



TOMORI PÁL COLLEGE

ORGANIZATIONAL AND OPERATIONAL RULES
GENERAL PROVISIONS,
ORGANIZATIONAL AND OPERATIONAL RULES
VOLUMES I-II

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Responsible person: representative of the rector and controlling body

¹ These regulations repeal the Organizational and Operational Regulations adopted by the Senate with version number v26, Senate Resolution 2024/2/7, which entered into force on 22.05.2024.



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Tomori Pál College (hereinafter referred to as the College) establishes its Organisational and Operational Regulations (hereinafter referred to as the "Regulations" or "Regulations") in documents SZMSZ I-IV, as well as SZMSZ V and SZMSZ VI.

I. GENERAL PROVISIONS

1. § List of relevant legislation

- (1) the Fundamental Law of Hungary;
- (2) Act CCIV of 2011 on National Higher Education ("Nftv.");
- (3) Act V of 2013 on the Civil Code;
- (4) Act CLXXV of 2011 on the Right of Association, the Legal Status of Public Benefit Organizations, and the Operation and Support of Civil Organizations;
- (5) Act I of 2012 ("Labour Code") on the Labour Code;
- (6) Government Decree No. 87/2015 (IV.9.) on the implementation of certain provisions of Act CCIV of 2011 on National Higher Education ("Vhr.");
- (7) Any other legislation contained in other regulations annexed to these Regulations, as well as in the status sheet forming part of the College's audited quality management system.

2. § Scope and creation of the Policy

- (1) The scope of the Policy covers:
 - a) the College as a non-state-maintained, non-state-maintained higher education institution classified as a public benefit institution operating in the territory of Hungary, all its programmes and all its organisational units,
 - b) to the teachers, scientific researchers and students of the College, as well as to the employees and agents involved in education, scientific research and the implementation of the College's tasks, as well as to natural persons using the services provided by the College in any form and/or staying on the territory of the College, regardless of when their legal relationship was established and what its nature is.
- (2) Together with the annexes to the Regulations, it defines the organisational and operational rules of the College, the system of employment requirements, the system of student requirements and the system of quality assurance. In addition to the above, all regulations of the College covering the whole of the College are part of these regulations, and their list is contained in the Annex.
- (3) All regulations, decisions, measures and rules of procedure created at the College must be in accordance with these Regulations.
- (4) The Regulations and their annexes, as well as the amendment of the Regulations, shall be adopted by the Senate, which shall be sent to the controlling body and the Educational Authority after their adoption. The controlling body examines the unity, completeness, legality and compliance of the Policy with efficiency.
- (5) The amendment of the Regulations may be initiated by a member of the Senate with voting rights, and in the event of a change in the law or at the request of the Hungarian Higher Education Accreditation Committee or the Educational Authority, the Regulations shall be amended in accordance with the law or invitation, even in the absence of a separate initiative.



(6) Authentic copies of the Regulations and their annexes shall be kept in the Office of the President and the Rector.

(7) The Regulations and the Study and Examination Regulations and the Students' Fees and Allowances Regulations shall be published on the College's website, in a place accessible to anyone and a third party. The other annexes of the Regulations shall be published in the Study System and in the College's **internal document repository**.

3. § Details of the College

(1) The College is a higher education institution with an independent legal personality operating as an organisation with public benefit status, in accordance with the management rules of a private higher education institution as defined in the Higher Education Act, on the basis of an annual budget.

(2) The College

a) name: Tomori Pál College

b) acronym used instead of its full name (abbreviated name): TPF

c) Its name in its foreign relations:

ca) angolul: Tomori Pál College

cb) németül: Tomori Pál Hochschule

cc) spanyolul: Tomori Pál Escuela Superior

cd) franciául: Tomori Pál École Supérieure

d) Headquarters: HU, 1223 Budapest, Művelődés utca 21.

e) Premises:

ea) HU, 6000 Kecskemét, Árpád krt. 4.

f) Central phone number: (+36) 1 362-1551

g) OM ID: EN 44196

h) Tax number: 18365830-2-43 Takarékbank: 50800159-11022602

i) Statistical number: **18365830-8540-599-01**

j) Controlling body of the College: TPF Higher Education and Service Public Benefit Nonprofit Limited Liability Company (registered office: 1223 Budapest, Művelődés u. 21.; company registration number: 01-09-285702, tax number: 21839492-1-43)

(3) The College's stamp: a circular seal with the inscription "Tomori Pál College, Budapest" around the coat of arms of Hungary.

(4) The coat of arms of the College is a shield with the letter trio TPF on it. The graphics were designed in such a way that they could refer to the life of Pál Tomori, so the symbols of the sword, the shield and the cross can be clearly seen from them. At the same time, since the educational profile of the College is neither ecclesiastical nor military, the above symbols appear as if hidden, none of them receive any special emphasis. At the same time, the nature and structure of the coat of arms express our ambition to always keep in mind traditional values in our modern and globalizing world, with special regard to decency, openness to new things and the need to pass on knowledge.



4. § Tasks of the College

- (1) The College carries out public benefit and other activities as defined in the Deed of Foundation, and its public benefit services can be used by anyone in a manner regulated by the relevant legislation.
- (2) As a basic task, the College shall provide bachelor's training, specialised further training, higher education vocational training (tertiary vocational training) in accordance with the approved qualification requirements in the fields of training and science listed in the Deed of Foundation, as well as in higher education vocational training (tertiary vocational training) in professional groups and programmes with a licence to start a specialisation, in accordance with the approved qualification requirements. In these forms of training, it issues diplomas and certificates. In addition to the above trainings, the College may also conduct adult education activities according to market needs and in possession of legal permits.
- (3) Under the conditions set out in the legislation and its own regulations, the College may assist in the solution of training and research tasks with in-kind and monetary benefits, as well as scholarships and other means.
- (4) The College provides education on the basis of a state mandate, as a fee-paying service or as an entrepreneurial activity, and may perform educational, research, development, consultancy, service and other tasks for external clients.
- (5) The College may also provide training and further education in cooperation with other educational institutions, research institutes and enterprises.
- (6) The College cooperates with domestic and foreign educational and scientific institutes and enterprises. It prepares students to continue their studies at a higher level.
- (7) The College carries out its tasks in cooperation with lecturers, scientific researchers, other employees and students.
- (8) The College carries out scientific research and development activities as well as science organization activities in the fields of science related to the training.
- (9) With its educational and research activities, the College participates as an intellectual centre in the fulfilment of the educational, research and cultural tasks of the regions affected by its educational activities.
- (10) The College contributes to the preparation of students for intellectual life by mediating, cultivating and developing national and universal science, culture and the arts, as well as by developing knowledge of the mother tongue and foreign languages.
- (11) The general language of education at the College is Hungarian, but training may be conducted in part or in full in another language.
- (12) You can continuously expand the educational profile of the College by launching new degree programs.
- (13) The College, through the Publications Office, provides educational materials to assist students in their studies.
- (14) The College provides accommodation for its students in its dormitory.
- (15) The College has established its quality management system. The rector is responsible for the institutional operation of the quality management system. The Rector appoints a Quality Management Manager to perform tasks related to quality management. The College treats the documentation of the quality management system as a quality management regulation defined in the Higher Education Act.



5. § Citizens of the College

(1) Citizens of the College:

- a) teachers, researchers and other employees or agents of the College on the basis of their employment or agency relationship,
- b) students of the College based on their student status.

(2) The citizens of the College are obliged to observe the laws, the written and unwritten professional and moral norms, the regulations of the College applicable to them according to their position, to cultivate the traditions of the College, to perform their duties to the best of their ability, and to enhance the good reputation of the College by their conduct. It is their duty to protect the reputation and property of the College.

(3) A college citizen who is a (2) and is liable for disciplinary and financial liability. The detailed rules of disciplinary and financial liability are laid down in the Disciplinary and Compensation Regulations written in a separate regulation according to the legal status of the college citizen to be held liable.

(4) All citizens of the College have the right to:

- a) to express an opinion and make proposals on the affairs of the College, taking into account point (2), and to receive a substantive answer to them,
- b) to seek legal remedy against decisions affecting him or her in accordance with specific legal provisions.

6. § Rules on publicity related to the College's public benefit activities

(1) The public benefit report and other reports and reports must be published on the College's website in a place accessible to anyone at the time and for the period of time required by the legislation in force.

(2) At least one copy of the Senate's resolutions, public benefit reports, annual reports and other public documents of the College shall be kept in the **Rector's Office**, and it shall be possible for anyone to inspect them in the presence of an official during the working hours indicated on the website, and to make copies of them at their own expense.

(3) The right of access to the College documents is fully guaranteed by the College for the purpose of public scrutiny, which right of access to documents can only be limited by law.

II. ORGANISATIONAL AND OPERATIONAL RULES

7. § Organizational Structure of the College

(1) The Senate is the main body of the College that makes decisions and controls the implementation of the decision.

(2) The head of the College is the Rector, who is also the decision-making body of the College within the framework specified in the legislation or in these Regulations and the regulations constituting annexes thereto, on the basis of his or her rights and obligations provided for in these documents, and is the executor of the decisions of the Senate.

(3) The President shall exercise the right of consent with regard to the rector's powers to the extent necessary for the performance of his or her duties, and shall participate in the representation of the institution. In other respects, he cooperates with the rector

and the financial director in the course of fulfilling his duties. The President shall perform the duties specified in the Deed of Foundation and in this document, but his or her duties may not extend to the exercise of the powers granted to the Rector for the management of educational and research activities. **The position of President is held by the Founding Rector Emerita.** The same person may not simultaneously serve as President and Financial Director.

(4) The organization of the College consists of educational, administrative and service organizational units. The activities of the organizational units are directed, coordinated and supported by their leaders and bodies (committees, meetings), and they are assisted by their positions and advices. The location of the organizational units is depicted in the Organogram of the College.

8. § Operation and management of the College

(1) The tasks related to the management of the College are performed by the Senate and the Rector.

(2) Employees are involved in the management of the College through their representatives.

(3) The implementation of the decisions and measures of the College management is carried out by the organizational units under the direction of their own leaders.

(4) With regard to the employees of the College, the President – as the Founding Rector Emerita – exercises the employer's rights. With regard to the Rector and the President, as the Founding Rector Emerita, the employer's rights are exercised by the Controlling body.

9. § Order of institutional contact

(1) The purpose of the order of communication within the College is to ensure the smooth running of work, the continuous provision of information to managers and staff entrusted with management tasks, and their participation in the management of work and the performance of tasks.

(2) The relationship between the organizational units and the system of communication is determined in detail by the quality management system of the College.

10. § The Senate

(1) The Senate determines the training and research tasks of the College taking into account the provisions of the Deed of Foundation, and supervises their implementation.

(2) The Senate adopts the College's

a) and the employment plan as part of it,

b) research, development and innovation strategy,

c) training programme,

d) of this Policy and the regulations annexed thereto,

e) the principles of differentiated income distribution based on quality and performance,

f) elementary budget,

g) commitment plan,



h) annual report and public benefit report prepared on the basis of accounting regulations.

(3) The Senate determines the

- a) the system of student counselling,
- b) the student review system for teaching work.

(4) The Senate

- a) define the training and research tasks of the higher education institution and monitor their implementation;
- b) establishes the order of its own operation;
- c) adopt the institutional development plan and the research and development innovation strategy for a medium-term, at least four-year period, defining the tasks of implementation on an annual basis;
- d) reviews the rector's applications and evaluates the rector's leadership activities;
- e) adopted by the institution
 - ea) training programmes,
 - eb) Organizational and operational rules,
 - ec) the principles of differentiated income distribution based on quality and performance,
 - ed) within the limits set by the controlling body,
 - ee) its annual report prepared in accordance with accounting regulations;

(5) The Senate evaluates

- a) the professional activities of the College,
- b) the Rector's managerial activities,
- c) the implementation of the quality improvement programme.

(6) During the Senate's audit work,

- a) reports to the rector annually,
- b) may request a report from the head, body and officer of any organisation operating at the College,
- c) the Rector or the President – as the Founding Rector Emerita – may make a proposal to the Controlling body against the decision deemed to be in violation of the rules – to take the necessary measures in the exercise of its legal supervisory powers.

(7) The Senate exercises its powers at its sessions, as necessary, but meets at least twice a year.

(8) The Senate can discuss any issue, formulate its position on any issue, and make proposals on any issue. The applicant may send his or her position or proposal to the person entitled to make a decision or take action, who is obliged to give a substantive response within thirty days.

11. § Composition of the Senate and election of its members

(1) The number of members of the Senate: 7 people.

(2) The voting members of the Senate are:

a) By position

- aa) Rector, (1 person)
- ab) President – as Founding Rector Emerita – (1 person)
- ac) Financial Director, (1 person)



- b) by delegation or election
 - ba) representative delegated by the Student Self Government (1 person)
 - bb) appointed or elected representatives of lecturers and researchers (2 people)
 - bc) appointed or elected representative of non-teaching staff. (1 person)
- (3) Permanent invitees to the meetings of the Senate with the right of consultation:
 - a) Vice-Rectors,
 - b) Controlling body's representative,
 - c) members of the Supervisory Board,
 - d) auditor
- (4) They may participate in the work of the body with the right of consultation, who may be invited by the rector or the president from time to time.
- (5) At the session of the Senate, the Vice-Rector may be replaced by the right to vote on the basis of a written authorisation to that effect. The authorization must indicate exactly who the authorization is for (at least full name and position) and what voting rights the delegate has in the Senate.
- (6) The election of teaching and non-teaching members of the Senate is ordered by the Rector on a date so that the newly elected representatives can participate in the first Senate meeting of the academic year. The Rector shall be entitled to waive the election and to appoint a teaching or non-teaching member of the Senate in the form of a Rector's instruction.
- (7) The right to vote in the Senate shall be held by those who have a full-time employment relationship with the College, with the exception of the representatives of the Student Self Government, and may be elected or appointed as members of the Senate.
- (8) If an election is called in connection with the teaching members of the Senate, the procedure shall be followed in accordance with paragraphs (9)-(21). If the members of the Senate are appointed by the Rector, the Rector shall appoint the new members of the Senate within 30 days of the expiry of the term of office of the Senate member(s). If the mandate of a member of the Senate is terminated for a reason other than the expiry of his or her term of office (e.g. termination of employment), the Rector is obliged to appoint a new member of the Senate within 30 days of the termination of the Senate mandate. The term of office of the appointed Senate member shall commence on the day following the date of the Rector's Instruction containing the appointment, unless otherwise provided by the Rector's Instruction on the appointment.
- (9) The elected members of the Senate are elected by lecturers and researchers, as well as by those employed in non-teaching positions, as two communities entitled to nominate and elect.
- (10) The Rector shall establish an election committee (in the form of a Rector's instruction) at least two weeks before the elections. The committee consists of a chairman and two members and is responsible for drawing up lists of candidates on the basis of due information among employees and for conducting the election in an orderly manner. Together with the appointment of the committee, the rector determines the deadline for compiling the lists of candidates and the day of the election. The task of the election committee is to prepare the electoral register. In connection with the compilation of the electoral register, the election committee must act with the protection of personal data in mind. When compiling the electoral register, the members of the electoral committee may only know the name and position of the person entitled to vote. These data must also be indicated in the electoral register.



(11) A person who wishes to stand as a candidate in the election or a close relative of the candidate may not be a member of the election committee (see Section 8:1 (1) Point 1 of the Civil Code)

(12) Any person with the right to vote may request to be included in the list of candidates. The order in which the candidates are placed on the list is irrelevant. A separate list of candidates must be compiled for each community entitled to vote. A person may only be on one list of candidates, however, it is not excluded that he or she may request to be included on the list of candidates of the other community, provided that the other nominating community agrees to this in writing. The written consent must be placed among the documents related to the election.

(13) After the list of candidates has been closed, the election committee takes care of the preparation of the ballot papers. The candidates must be indicated in alphabetical order on the ballot papers compiled by the community entitled to vote. The election committee shall inform the eligible voters about the day, time and exact location of the election and the candidates, broken down by communities entitled to vote, on the College's website (accessible to everyone) and in announcements placed on the territory of the College.

(14) The election is direct and secret, and valid voting can only be done on the official ballot paper that contains the seal of the college. On the ballot paper, voters must elect as many candidates as the number of members that the eligible community can get into the Senate. If the person entitled to vote so requests, the election committee shall send the ballot paper and a blank envelope by post to the address of the person entitled to vote. The person entitled to vote puts his ballot paper in the empty envelope, seals the envelope, and then places the sealed envelope in a separate envelope, in which he or she sends his or her ballot paper to the election committee. It is forbidden to write on the envelope containing the ballot paper, which may only be opened by the election committee during the counting of the votes.

(15) A vote is invalid if:

- a) it was not cast on the official ballot paper,
- b) there are not enough/more candidates have been nominated than specified,
- c) the name of a person who was not on the finalized list of candidates was written.

(16) The collection of ballot papers from different communities in a common ballot box is allowed.

(17) The vote is valid if at least 50% of the eligible voters cast their votes. The turnout must be checked separately for each eligible community. The election must only be repeated in the community where the proportion of participants is lower than specified.

(18) The election committee counts the votes, as a result of which the candidates who receive the most votes become members of the Senate. The election committee shall publish the results of the election as soon as possible, but no later than within two days after the voting, and shall communicate the results directly to the rector and the candidates, as well as indicate them on the College's website (in a place accessible to everyone) and on notices placed on the territory of the College.

(19) In the case of candidates with the same score, the age of the candidate decides: the older candidate precedes the younger one. At the same age, a higher academic degree or a better academic result counts.

(20) The candidates following the last elected representative on the list formed as a result of the vote shall be registered as alternate members. An alternate member automatically becomes a member of the Senate in the event that the membership of a member of the Senate elected on the same list is terminated for any reason.

(21) A by-election shall be held if the number of members of the Senate is not complete due to the absence of an alternate member. The by-election shall be held in accordance with the ordinary election rules, with the proviso that the rector shall order a by-election for a member of the Senate within 15 days of the termination of his or her membership. In the by-election, only the community that elected the person who has ceased to be a member of the Senate has the right to vote.

12. § Term of election of members of the Senate, termination of the legal relationship of a member of the Senate

(1) The term of office of the members of the Senate is for three years and may be repeated several times after a new election or appointment. The mandate of the members delegated by the Student Self Government is for one year, which can also be repeated several times, but only for the period up to the termination of their student status and membership in the Student Self Government.

(2) Senate membership is terminated:

- a) at the end of the mandate,
- b) termination of employment,
- c) by the resignation of the member,
- d) by recalling the member.

(3) At the initiative of the rector, the member must be recalled

- a) if the council member has been absent from meetings twice in a given year without justification;
- b) if he/she is unable to perform his/her duties arising from membership for more than half a year – for any reason;
- c) if at least 50% of the members of the community entitled to vote request it in writing from the Rector that elected the Senate member to be recalled.

(4) If a member of the Senate has been terminated on the basis of paragraphs (2) and (3), the rector shall appoint a new member to replace him or her within 30 days of the termination of the legal relationship of the member of the Senate, or call elections, except in the case of members of the Senate referred to in Article 11(2)(a).

13. § Rights and duties of members of the Senate

(1) In matters of public interest related to their work, members of the Senate may request information from the Rector, who is obliged to respond within 15 days.

(2) If the member considers the information to be unsatisfactory, he or she may propose that the hearing of the matter of public interest in question be included on the agenda of the next session of the Senate. The Senate decides whether to put it on the agenda.

(3) The members are entitled to inspect all the documents that are necessary for the performance of their duties as members of the body.

(4) Elected or appointed and delegated representatives represent the interests of the persons corresponding to their duties at the sessions of the Senate, they exercise this right directly and cannot be replaced.

(5) A member of the Senate participates in the meetings, takes into account the opinion of his or her constituents when formulating his or her positions, and reports on his or her work to the voters.

(6) Members must make every effort to attend the meetings. If possible, they must notify the Rector in advance of their impediment.

14. § Procedure of the Senate

(1) The president of the senate is the rector.

(2) The sessions of the Senate are public, but the Rector may order a closed session if the person concerned so requests during the hearing of a personal matter (protection of personal rights), if the publicity may endanger or violate business secrets related to the College's business (non-public benefit) activities or legitimate interests related to intellectual property, or if it is requested by a simplified majority of the members of the Senate. The date of publication of the decision made in closed session shall be determined by the Rector. From this point onwards, only the decision is public. Anyone who violates this rule violates the law and may be prosecuted.

(3) Duties and powers of the President of the Senate as chairman

a) opening and closing of the meeting;

b) establishing the quorum,

c) getting the agenda items accepted,

d) during the discussion of the agenda items, giving the floor (in the order of application) or refusing to do so. The President of the Senate shall be entitled to refuse to speak if the giving of the floor would be contrary to the rules of these Rules or if the request for the floor was not made in accordance with the rules of these Regulations;

e) adjournment of the sitting. If there is a disturbance in the session of the Senate which makes it impossible to continue the deliberations, the President of the Senate shall interrupt the session and attempt to avert the disturbance. The session may resume after the disturbance has ceased/ceased. If it is not possible to avert the disorder, the President of the Senate adjourns the session;

f) adjournment of the discussion of an agenda item. The President of the Senate or any member may propose that the discussion of an item on the agenda be adjourned. In the case of a proposal for adjournment, after a debate, the Senate decides on the adjournment by a simple majority of votes and at the same time determines the date of the next discussion of the proposed agenda (e.g. at the next meeting of the Senate),

g) authentication of the minutes of the Senate meeting.

(4) The President of the Senate will be responsible for leading debates:

a) opens and closes the debate on a point on the agenda. Participants may address a question to the presenter, which must be answered during the debate. If there are no more comments, questions or speeches on the item on the agenda, the President of the Senate shall close the debate and, if necessary, call upon the members of the Senate to vote on the item on the agenda. On a point of order, any member may ask for the floor and make a proposal at any time. The Senate decides on the proposal by a simple majority;



b) ensuring the order of the meeting. The measures taken by the President of the Senate for the purpose of maintaining law and order may not be opposed, rejected or disputed.

(5) The Senate shall be convened as necessary, but at least twice a year.

(6) The Senate shall be convened within 15 days if:

a) at least one third of the members request it in writing,

b) at least 50% of the College's employees recommend in writing,

c) if the Supervisory Board or the auditor detects a violation of the law or serious omission in the course of its audit work and requests the convening of the Senate.

(7) The Senate is convened by the Rector by invitation, indicating the items on the agenda. The invitation must be sent electronically to the members and invitees or given to them in person. Members of the Senate will receive the invitation directly to their personal college email address (...@tpfk.hu). The invitation can also be sent from the email address of the rector or the person performing the duties of the financial director. The invitation must be sent in a PDF file format that is protected from editing.

(8) The agenda shall be indicated in the invitation in such detail that those entitled to vote can form their position on the topics to be discussed.

(9) The invitation and the agenda shall be published on the College's website, in a place accessible to anyone, and for the public. Publication and sending of invitations must be at least 7 (seven) days before the date of the meeting.

(10) The proposals and documentation related to the agenda items included in the invitation are available at the **Rector's Office**. Members of the Senate shall be given the opportunity to obtain documents relating to a Senate session at least three days before the Senate session. If possible, the materials included in the submission must also be sent by e-mail, unless the scope or confidential nature of the material included in the submission, or its personality rights nature do not allow this.

(11) The session of the Senate shall be convened at the seat of the College specified in Article 3 (2) d) of the present SZMSZ or at the site specified in Article 3 (2) e) of this SZMSZ. The Rector shall be entitled to decide on the venue of the Senate meeting.

(12) If the Senate has not been convened in accordance with the rules, it may make a decision only if all the members are present and none of the members objects to the holding of the Senate session. This fact must be recorded separately in the minutes.

(13) The Senate may only discuss issues not included in the proposal if at least five of the seven members of the Senate are present at the meeting and unanimously consent to the discussion of the issue. This fact must be recorded separately in the minutes.

(14) A meeting of the Senate has a quorum if at least 60% of the members with the right to vote are present.

(15) If the session of the Senate did not have a quorum, the Senate session repeated for this reason shall have a quorum in the matters included in the original agenda, regardless of the number of people present, with the following rules being applied to the order of convening the repeated Senate session:

a) a Senate session repeated due to a quorum shall be convened within a maximum of thirty days from the date of the original session;

b) If the invitation to the original Senate meeting already originally contained the data on the place, time and agenda of the repeated members' meeting, as well as the rules of the quorum of the repeated Senate meeting, the new Senate meeting may



be held within the period referred to in point a) – even on the day of the original meeting, at a later time – without sending a new invitation.

(16) In the Senate, each member of the Senate has one vote. The proposal put to the vote is adopted if more than 50% of the members of the Senate vote in favour. The existence of a similar proportion of no votes means rejection. Members of the Senate may not vote on a matter that concerns them, and in such votes the person concerned shall not be taken into account in the number of members.

(17) Voting is open, except for personnel matters, voting is done by a show of hands. The result of the open vote shall be determined by the rector. The Senate decides on personnel matters by secret ballot. It decides in this way even if any member of the Senate so requests and the Senate votes for it by a simple majority. In the case of a secret ballot, a ballot counting committee of at least 2 members shall be set up from among the members of the Senate present before the secret ballot is held, at the request of the President of the Senate and with the approval of the Senate without objection. The ballot counting committee shall be responsible for determining the result of the secret ballot on the basis of the votes cast during the secret ballot. The members of the ballot counting committee also take part in the vote. The conduct of the secret ballot shall be such that the votes cast are not tied to a specific voter and the anonymity of the voting member can be preserved.

(18) If the vote was inconclusive, the Senate shall decide whether to repeat the vote on the issue in which it was unsuccessful, or to postpone the agenda item and the adoption of the resolution, in which case it shall also decide on the time of the next discussion of the agenda item.

(19) The members of the Senate – with the exception of the Rector – are obliged to attend the meeting in person, and there is no place for representation, with the exception of the member delegated by the Student Self Government. If a member of the Senate considers that he or she is unable to attend the meeting for any reason, he or she must notify the Rector of this in a verifiable form (fax, email, letter).

(20) **Minutes of the sessions of the Senate shall be drawn up within 15 days of the meeting.** The minutes shall contain the place and time of the meeting, the people present, the most important events that took place at the meeting, statements and decisions. The minutes do not have to contain verbatim the individual speeches and comments.

(21) The minutes shall be signed by the rector and the keeper of the minutes.

(22) The Rector shall communicate the decision of the Senate to the person concerned (if the Senate's decision is made in the case of specific persons and not in a matter concerning the community of the College) within thirty days – by registered letter or letter sent with acknowledgement of receipt, or with a written acknowledgement of receipt.

(23) The meetings and minutes of the Senate shall be marked with the year and serial number (e.g. 2019/1.), and its resolutions shall be supplemented with the number of the adopted resolution (e.g. 2019/1/1.). The numbering of meetings and decisions should be restarted annually.

~~(24) The minutes shall be drawn up within 15 days of the Senate meeting.~~

(25) The documents of the Senate are custodial and safeguarded by the Office of the President and the Rector's Office, and the documents can be viewed by anyone in the presence of an employee of the Rector's Office.



(26) The documents of the sessions of the Senate are public to the employees and students of the institution, taking into account the (2) .

(27) The Senate may also delegate decision-making powers to the bodies, committees and organisational units of the College established by it within the limits specified. The participation of the student council in the decision-making process must be ensured even if the Senate has delegated the decision-making power.

(28) The Senate may annul or suspend any decision made by any college body, organization, organizational unit or its head at a duly convened session that violates the interests of the College, the law or these Regulations.

15. § General Provisions on Senate Committees

(1) The Senate may establish standing or ad hoc committees related to its tasks and activities, for the preparation of decisions, for analysis, for the investigation of facts, for verification, and for making decisions on the merits.

(2) The Senate may elect its chairman when the commission is established and may propose its composition. The right of the Senate referred to in the previous sentence may be exercised directly by the Rector, if the Senate has not reserved this right exclusively. **The participation of students must be ensured in the standing committees established to administer study, examination and social affairs, except in the Credit Transfer Committee. The number of members delegated by students may not be less than twenty percent of the members of the committee.**

16. § Standing Committees of the Senate

(1) The *Committee for Equal Opportunities and Disability Students' Applications* monitors the proportional representation of women and men in the operation of the College, makes proposals for achieving proportional representation, monitors the effectiveness of the measures, reveals the manifestations of discrimination and measures violating the proportionate role of women, and initiates their termination, as well as the first instance in cases concerning the exemption and assistance of disabled students. body.

(2) The task of the *Application Review Committee s* is to check the form and content of the works submitted to the tenders announced by the Senate, to call for the correction of deficiencies and to rank the applications.

(3) The *Studies Committee* primarily proceeds in the case of the assessment of students' applications related to their studies and their benefits, as well as in all matters that are referred to its exclusive competence by law or the regulations of the College (especially the Student Compensation and Benefits Regulations).

(4) The *Credit Transfer Committee* determines the conditions under which and with how many credits the credits obtained by the student in previous courses are included in the current training.

(5) The task of the *Quality Assurance Committee* is to supervise the quality management system of the College, to formulate proposals and opinions related to the operation of the system and to submit them to the Senate.

(6) The standing committees may also operate in a consolidated manner and may overlap between their members.

17. § President

The President of the College is the Founding Rector Emerita.

- (1) The first (founding) rector of the College is entitled to use the title of "Rector Emerita" without any special procedure. The rights associated with the use of this title belong to the President.
- (2) The title of "Rector Emerita" lasts for life in the case of the College's founding rector.
- (3) The Founding Rector Emerita – as president – represents the university in all matters that are not exclusively assigned to the Rector by the Higher Education Act or other legislation.
- (4) The Controlling body exercises the employer's rights over the Founding Rector Emerita.
- (5) The tasks and powers of the Founding Rector Emerita – as President – include:
 - a) to develop the College's domestic and international relations;
 - b) coordinating the strategic and development tasks of the College;
 - c) supervising and coordinating the work of individual senior leaders, managers, and bodies for the long-term operation, sustainability, and development of the College;
 - d) maintaining contact with the Controlling body;
 - e) performs the employer's duties and fulfils the employer's rights;
 - f) on the basis of a case-by-case authorisation, the representation of the Controlling body within the college in certain matters;
 - g) in cooperation with the rector and controlling body, it decides on taking out a loan, launching an investment, making a long-term commitment, buying or disposing of movable or immovable property, and countersigns the relevant contracts.
 - h) In the course of performing his or her duties and exercising his or her powers, the Founding Rector Emerita has the general right of instruction and action as the holder of the office of President. However, it cannot instruct either the Senate, the Student Self Government or any other advocacy organization.
 - i) The order of exercising employer's rights is regulated by the Founding Rector Emerita – as President – in an instruction and may delegate it in an instruction.

18. § The Rector

- (1) The responsible leader and representative of the College is the Rector.
- (2) The Rector is responsible for the professional and lawful operation of the College.
- (3) The employer's rights over the Rector are exercised by the representative of the Controlling body.
- (4) The Rector candidate of the College shall be elected by the Senate from among college/university professors and associate professors and associate professors of the College who have managerial, organizational and management knowledge and experience, who are employed full-time at the College, and who have at least one type "C" type of secondary level general language, complex or equivalent language exam. A person who has already reached the age of 65 may also be elected Rector of the College, and the Rector's assignment may also be held by a person who has reached the age of 65 as a person who has reached the age of 65 according to the Higher Administrative Act. The President may comment on the proposal.



(5) The Senate shall send the result of the vote to the Controlling body, after which the Controlling body shall decide to initiate the appointment of the candidate for the position of Rector, and following the decision of the Controlling body, the Prime Minister shall appoint the Rector on the basis of a proposal by the Minister for Education, provided that the conditions of legality are met.

(6) The Rector's mandate is for 3 years. The Rector may be re-elected as many times as he wants based on the opinion of the Senate and the decision of the Controlling body. The Senate may initiate the dismissal of the Rector by recall at the Controlling body, and the members of the Senate shall decide on this by a two-thirds majority.

(7) The rector's duties and powers include:

- a) the College is responsible for its national and international educational and research relations and cooperation;
- b) supervising the College's educational, training, scientific-research and grant activities;
- c) acting in the authority delegated by the Rector, the President – as the Founding Rector Emerita – may exercise employer's rights, and shall act on behalf of the College in the conclusion and termination of employment contracts and other contracts aimed at the performance of work (assignments, undertakings, etc.);
- d) issuing a diploma certifying professional qualifications and qualifications;
- e) preparing the decisions of the Senate and implementing its decisions;
- f) making proposals for the appointment or dismissal of the representative of the Controlling body as a university professor and college professor;
- g) awarding a job title with the consent of the management;
- h) after requesting the opinion of the Senate, in agreement with the President, issuing and revoking higher executive and executive assignments within the competence of no other;
- i) and the exercise of all the powers that are assigned to it by law or regulation.

(8) The Rector proceeds and decides on all matters that are not referred to the competence of another person or body by law or the Rules of Organisation and Operation. In the event of the Rector's absence or impediment, the President – as Founding Rector Emerita –, the Vice-Rectors and the Financial Director shall act in accordance with the provisions of the legislation and the rules of organisation and operation.

(9) The Rector has a general right of instruction and action in the course of the performance of his duties and the exercise of his or her powers. However, it cannot instruct either the Senate, the Student Government or any other advocacy organization.

(10) According to the law and the regulations of the College, the Rector makes a decision in cases challenged by students with a request for legal remedy, in the case of an application submitted with reference to the violation of individual interests.

(11) The powers of the rector

- a) in writing, or in a specific range of cases, to his or her deputies or to another senior member of the institution, or
- b) in accordance with the provisions of these Regulations.

(12) The exerciser of the delegated authority may not transfer the power.

(13) The Rector



- a) supervises the basic educational and research activities of the College, as well as the professional (educational, scientific research and training) activities of the individual departments;
 - b) prepares the proposals for the Institutional Development Plan, the training programme and their amendments, which are adopted by the Senate and approved by the President – as Founding Rector Emerita;
 - c) prepares a report on the implementation of the institutional quality improvement programme;
 - d) supervises the selection of national and international applications in the field of education and research development, and coordinates their high-quality preparation;
 - e) supervises and coordinates the activities of the heads of departments and the heads of the programmes;
 - f) participates in the organization and maintenance of international and domestic inter-institutional relations;
 - g) participates in maintaining contact with the Hungarian education supervisory and accreditation bodies;
 - h) with the involvement of the Quality Assurance Committee, in cooperation with the heads of departments and the head of the department of economics, it ensures the professional qualification and continuous adequacy of the curricula, teaching materials and other educational programmes and topics developed on the basis of the provisions of the Institutional Development Plan and the training programmes;
 - i) initiates and directs the continuous development of educational materials and the elaboration of proposals for the necessary modifications in accordance with the strategic guidelines.
 - j) initiates, coordinates and supervises the preparation, modification and development of regulations related to education, as well as the relevant proposals to the Senate;
 - k) ensures the preparation of proposals for the appointment and employment, revocation of appointments and termination of employment of teaching and research staff in accordance with the provisions of the rules of organisation and operation;
 - l) participates in the implementation of the decisions of the Senate and in the supervision of their implementation;
 - m) is responsible for publications curated by the Publications Office;
- (14) The Rector's mandate will be terminated
- a) at the end of the mandate period,
 - b) by resignation,
 - c) by recall,
 - d) with the death of the rector,
 - e) in the event of a transformation or dissolution of the College.
- (15) The rector may resign from this position at any time, orally at the session of the Senate or by submitting a written resignation to the controlling body's representative. The financial director of the college shall immediately convene a session of the Senate after receiving the resignation, in the agenda item for the vacant rector's position.
- (16) The Senate of the College may award the honorary title of "Rector Emeritus" or "Rector Emerita" in honor of the former rectors who govern the College.
- (17) The honorary title of "Rector Emeritus" or "Rector Emerita" may be awarded to a person who has held the position of Rector of the College for at least two terms and

continues to contribute to the operation of the College through his or her work. The first (founding) rector of the College shall be appointed without any special procedure (see [Section 17. (1)] shall be entitled to the use of the title "Rector Emerita" and the rights arising from the use of the title specified in the following paragraphs, from the date on which he or she ceases to officially perform the duties of the Rector.

(18) The conferral of the title of "Rector Emeritus" or "Rector Emerita" is decided by the Senate, with the exception of the title of "Rector Emerita" of the College's founding rector. The decision of the Senate can be initiated by any member of the Senate. Before the Senate decides, the incumbent rector of the College must be heard.

(19) The holder of the title "Rector Emeritus" or "Rector Emerita" is entitled to represent the College on the basis of a special assignment and may use the designation "Rector Emeritus" or "Rector Emerita" (abbreviated: Rec. Em.) next to his or her name.

(20) The holder of the title "Rector Emeritus" or "Rector Emerita" shall be invited to the meetings of the Senate and the supreme body of the controlling body, and may participate in the meetings of the Senate and the controlling body with the right of consultation.

(21) The holder of the title "Rector Emeritus" or "Rector Emerita", if he or she is no longer employed by the College, shall be entitled to the remuneration specified in the decision of the Senate, the monthly amount of which may not be less than the current rector's monthly salary. If the "Rector Emeritus" or "Rector Emerita" is in an employment relationship with the College, then his salary must reach the amount written in the previous sentence.

(22) The title of "Rector Emeritus" or "Rector Emerita" is for life in the case of the founding rector of the College, while in the case of other holders of the title "Rector Emeritus" the title may be conferred for a maximum of three years.

(23) The Rector holding his office is obliged to ask for the opinion of the Founding Rector Emerita in the course of performing his duties and exercising his or her powers.

(24) The Senate may unanimously revoke the right to bear the title of "Rector Emeritus" or "Rector Emerita" and with it his or her honorarium if the person has become unfairly entitled to bear the title. A person becomes unfair if he or she violates the law or the provisions of the College's regulations in the course of his or her activities in connection with the wearing of this title. The Senate shall give detailed reasons for its decision to revoke the title.

19. § The Vice-Rectors

(1) The Rector is assisted in his work by Vice-Rectors.

(2) The following vice-rectors can be appointed at the College:

- a) **Vice-Rector for Education,**
- b) **Vice-Rector for Science,**

(3) The Vice-Rectors, in agreement with the President – as the Founding Rector Emerita – are appointed by the Rector from among the employees of the College for a period of 1-3 years, or they are employed in the framework of an employment relationship for a definite or indefinite period of time in accordance with the provisions of the Labour Code. Vice-Rectors may be reappointed several times after the end of their term of office. The higher managerial assignment specified in paragraph (2) may also be held by a person who has reached the age of 65.



(4) The Rector may also call for applications for the assignment of the Vice-Rector, making a proposal for the text of the application. Based on the opinion of the Application Review Committee, the Senate takes a position on the submitted applications and then submits a proposal for the person of the Vice-Rector. The Rector decides – in the case of a call for applications – by considering the opinion of the Senate.

(5) The Vice-Rector's mandate will be terminated

- a) by resignation,
- b) by recall,
- c) termination of employment.

(6) In the event of the Rector's absence or impediment, the Vice-Rector shall proceed in all matters that are not referred to the competence of the Financial Director by these Regulations.

(7) The Vice-Rector for Education

- a) give its opinion on all matters affecting the institution;
- b) directs the educational development activities of the departments – elaboration of new majors, curricula, etc.,
- c) directs the training activities in the institution,
- d) directs the activities of the staff of the Office for Studies,
- e) directs the work of the Adult Education Office,
- f) keeps in touch with the Student Self Government,
- g) coordinates participation in national education tenders,
- h) prepares a work plan and a work plan report every semester according to the criteria specified by the rector,
- i) performs other tasks established by law and college regulations,
- j) exercise other powers established by law and college regulations.

(8) The Vice-Rector for Science

- a) give its opinion on all matters affecting the institution;
- b) directs the scientific research activities carried out in the institution,
- c) organizes, assists, directs the scientific work and artistic creative activity of the teachers of the institution, participates in the education of the next generation,
- d) continuously participates in national and international professional scientific public life,
- e) directs the work of the Tomori Pál College Research Centre,
- f) coordinates participation in national scientific tenders,
- g) supervises the scientific research activities carried out in the institution
- h) prepares a work plan and a work plan report every semester according to the criteria specified by the rector,
- i) participates in the training and education of researchers in English,
- j) directs the College's international scientific projects and work,
- k) conducts independent scientific research on international education topics, presents the results of this at national and international forums,
- l) participates in tenders to improve the conditions of education and research through external professional relations, to promote the dissemination and application of scientific results,



- m) participates in the work of national and international professional forums outside the college,
- n) performs other tasks established by law and college regulations,
- o) exercise other powers established by law and college regulations.

20. § Financial Director

(1) The Financial Director is the Financial Director of the College and the Financial Officer of the College:

- a) organises and directs the management of the College's budgetary and other central revenues,
- b) establishes the accounting system of the College, professionally supervises the economic, financial and accounting work of the educational and other organizational units, and monitors their related activities,
- c) organises and directs the administrative and administrative activities of the Economic Office and the Publications Office,
- d) plans budgetary and other financial resources and, in cooperation with the management of the college, ensures the appropriate, economical and expedient use of material and financial instruments,
- e) implements college payroll management decisions,
- f) ensures the fulfilment of the College's economic and financial obligations and the enforcement of its claims,
- g) establishes the order of commitment and vouchering, ensures the implementation and compliance with management and financial legislation,
- h) elaborates, updates and submits to the Senate for adoption the College's Financial Regulations and Financial Management Regulations,
- i) is responsible for the inventory order of the College,
- j) assists the work of the College's leaders with continuous information on financial and economic issues,
- k) after the end of the financial year, report to the President – as Founding Rector Emerita – the Rector and the Senate on the College's finances for the previous year,
- l) performs all the tasks determined for it by law, regulations, Senate resolution and the Rector,
- m) develops the general rules of the College's file management, filing and archiving and supervises them,
- n) provides professional assistance to the leaders of the College in administrative matters,
- o) organises and supervises the implementation of the decisions and instructions of the Senate and the Rector,
- p) the President – as Founding Rector Emerita – or in the authority delegated by the Rector – exercises the power to sign and issue documents,
- q) assists the work of the President – as the Founding Rector Emerita –, the Rector and the Vice-Rector(s) in administrative matters,
- r) performs all the tasks assigned to it by law, the Senate or the Rector.

(2) In the course of exercising his supervisory powers, the financial director is entitled to request information from the head of the relevant organizational unit, to familiarize himself with the content of the case files and the course of case management.

21. § International Director

- a) is responsible for the expansion and organization of international relations,
- b) directs the implementation of tasks related to foreign students,
- c) directs the work of the International Office;
- d) undertakes independent tasks in the organization of English-language education,
- e) performs other tasks established by law and college regulations,
- f) exercise other powers established by law and college regulations.

22. § Rules for the establishment of managerial assignments specified in Sections 17-18

- (1) Exercising its right under Section 94 (2) of the Nftv., the College establishes its provisions on the establishment of managerial assignments as follows.
- (2) The following positions are considered as senior positions at the College:
 - a) rector
 - b) President – as Founding Rector Emerita
 - c) **Vice-Rector for Education,**
 - d) **Vice-Rector for Science,**
 - e) Financial Director,
 - f) **International Director**
- (3) The College usually fills senior management positions without a call for applications.
- (4) Before filling the position of Rector, a non-public call for applications must be prepared – available to the citizens of the College – the text of which must be posted on a notice board at the seat of the College, in a place accessible to everyone. A record must be made of the posting, which must indicate the exact place and time of the posting (with the date, hour, minute) and the full names of the people present. The note must be signed by all those present. The Rector's application must also be uploaded to the College's website. The application must be posted for at least 30 calendar days, which does not include the date of posting and removal. The text of the call for applications must be made available on the College's website until the period of posting.
- (5) The call for applications for the position of rector must indicate:
 - a) the deadline for submitting the application;
 - b) the place and method of submission of the application;
 - c) the duration and starting date of the rector's mandate;
 - d) a description of the duties related to the rector's position;
 - e) the method, order and deadline of the evaluation of the application;
 - f) the mandatory annexes to be attached to the application to be submitted and the form in which they are submitted;
 - g) the conditions for establishing the rector's mandate.
- (6) All applications submitted for the position of Rector are reviewed by the Senate and the President. The controlling body decides on the candidate for rector by secret ballot, with a simple majority of votes.



(7) In the case of the establishment of the positions specified in points (b)-f) of paragraph (2), it depends on the choice of the rector as an employer whether to publish a non-public call for applications – which can be viewed by the citizens of the College – or to fill the position by invitation. If you wish to fill the position through an application, the provisions of paragraphs (4) and (5) of this section shall be applied *mutatis mutandis*. If the Rector wishes to fill the position by invitation, he or she will send an invitation in a verifiable manner (in writing or in the form of an e-mail) to the persons who will be considered for the position. The invitation must indicate the conditions for filling the position, the characteristics of the position, and the necessary documents to be attached to the assessment. In all cases, the invitees are obliged to attach a CV and a motivation letter.

(8) In the case of the establishment of the positions specified in points (b) to f) of paragraph (2), regardless of whether a tender has been announced or an invitational procedure has been held, the Rector shall decide, in agreement with the President, on the basis of the materials received, who he or she considers suitable for the position of manager.

23. § Educational Departments

(1) Teaching and scientific research work, other activities arising from the general tasks of the College (service providers, consultancy, etc.) and the related supplementary tasks are carried out by educational organizational units (departments, centres, groups) established for the teaching and cultivation of a particular discipline or related sciences.

(2) The educational organisational units do not have economic powers.

(3) The Senate shall establish, abolish and decide on the naming of educational organisational units.

24. § Leadership of educational departments

(1) The responsible head of the department is the head of the department, and the responsible head of the center is the head of the center (hereinafter collectively referred to as the head of the OSCE).

(2) The **Vice-Rector for Education** is responsible for leading the groups.

(3) OSCE leadership assignment can be obtained through appointment or tender. Full-time lecturers of the given educational organisational unit employed as university professors, college professors or associate professors may apply for the tender announced by the rector. Applications are reviewed and ranked by the Applications Evaluation Committee. The head of the OSCE is appointed by the rector for a period of 5 years, which assignment can be extended several times through a new appointment or application.

(4) OSCE leadership mandate to be terminated

- a) at the end of the mandate period,
- b) by resignation,
- c) by recall.

(5) The head of the OSCE may appoint a deputy head of department from among the full-time employees of the given educational organizational unit for a specified period of time, who acts in the absence of the head of the department, with an obligation to provide subsequent information, in the authority of the head of the department.



(6) The Head of Department

- a) continuously performs high-quality teaching work,
- b) organizes the educational, educational and scientific work of the department, directs its administration,
- c) directly directs, controls and evaluates the work of the teachers and other staff of the department,
- d) contributes to the development of the conditions necessary for the students' studies,
- e) participates in the organization of postgraduate activities in the field,
- f) convenes departmental and teacher meetings as necessary, but at least twice a semester,
- g) represents the department before the college's bodies and leaders,
- h) expresses its opinion on all issues affecting the department,
- i) is responsible for the protection of the assets entrusted to the management of the department,
- j) prepares a work plan and a work plan report every semester,
- k) directs and carries out the continuous content and methodological modernisation of the material of the taught field,
- l) participates in the writing of notes, textbooks, and other teaching aids,
- m) regularly publishes its results based on its high-quality independent research or professional creative activity,
- n) organizes and assists, directs the scientific work and artistic creative activity of young colleagues, participates in the education of the next generation,
- o) carries out educational development activities – elaboration of a new major, curriculum, etc.,
- p) continuously participates in the national and international professional scientific public life,
- q) coordinates participation in professional national tenders in its field of expertise,
- r) holds at least one student forum for the students of the department every semester.

(7) Head of the Foreign Language Training Center

- a) continuously performs high-quality teaching work,
- b) organises the teaching and educational work at the Foreign Language Training Center, directs its administration and is responsible for the work carried out at the accredited language examination centre,
- c) directly directs, controls and evaluates the work of the trainers and other staff of the training centre;
- d) contributes to the development of the conditions necessary for the students' studies,
- e) participates in the organization of enrolment,
- f) participates in the organization of postgraduate activities in the field,
- g) convene a teachers' meeting as necessary, but at least twice a semester,
- h) represents the center before the college's bodies and leaders,
- i) give its opinion on all matters affecting the Center;
- j) is responsible for the protection of the assets entrusted to the management of the centre,
- k) prepares a work plan and a work plan report every semester according to the criteria specified by the rector,



- l) directs and carries out the continuous content and methodological modernisation of the material of the taught field,
- m) participates in the writing of notes, textbooks, and other teaching aids,
- n) regularly publishes its results based on its high-quality independent research or professional creative activity,
- o) organizes and assists, directs the scientific work and artistic creative activity of young colleagues, participates in the education of the next generation,
- p) carries out educational development activities – elaboration of a new major, curriculum, etc.,
- q) continuously participates in national and international professional scientific public life,
- r) coordinates participation in professional national tenders in its field of expertise,
- s) holds at least one student forum for students every semester.

25. § Tomori Pál College Research Centre

(1) The task of the Research Centre of Tomori Pál College is to coordinate research and development at the institutional level and to promote innovation activities.

a) The main activities of the research centre:

- aa) conducting national and international, scientific and professional research
- ab) Providing information to local governments, businesses, NGOs and decision-makers – by sharing global sources of information, creating databases and publishing research results
- ac) cooperation with foreign institutions, participation in national and international research networks
- ad) Incorporating national and international research results into education
- ae) participation in EU and international projects
- af) Organization of international and national events to support the publication of research results

(2) The work of the Research Centre of Tomori Pál College is led by the **Vice-Rector for Science**.

26. § Functional Departments

Directed by the Vice-Rector for Education

- i. the Office for Studies, and
- ii. the work of the Adult Education Office,
- iii. keeps in touch with the Student Self Government.

(1) The Office for Studies

- a) manages the academic and other affairs related to college studies of students and participants in adult education,
- b) provides students and participants in adult education with academic information,
- c) manages, documents, archives the documents arising from the student status and the adult education contract, and performs their filing and archiving,
- d) manages the study system of the College, provides it with information and updates it,
- e) notifies students of the classification decisions made during the admission procedure,



- f) ensures the preparation and implementation of the implementation of adult education programmes,
- g) ensures the study schedule in accordance with the Study and Examination Regulations,
- h) performs all the tasks that the College's regulations and/or the Rector's instruction assign to it.

(2) The Publications Office

- a) performs the tasks related to the publication and reproduction of the College's self-published textbooks and notes,
- b) collects and, if required, acquires literature related to the subjects of the College's trainings,
- c) maintains contact with the authors of the published publications, prepares and registers publishing contracts,
- d) operates a note shop and a related cash register in accordance with the regulations and instructions issued by the Economic Office,
- e) liaising with co-publishers and other bookstores;
- f) organises the maintenance of the publishing house's duplicating equipment.

(3) The Economic Office

- a) ensures the use of the tools and resources made available to the College,
- b) performs the economic, investment, financial, accounting and job duties of the College,
- c) assists the activities of leaders, bodies, departments and committees,
- d) performs the tasks related to the finances of students and participants in adult education related to the continuation of their studies, which are the tasks of the college according to the law,
- e) prepares the College's Financial Regulations and Cash Management Regulations, and ensures that they are updated.

(4) The Rector's Office

- a) performs administrative, organisational and control tasks related to the preparation of matters falling within the decision-making, suggestion and other powers of the President, the Rector and his or her deputies, and the implementation of resolutions and decisions,
- b) assists the activities of the College's leaders, bodies, organisational units and committees,
- c) performs administrative tasks related to the management of the College,
- d) performs central tasks related to mailing, filing and archiving,
- e) monitors the various application opportunities and keeps the rector informed about them,
- f) participates in the preparation and implementation of various professional tenders,
- g) supervises the quality development and quality control system of the College, the activities of the quality management manager,

(5) The Office for Strategy and Innovation

- a) the College's application preparation and review body,
- b) manages matters related to tenders,

(6) The International Office

- a) its task is to find and maintain training and research collaborations, to build and nurture teaching and research relationships,
- b) management and development of teacher-student exchange programs, mobility programs,
- c) cooperating in the regulation of international relations and English-language training, as well as with domestic bodies, embassies, consulates and other representations, agents and partners,
- d) participation and recruitment in international education fairs,
- e) coordinating the recruitment of students for the English-language programme,
- f) concluding contracts, maintaining relationships and finding and building new relationships with foreign partners, agencies and universities both within and outside the EU,
- g) Campus Mundi program coordination,
- h) Fully organising the Erasmus+ programme inside and outside the EU,
- i) managing the affairs of foreign students arriving at the College,
- j) receiving foreign guests arriving at the College, organizing and conducting their programs,
- k) writing and submitting applications, establishing double degree programmes with foreign universities,

27. § Service Departments

(1) The Adult Education Office

- a) coordinates the adult education and adult education service activities of the College,
- b) performs the registration and accreditation of the trainings within its field of activity,
- c) supervises activities related to the organisation, launch and delivery of adult education programmes;
- d) prepares, maintains and supervises the implementation of an annual adult education plan,
- e) prepares a report on its operation to the Senate every two years,
- f) monitors the legislative changes related to adult education and informs the President – as Founding Rector Emerita – and the Rector about them.

(2) Student Services Centre

2.1. The Communication and Career Office

- a) carry out the PR activities of the College,
- b) participates in the wording and editing of advertisements,
- c) organizes college-level events.
- d) provides career counselling to students,
- e) organizes and supervises the career tracking of graduates.

2.2. Student Advisor

- a) psychological and mental health counselling
- b) psychoeducation
- c) issues related to equal opportunities (support for students with disabilities and other disadvantages)
- d) learning methodological courses, trainings (personal efficiency development)
- e) organization and support of a peer support network (tutor system)



- f) Attitude formation and sensitization
- g) communication skills development trainings
- h) art therapy sessions

(3) The Dormitory (in Budapest)

- a) ensure the accommodation of the students of the College during the study period by utilising the available free places,
- b) ensures the conditions necessary for successful academic work,
- c) provides the conditions necessary for the operation of the Student Self Government.

28. § Management of functional and service departments

- a) Depending on the type of the given unit, the functional and service organisational units operating at the College shall be managed by registrars, directors and office managers (hereinafter referred to as the head of office) with the following exceptions:
 - i. the Registrar's Office is managed by the **Vice-Rector for Education**,
 - ii. the management of the Publications Office is carried out by the financial director,
 - iii. the Office for Strategy and Innovation is managed by the **Vice-Rector for Science**,
 - iv. the management of the Economic Office is carried out by the financial director,
 - v. the Rector is responsible for the management of the Rector's Office,
 - vi. the Student Services Centre is managed by the **Vice-Rector for Education**.
 - vii. the Adult Education Office is managed by the **Vice-Rector for Education**
 - viii. the management of the Polányi Károly College –Research Workshop is carried out by the **Vice-Rector for Science**
 - ix. the International Office is managed by the **International Director**
- b) An independent position may be established for the performance of the duties of the registrar – in accordance with the decision of the person exercising the employer's rights – or a full-time lecturer of the College may be assigned.
- c) The mandate of the Registrar is terminated
 - i. at the end of the mandate period,
 - ii. by resignation,
 - iii. with acquittal.

29. § Rules on conflicts of interest

- a) A person who or whose close relative or partner is exempt from obligations or liability, or who receives any other benefit, or who is otherwise interested in the legal transaction to be concluded, may not participate in the decision-making of the Senate. Non-monetary services that can be used by anyone without restrictions within the framework of the institution's targeted benefits do not qualify as an advantage.
- b) He or she may not be the chairman or member of the Supervisory Board or the auditor of the College, who:
 - i. the president or member of the Senate,
 - ii. is in an employment relationship with the College for the purpose of carrying out activities other than his/her mandate or in any other legal relationship aimed at performing work, unless otherwise provided by law,



- iii. receives the College's allowance according to its purpose (except for non-monetary services that can be used by anyone without restrictions), and
 - iv. close relatives of the persons specified in points a)-c) (Section 8:1 (1) Point 1 of the Civil Code).
- c) He or she cannot be an auditor of the College who is a member of the College's Supervisory Board.
- d) Within fifteen days of the acceptance of his new position as a member of the Supervisory Board, the person elected as a member of the Supervisory Board shall be obliged to inform in writing of the legal entities for which he or she is already a member of the Supervisory Board.
- e) A senior executive or executive officer of the College, as well as a chairman and member of the Supervisory Board, may not be a person who:
 - i. he or she was sentenced to imprisonment for committing a criminal offence until he or she is released from the adverse legal consequences related to the criminal record,
 - ii. was the managing director of a public benefit or business association – in the year preceding the deletion – which was dissolved as a result of a deletion procedure from the company register or ex officio,
 - iii. held a managerial position in a public benefit organisation – for at least one year – in the two years preceding its dissolution, which has not settled its public debt under the Act on the Rules of Taxation.
- f) The higher management or executive officer of the College, or the person designated thereby, shall inform all public benefit organizations concerned in advance that he/she simultaneously holds such a position at another public benefit organization.
- g) Incidentally, in matters relating to conflicts of interest not regulated here, the effective legal provisions shall also apply.

In the case of points (b) and (c), the restriction shall be taken into account for two years after the termination of the organisation concerned.

30. § Rules of College Events

- a) The organization of an event using the official name of the college is permitted under this paragraph, with the approval of the president – as Founding Rector Emerita – and with the permission of the rector.
- b) The person responsible for the organization of the events is the person entrusted with the management of the Communication and Career Office. The Rector may also authorise the organisation of events for other staff members, but these must be agreed upon in advance with the Communication and Career Office. In the event of any obstruction of the Communication and Career Office, the events will be coordinated by the **Vice-Rector for Education**.
- c) A preliminary plan must be made for the events. The plan should preferably cover a six-month period, especially in the case of planning a series of events. The plan must specify the planned dates and the topic of the events. The plan shall be examined at the board meeting. The rector decides on the approval of the plan. The rector may request more detailed information about each event in advance in order to make a responsible decision.
- d) If the organisation of an event has a financial impact or the organiser plans to involve external financial resources in the organisation, the rector will make a decision after asking for the opinion of the financial director.



- e) The organizer is responsible for the content of the programs of the organized event and the order of its implementation.
- f) The college will publish information about the event on forums and in a manner appropriate to the intended content and target audience. Information is allowed on the College's Internet interfaces or, in the case of a targeted audience, by mail or e-mail. The information must contain the name and contact details of the event organiser. The name and the mailing address of the college and/or the name of the organizer and the internet access (e.g. e-mail address, social media site) are sufficient as access options. In the case of a series of events, in addition to the information about the series, ad hoc notification is also allowed, unless someone clearly requests to leave it.

31. § The College's Quality Management System

- a) By applying the system requirements, continuously developing them and preventing deviations, the College ensures that the College training meets the needs of the participants and the legal requirements, and if possible goes beyond them, thus increasing the satisfaction of the partners. The college takes all reasonable measures to meet the expectations of the students participating in the training and to win their satisfaction.
- b) The College's quality management system is based on the standards and guidelines of ESG 2015 and the ISO 9001:2015 standard. The points of the ISO 9001:2015 standard must be compliant with the standards and guidelines of ESG 2015.
- c) The College's quality management system is included in the Quality Management Manual together with the related documents.
- d) The supervision and operation of the quality management system is carried out by the quality control manager appointed by the Rector and under his direct supervision.
- e) The tasks, authorizations, and responsibilities of the Quality Control Manager are defined in the College's Quality Management Manual and the regulations related to the manual.

III. MISCELLANEOUS

32. § Entry into force

- a. These regulations come into effect with the approval of the Senate.
 - i. **Decision number: 2/1/2025**
 - ii. **Date of decision: 22.04.2025**
 - iii. **Effective from: 23.04.2025**
- b) Simultaneously with the entry into force of these Regulations, the following adopted and issued on 22.06.2004, adopted and issued on 30.06.2006, 03.01.2007, 04.07.2007, 28.11.2007, 29.05.2008, 09.12.2008, 09.03.2010, 03.08.2010, 24.11.2010, 21.03.2011, 18 May 2011, 31 July 2012, 27 November 2012, 19 February 2013, 25 February 2014, 29 April 2014, 23 May 2014, The Rules of Organisation and Operation as amended on 21 October 2014 and 17 March 2016, from 12 October 2018, 08.04.2020 and 01.04.2021 and **21.05.2024** shall cease to be in force, which, however, shall be preserved unchanged in the documents of the College.
- c) The Rector is responsible for the preparation of the regulations, their updating in accordance with the statutory provisions and the annual review.

An integral part of these regulations is Volume III (Employment Requirements) and Volume IV (Student Requirements).



Budapest, 21 April 2025

.....
RÉDEI ANDREA
manager
**TPF Higher Education and Service
Public Benefit Nonprofit Limited
Liability Company**

.....
DR. MESZLÉNYI RÓZSA
MB RECTOR
Tomori Pál College



IV. ANNEXES

1. List of College Regulations

In addition to these Regulations, the following regulations shall be applied at Tomori Pál College:

- i. Privacy and data security policy
- ii. **Exam** Regulations for the Special Admission Procedure for Foreign Students
- iii. Regulations of the awards and recognitions that can be awarded by the Tomori Pál College
- iv. ERASMUS+ Regulations
- v. Evaluation Policy
- vi. Code of Ethics
- vii. Regulations on equal opportunities for students with disabilities
- viii. Management Policy
- ix. Statutes of the Student Self Government
- x. Student Plagiarism Policy
- xi. Student Fees and Allowances Policy
- xii. Management and security policy of IT systems
- xiii. Document management policy
- xiv. Dormitory House Rules
- xv. Library rules
- xvi. Inventory Policy
- xvii. Quality Management Manual
- xviii. MNB Excellence Scholarship Regulations
- xix. Occupational safety and health regulations
- xx. Organogram
- xxi. Complaints Policy
- xxii. Money Management Policy
- xxiii. The statutes of the Polányi Károly College – Research Workshop
- xxiv. Organizational and Operational Rules of the Polányi Károly College – Research Workshop
- xxv. Emergency Situations Policy
- xxvi. Regulations on the Order of Issuance of Diploma Supplements
- xxvii. Rules on the Rules of the Admission Procedure
- xxviii. Regulations on the Procedure for the Assessment of Student Disciplinary and Compensation Cases
- xxix. Regulations on the Procedural and Organisational Order of the Assessment of Dormitory Applications
- xxx. Regulations on the Regulations on the Prevention of Student Accidents and the Regulations to Be Followed in the Event of Accidents
- xxxi. Format description of policies
- xxxii. Thesis Writing Regulations
- xxxiii. Intellectual Property Management Policy
- xxxiv. Study and examination regulations
- xxxv. Scientific Students' Association Regulations
- xxxvi. Fire Protection Regulations



2. Rules of procedure of the Studies Committee

The Rules of Procedure of the Studies Committee of Tomori Pál College (hereinafter: College) as a standing committee of the Senate of the College are defined as follows:

1. § General provisions

1. The institutional bodies acting in the first instance in the College's academic and examination matters are the Studies Committee and the Credit Transfer Committee, the tasks of which are carried out by the Studies Committee and the Credit Transfer Committee. § 16 of the SZMSZ.
2. The participation of students must be ensured in the standing committees established to manage matters concerning students (academic, exam and social), including in the Studies Committee. (§ 12 (5) of the Nftv.)
3. The Studies Committee primarily proceeds in the case of the assessment of students' applications related to their studies and their benefits, as well as in all matters referred to its exclusive competence by legislation (in particular Act CCIV of 2011 on National Higher Education) or the regulations of the College (in particular the Student Fees and Benefits Regulations, hereinafter referred to as: HTJSZ).

2.§ Composition of the Studies Committee

1. The standing committees of the Senate of the College may also operate in a consolidated manner and there may be overlaps between their members.
2. The members of the Studies Committee shall serve on the basis of a proposal from the Senate, the Rector's mandate or ex officio. The Committee also has a student member. The mandate of the members appointed by the Rector shall remain until revoked. The Chair of the Committee shall be appointed by the Rector.
3. The number of members of the Studies Committee is 5 people, 4 teaching members, 1 student member.
4. The mandate of the members is terminated:
 - a) upon termination of the employee/student relationship,
 - b) by the resignation of the member,
 - c) the death of the member,
 - d) conflict of interest.
5. A person who:
 - a) who cannot be expected to judge the case objectively,
 - b) who is interested in the decision of the case.
6. The members of the Committee shall attend the meetings of the Committee. Committee meetings can also be held online. In the event of a circumstance preventing the participation of a committee member, he or she shall notify the committee of his or her absence. Committee members with voting rights are required to give an opinion in favour or disadvantage of the requests.

3§ Powers of the Committee

1. Types of applications that may be submitted to the Commission:



1. transfer from another higher education institution to a programme in the same or the same field of study (see § 15 of the TVSZ)
2. transfer to another degree programme or work schedule within the College
3. preferential (individual) study schedule (see § 14 of the TVSZ)
4. admission of a subject of another specialisation (see § 17 (7) of the Labour Code))
5. Passivation / suspension of student status (see Passivation / Suspension of student status (see 8§ 1-2of the TVSZ)
6. Establishment of a guest student status
7. Instalment payment request (see § 11 of the HTJSZ)
8. deferral of payment (see § 11 of the HTJSZ)

4.§ Submission of the application

1. The application templates can be downloaded from the College's internal document repository.
2. Some applications are subject to the obligation to pay a fee, the amount of which is included in the HTJSZ.
3. Justified applications must be submitted to the Office for Studies by the deadlines specified on the College's website – in the Timetable approved by the Senate – addressed to the Studies Committee.
4. The Office for Studies will forward only the applications submitted in full to the Committee. With the deadline given at the time of submitting an incomplete application, it calls for the correction of deficiencies. If you fail to rectify the deficiencies, the application will be automatically rejected.

5.§ Operation of the Committee

1. The Studies Committee holds its meetings at the beginning of each semester, at specific times. Committee meetings can also be held online.
2. The Studies Committee has a quorum if 50% of its members + 1 person are present at the meeting.
3. The decisions of the Studies Committee are made by open vote, by simple majority.
4. Minutes of the meeting of the Studies Committee shall be prepared and the members of the Committee shall sign an attendance sheet.
5. The Studies Committee may also hear the student submitting the application (in case of his or her impediment: his or her representative) in person, if it deems this absolutely necessary for the clarification of the facts and for the decision-making.
6. Before the hearing of the student, the chairman of the Studies Committee is obliged to provide the student with the necessary information and to warn him of his rights and obligations. It should also be pointed out that if it does not make a statement, the Commission will take a decision in the light of the available data.
7. The draft resolution and the minutes of the closed meeting are not accessible.

6. § Decisions of the Studies Committee

1. The Studies Committee decides on all submitted applications with a decision.
2. By the decision of the Studies Committee
 - a) rejects the application,



- b) approve the request.
- 3. In the rejection decision, the Studies Committee informs the student of the possibility of appeal.
- 4. The decision with a certified signature is sent to the student by the Registrar's Office.

7.§ Appeal

1. An appeal may only be filed in the event of a violation of the law and/or internal regulations, within 15 days of receipt of the decision.
2. The student (or his/her representative) may inspect the documents generated in the course of the proceedings, make an extract of them or request a copy of them.
3. The submission of an appeal has suspensive effect on the contested decision. The application must specify the decision that violates the rule, and it must justify why the applicant considers the decision to be detrimental.
4. The student may submit a request for appeal against the decision of the Studies Committee addressed to the Rector at the Rector's Office, taking into account the above deadline.
5. The Rector will decide on the received appeal request within 5 working days. There is no further possibility of appeal against the decision.

8.§ Final provisions

These Rules of Procedure are Annex v27 of the College's Rules of Organization and Operation, which was adopted by the Senate of the College with its Resolution No. 2/1/2025 and entered into force on 23.04.2025.

3. Rules of procedure of the Credit Transfer Committee

The Rules of Procedure of the Credit Transfer Committee of Tomori Pál College (hereinafter: College) as a standing committee of the Senate of the College are defined as follows:

1. § General provisions

1. The institutional bodies acting in the first instance in the College's academic and examination matters are the Studies Committee and the Credit Transfer Committee, the tasks of which are carried out by the §16 of the SZMSZ.
2. The participation of students must be ensured in the standing committees established to manage matters concerning students (academic, examination and social), with the exception of the Credit Transfer Committee. (§12 5 of the Nftv.)
3. The Credit Transfer Committee determines the conditions under which and with how many credits the credits earned by the student in previous courses are counted towards the current training.
4. The Credit Transfer Committee proceeds in accordance with the provisions of Act CCIV of 2011 on National Higher Education and the regulations of Tomori Pál College in matters related to the recognition of credits for subjects completed by students.

2.§ Composition of the Credit Transfer Committee

1. The standing committees of the Senate of the College may also operate in a consolidated manner and there may be overlaps between their members.
2. The members of the Credit Transfer Committee shall hold office on the basis of a proposal from the Senate, a mandate from the Rector or ex officio. The Committee does not have a student member. The mandate of the members appointed by the Rector shall remain until revoked. The Chair of the Committee shall be appointed by the Rector.
3. The number of members of the Credit Transfer Committee varies.
4. The mandate of the members is terminated:
 - e) upon termination of the employment relationship,
 - f) by the resignation of the member,
 - g) the death of the member,
 - h) conflict of interest.
5. A person who:
 - c) who cannot be expected to judge the case objectively,
 - d) who is interested in the decision of the case.
6. The members of the Committee shall attend the meetings of the Committee. Committee meetings can also be held online. In the event of a circumstance preventing the participation of a committee member, he or she shall notify the committee of his or her absence. The members of the Committee with voting rights shall express an opinion in favour or not of the application for the transfer of credits.

3.§ Conditions of credit transfer



1. A subject announced in another specialisation or higher education institution may be admitted if it serves the purpose of the training. Admission means the determination of the credit points belonging to the subject and the determination of the substitutability of the subject with another subject (or other subjects) or its difference from other subjects. (see §15 (7) of the TVSZ))
2. The subject of a degree programme may be replaced by the accepted subject if the programme of the two subjects is at least 75% the same. Recognition is based on the subject programme only by comparing the competencies [knowledge, application (sub)skills and additional (sub)competences] on the basis of which the credit is determined. (18§ (7) of the Nftv.) (see §15 (8) of the TVSZ))
3. The knowledge acquired during the preliminary studies may be recognised if the knowledge material matches a sufficient number of times, even if the student has fulfilled the study requirements in a non-credit system or in a training course not obtained by a higher education institution. (see §15 (12) of the TVSZ))
4. The substitute subject can be recognized for the student with the number of credits assigned to the substituted subject in the curriculum of the specialization at the College. The grade obtained in connection with the substitute subject must be accepted. If it has more than one grade, their rounded average must be taken into account. (see §15 (11) of the TVSZ))
5. In the case of studies completed in parallel training (at another higher education institution or at the College in another major), the successful fulfilment of the given study obligation may contribute to the accumulation of credits in both majors. (see §15 (13) of the TVSZ))
6. The study period can also be shortened in a second or subsequent training leading to a new diploma through the recognition of previously acquired knowledge (credit transfer). (see §7 (7) of the TVSZ))

4.§ Submission of the application

1. Types of applications that can be submitted:
 - a) recognition of credits earned during previous studies,
 - b) recognition of subjects/courses completed in training abroad.
5. The application template can be downloaded from the College's internal document repository.
6. The application is subject to a fee payment, the amount of which is set out in the Students' Fees and Benefits Policy.
7. The credit transfer request must be submitted to the Credit Transfer Committee once per semester by the deadline specified in the Schedule approved by the Senate on the College's website, addressed to the Credit Transfer Committee, at the Office for Studies.
8. The mandatory attachments of the application: diploma supplement or certified index abstract and certified subject syllabus.
9. The Office for Studies will forward only the applications submitted in full to the Committee. With the deadline given at the time of submitting an incomplete application, it calls for the correction of deficiencies. If you fail to rectify the deficiencies, the application will be automatically rejected.



5.§ Operation of the Committee

1. The Credit Transfer Committee holds its meetings at the beginning of each semester, at specified times. Committee meetings can also be held online.
2. The Credit Transfer Committee shall have a quorum if 50% of its members + 1 person are present at the meeting.
3. Before the credit applications discussed at the committee meeting, the staff of the Office for Studies shall ask in writing for the opinion of the competent course director and, if necessary, the lecturer presenting the subject.
4. The Credit Transfer Committee makes its decisions by open vote, by a simple majority.
5. Minutes shall be drawn up of the meeting of the Credit Transfer Committee and the members of the Committee shall sign an attendance sheet.
6. The Credit Transfer Committee may also hear the student submitting the application (in case of his or her impediment: his or her representative) in person, if it deems this absolutely necessary for the clarification of the facts and for making a decision.
7. Before hearing the student, the chairman of the Credit Transfer Committee is obliged to provide the student with the necessary information and to warn him of his rights and obligations. It should also be pointed out that if it does not make a statement, the Commission will take a decision in the light of the available data.
8. The draft resolution and the minutes of the closed meeting are not accessible.

6.§ Decisions of the Credit Transfer Committee

1. The Credit Transfer Committee decides on all submitted credit transfer requests by a decision.
2. By decision of the Credit Transfer Committee
 - a) rejects the application,
 - b) approve the request.
3. If the decision grants the application, it will issue a simplified decision without giving reasons.
4. In the rejection decision, the Credit Transfer Committee informs the student of the possibility of appeal.
5. The decision with a certified signature is sent to the student by the Office for Studies.

7.§ Appeal

1. An appeal may only be filed in the event of a violation of the law and/or internal regulations, within 15 days of receipt of the decision.
2. The student (or his/her representative) may inspect the documents generated in the course of the proceedings, make an extract of them or request a copy of them.
3. The submission of an appeal has suspensive effect on the contested decision. The application must specify the decision that violates the rule, and it must justify why the applicant considers the decision to be detrimental.
4. The student may submit a request for appeal against the decision of the Credit Transfer Committee addressed to the Rector at the Rector's Office, taking into account the above deadline.



5. The Rector will decide on the received appeal request within 5 working days. There is no further possibility of appeal against the decision.

8.§ Final provisions

These Rules of Procedure are Annex v27 to the College's Rules of Organization and Operation, which was adopted by the Senate of the College with its Resolution No. 2/1/2025 and entered into force on 23.04.2025.