



Executive order 1/2017 of the President on licensing doctoral events

Pécs 2017.

Effective from 27 September 2017

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



Doctoral Student Association of the University of Pécs

Executive order 1/2017 of the President on licensing doctoral events

For the implementation of Annex No. 52. of the Statutes of the University of Pécs on the organization of student events and services, I hereby give the following executive order:

Chapter I. The scope of the order

Article 1. (1) The personal scope of the order extends to doctoral students who have a student status at the University and who have been involved as a participant or organizer in a university student event.

(2) The material scope of the order extends to the programs organized in connection with the operation of the University and using its official name for the doctoral students of the University, at the premises or outside the University (hereinafter: student event).

(3) Events organized by the Doctoral Student Association of the University of Pécs (hereinafter: UP DSA) shall not fall under the scope of this order. These events are regulated by executive order 1/2016.

Chapter II. Licensing procedure

Article 2. (1) Events organized by doctoral students that fall under the scope of this order shall be licenced by the President of the UP DSA.

(2) Doctoral students may only organize student events that encourage student and teacher community-building, stimulate the academic, scientific and artistic advancement of the students, and support the promotion of the University and the preservation of its traditions, provided that the purpose and content of the event do not conflict with law or university regulations.

Article 3. Applications for the organization of a student event shall be submitted in writing to the Scientific and Academic Affairs Committee (hereinafter: Committee) in accordance with Annex No. 1. with the following deadlines:

- a) in the case of an international event, at least 105 days before the event;
- b) in the case of a national event, at least 75 days before the event;
- c) in the case of a local or regional event, at least 45 days before the event.

- (2) The application shall include the following information about the event:
- the name/title,
 - the aim,
 - the program,
 - the start and end times,
 - the location,
 - the organizer(s),
 - the scope and expected number of participants,
 - the name and contact details of the contact persons,
 - the acquisition request and cost estimates; and
 - the data of the organizer contained in Annex 6 of Act CCIV. of 2011 on Higher Education.
- (3) The application shall contain the following attachments:
- a list of the organizer university citizens and a statement that they have been properly prepared by the organizer(s) for the organization of the event;
 - copies of the official announcements and permits required to organize the event,
 - other documents (budget, contracts, other permits) necessary to organize the event; and
 - a list of the services rendered at the event.

Article 4. (1) Applications received shall be considered by the Committee within 10 days and it shall make a recommendation to the President whether to licence the event or not.

(2) The President shall decide whether or not to licence the event within 5 days of the Committee's proposal.

Chapter III. Auditing and reporting the organization of the event

Article 5. (1) The organizer(s) shall report on status of the event – subject to the deadlines specified in Article 3 (1) of the Order – at least once a month during the course of organizing the event in accordance with Annex No. 2.

(2) The reports shall be submitted to the Committee on paper.

(3) The President of the UP DSA has the right to revoke a previous licence to organize the event, if

- the organizers fail to provide the required monthly report;
- it becomes apparent from the report that the event cannot be carried out as set out in the application; or
- it becomes apparent from the report that the organizers have violated a University regulation or law during the organization of the event.

(4) In the case of a local or regional event, the monthly report may be replaced by the final report provided for in Article 7. This provision is without prejudice to the auditing powers of the President of the UP DSA, as defined in Article 6.

Article 6. The President of the UP DSA is entitled at any time during the proceedings to audit that:

- a) the event is organized in accordance with the application,
- b) the information contained in the monthly report are valid; and
- c) the organizers comply with the University regulations and the laws governing the organization of the event, in particular the provisions of the joint order of the rector and the chancellor on advertising and sponsoring, the Brand Guidelines, Government Decree 23/2011 (III.8.) on the safety of musical and dance events, and the cash management regulations of the University.

Article 7. The organizer shall submit a written report to the President of the UP DSA on the experiences of the event in accordance with Annex No. 3. within 15 working days following the closure of the event.

Chapter IV. Planning

Article 8. (1) A doctoral student planning to organize a student event shall annually prepare a list of the planned events and send it to the President of the UP DSA by February 1 of the current year.

(2) The list of planned events should include the planned events’

- a) name/title
- b) date/time span,
- c) aim,
- d) location,
- e) the expected number of participants,
- f) organizer; and
- g) budget (revenue, expenditure).

(3) The list of planned events does not bind the doctoral students organizing the student event, nor does it replace the licensing procedure specified in this Order.

Article 9. (1) The Committee will compile the received event drafts and prepare an annual event plan.

(2) The Committee will also take into account the UP DSA’s own events when preparing the annual event plan.



Chapter V. Closing provisions and entry into force

Article 10. The President shall notify the applicant and the contact person on paper and electronically of the decision made in the procedures specified in this Order.

Article 11. This Order shall enter into force on the day of its publication.

Article 12. The provisions of this Order shall be applied in conformity with the relevant laws and University regulations, in particular with Annex No. 52. of the Statutes of the University of Pécs on the organization of student events and services

Pécs, September 26, 2017

Dr. Zsolt Cseporán
President