will apply.

Article 12. (1) The outstanding public activities scholarship awarded by the UP DSA shall be open to full-time bachelor, undivided training, master, vocational training, doctoral students and doctoral candidates who:

- a) are officials of the UP DSA;
- b) are administrators of the UP DSA;
- c) carry out public service activities as individually determined by the UP DSA.

(2) The amount of the outstanding public activities scholarship awarded by the UP DSA is set out in Annex II.

(3) Eligible applicants must submit their outstanding public activities scholarship applications to the UP DSA Bureau by the date specified in the call for applications.

(4) For the officials and administrators of the UP DSA, the outstanding public activities scholarship shall only be awarded for their term of office/mandate.

(5) For those, who carry out public service activities as individually determined by the UP DSA, the scholarship shall be awarded after fulfilling the given activity.

(6) The outstanding public activities scholarship call for applications is announced by the President at the beginning of each semester, in accordance with the relevant regulations and the decision of the Assembly.

(7) The Assembly shall decide on the applications following the President's proposal and the Supervisory Board's audit, according to Article 10 (1) n) of the Statutes.

Article 13. The detailed provisions of the outstanding scientific and art scholarship are set forth in the Rules and Regulations of the UP DSA on the Outstanding Scientific and Art Scholarship.

Chapter IV. Definitions

Article 14. For the purpose of this regulation:

1. *outstanding public activities scholarship*: A scholarship to be decided on by the Assembly, awarded to the UP DSA officials, administrator, or students, doctoral candidates having an active status at the University for the performance of the activities set forth in Article 3 (1) of the Statutes.

2. *outstanding scientific and art scholarship*: A scholarship to be decided on by the Assembly based on the authorization of Article 25 (2) of the University's Code of Charges and Benefits, awarded to students

having an active status at the University for their individual outstanding scientific or artistic activities as stipulated in the call for applications based on the Rules and Regulations of the UP DSA on the Outstanding Scientific and Art Scholarship.

3. *doctoral excellency scholarship*: A scholarship to be published and decided on by the Assembly based on the authorization of Article 25 (2) of the University's Code of Charges and Benefits, awarded to doctoral students studying in state-funded or state scholarship programmes before the academic year 2016/2017, with the purpose to facilitate the earning of their doctoral degree, based on their earlier academic and scientific performance.

4. *institutional academic and scientific scholarship*: A scholarship to be decided on by the Assembly, awarded to students for their extra-curricular activities (scientific, sports, artistic) based on applications as a semi-annual, monthly or lump-sum benefit in accordance with Article 18 (3) and (3a) of the University's Code of Charges and Benefits.

5. *outstanding doctoral scholarship*: A scholarship to be published and decided on by the Assembly based on the authorization of Article 25 (2) of the University's Code of Charges and Benefits, awarded to full-time doctoral students having an active status at the University, whose applications for the institutional academic and scientific grant have been rejected in the given semester.

6. *doctoral equal opportunities scholarship*: A scholarship to be published every spring and decided on by the Assembly based on the authorization of Article 25 (2) of the University's Code of Charges and Benefits awarded to full-time doctoral students having an active status at the University, who have applied for a summer dormitory placement, with the purpose to support the further scientific development of the students based on their earlier academic and scientific performance.

Chapter V. Miscellaneous provisions

Article 15. (1) The provisions of the Code shall be applied in accordance with the applicable laws and regulations of the University, in particular the University's Financial Regulations, Code of Charges and Benefits, Code of Contracts, the Rules and Regulations of the UP DSA on the Outstanding Scientific and Art Scholarship and the Statutes of the UP DSA.

(2) The Code will enter into force on September 5, 2018 and will apply to pending cases.

(3) With the entry into force of the Code, the Internal Code of Charges and Benefits of the UP DSA and all previous decisions and regulations on the subject matter of the Code shall be repealed.

Clause

The Code has been adopted by the Assembly of the UP DSA on its session held on September 4, 2018 with its Resolution 539/2018 (IX.04.).

The first amendment of the Code has been adopted by the Assembly of the UP DSA on its session held on October 10, 2018 with its Resolution 616/2018 (X.10.). The amendment shall enter into force on the day following its adoption and shall apply to pending matters.

The second amendment of the Code has been adopted by the Assembly of the UP DSA on its session held on February 11, 2019 with its Resolution 23/2019 (II.11.). The amendment shall enter into force on the day following its adoption and shall apply to pending matters.

Amounts of benefits granted by the UP DSA

Article 1. Pursuant to the powers set out in Article 25. (2) of the University's Code of Charges and Benefits and Article 10 (1) n) of the Statutes, UP DSA determines the amounts of the outstanding public activities scholarship for its officials and administrative residents as follows:

- a) the monthly amount of scholarship of the President (Article 19-20. of the Statutes) shall be a maximum of 1,7 times the student normative set forth in Article 114/D (1) a) of Act CCIV of 2011 on Higher Education (hereinafter: student normative);
- b) the monthly amount of scholarship of the Vice-President (Article 26 of the Statutes) shall be a maximum of 1,7 times the student normative;
- c) the monthly amount of scholarship of the Vice-Presidents for Functional Units (Article 6 of Annex No. 2. of the Statutes) shall be a maximum of 1,7 times the student normative;
- d) the monthly amount of scholarship of the presidential commissioners (Article 33 of the Statutes) shall be a maximum of 0,3 times the student normative;
- e) the monthly amount of scholarship of the Members of the Supervisory Board (Article 1-3 of Annex No. 1. of the Statutes) shall be a maximum of 0,45 times the student normative;
- f) the monthly amount of scholarship of the Delegates (Article 44 of the Statutes) shall be a maximum of 0,2 times the student normative;
- g) the monthly amount of scholarship of the Committees (Article 34 of the Statutes) shall be a maximum of 0,3 times the student normative;
- h) the monthly amount of scholarship of the Head of Office (Article 33/B of the Statutes) shall be a maximum of 0,9 times the student normative;
- i) the monthly amount of scholarship of the Chief of Staff (Article 32 of the Statutes) shall be a maximum of 0,9 times the student normative;
- j) the monthly amount of scholarship of the Rapporteur(s) (Article 33/A of the Statutes) shall be a maximum of 0,65 times the student normative;
- k) the monthly amount of scholarship of the Assistants to the Head of Office (Article 33/B of the Statutes) shall be a maximum of 0,65 times the student normative;
- l) the monthly amount of scholarship of the Members of the Working Groups (Article 34 of the Statutes) shall be a maximum of 0,3 times the student normative.

Article 2. (1) The scholarship may be awarded for the performance of an outstanding public service activity, individually identified by the name or description of the activity and the number of hours it is spent.

(2) The amount of the individually identified scholarship shall be a maximum of 0,015/hour times the student normative.

(3) Additional outstanding public activities scholarship may be granted to UP DSA officers or administrators for the performance of public service activities, above or beyond the scope of their statutory responsibilities.

Article 3. The amount of the outstanding scientific and art scholarships are determined every semester by the Assembly upon the publication of the call for applications.

Article 4. The total amount of monthly UP DSA benefits per person may not exceed five times the annual amount of the student normative.

Flowchart for the outstanding public activities grant

Call for applications

Article 12 (6) of the Code

The outstanding public activities scholarship call for applications is announced by the President at the beginning of each semester

Submitting applications

Article 12 (3) of the Code

Eligible applicants must submit their outstanding public activities scholarship applications to the UP DSA Bureau by the date specified in the call for applications

Checking the applications

Article 6 (1) f) of the Code

The Bureau proposes to the Assembly the applications to be accepted by the UP DSA on the basis of the applications received pursuant to Article 14 of the Statutes

Article 7 b) of the Code

The Supervisory Board performs a monthly verification of the regularity of the amount of UP DSA scholarships and of the form and content of the applications;

Decision on the applications

Article 12 (7) of the Code

The Assembly shall decide on the applications following the Bureau's proposal and the Supervisory Board's audit, according to Article 10 (1) n) of the Statutes.

Auditing the amounts of benefits

Article 7 b) of the Code

The Supervisory Board performs a monthly verification of the regularity of the amount of UP DSA scholarships and of the form and content of the applications;