



TOMORI PÁL COLLEGE

STATUTES OF STUDENT SELF-GOVERNMENT

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Responsible person: current President of Student Self-Government

¹ These regulations repeal the Statutes of Student Self-Government (v6), adopted by the Senate on Resolution No. 6/4/2021, which entered into force on 05.10.2021.



Table of Contents

INTRODUCTION	3
PART ONE	3
PART TWO	4
PART THREE	9
PART FOUR.....	9



INTRODUCTION

The operation of Hungarian higher education institutions is regulated by an independent law. The representation of students' interests is an integral part of the democratic institutional structure defined by law. This Statute is a legitimate need for effective representation of interests and the protection of interests. To this end, the Board of the Student Self-Government of Tomori Pál College establishes the Statutes of Student Self-Government of Tomori Pál College, taking into account Article 60 of Act CCIV of 2011 on National Higher Education and the effective College Regulations, as follows.

PART ONE

Chapter 1

GENERAL PROVISIONS

The Student Self-Government (HÖK) operates as part of the self-government of Tomori Pál College (TPF). Enrolled students of TPF are members of the Student Self-Government, regardless of the form of education (work schedule) and the specialty in which they complete their studies.

The material and financial conditions for the operation of the Student Self-Government and the performance of the tasks specified in these regulations are provided by the management of the institution, the lawful use of which may be controlled by the leaders of the institution.

The Statutes of Student Self-Government (hereinafter referred to as the "Statutes") are the Statutes of Student Self-Government, which are adopted by the Student Assembly. Its modification falls within the competence of the President or the Board of the Student Self-Government, with the proviso that it must also be submitted to the Senate of the College for approval. The college-level body of the Student Self-Government is the Student Assembly (hereinafter: HK).

Chapter 2

The purpose, task and rights of the Student Self-Government

1. Self-governance as an activity encompasses the most important areas and activities of the life of the institution and organizes, encourages and controls the activities of students in them.

2. The primary task of the Student Self-Government is:

- a) defining tasks related to extracurricular activities, organising and leading them at institutional level,
- b) interpreting decisions made at institutional level to groups of learners,
- c) representing the opinions, suggestions and comments of the student groups towards the management of the institution,
- d) ensuring student representation in the committees of the institution (Study Committee, etc. except for Credit Transfer Committee),
- e) participation in the study, scholarship and support matters of students,
- f) managing the affairs of the dormitory,
- g) continuously monitors the scholarship opportunities and makes them available to students,
- h) nurturing the traditions of the College, creating traditions. In this way, for example, the organization, organization, arrangement, supervision of youth days, study trips, etc.

3. The right of the Student Self-Government in particular:



- a) sending representatives to the bodies of the College,
- b) a proposal for the introduction of elective subjects and seminars,
- c) proposal for the invitation of an external lecturer,
- d) proposals for the establishment of cultural and social organisational units, participation in management, and proposals for the termination thereof,
- e) student review of the teaching work,
- f) managing the study, scholarship and support affairs of students,
- g) managing dormitory matters,
- h) to give an opinion on the utilization of the institution's sports facilities, to organize college events (Freshman Ball, College Days, Carnival, Freshman Camp, Dormitory Events), which may be rented out on the basis of a contract to college groups formed on an entrepreneurial basis.

4. Agree in the following cases:

- a) upon the adoption or modification of the Study and examination regulations, the Regulations on students' fees and benefits,
- b) in connection with the alteration, termination and utilisation of the organisational units, premises (dormitories, clubs, student sports facilities) of properties for student welfare, cultural and sports purposes specified in the College's SZMSZ.

5. The member of the Student Self-Government Board is elected by the students at the beginning of each academic year, and during this process, all students are electors and can be elected. The election is valid if at least twenty-five percent of the students have participated in it certified.

If a member of the board is on an internship, the president may appoint another person from a given grade and major. The mandate of the board member on intership will remain, but his or her powers will be exercised by the appointed person.

PART TWO

Organizational structure of the Student Self-Government

The Student Self-Government is managed and controlled by the following organizations:

- General assembly
- Board
- Presidency

THE GENERAL ASSEMBLY

1. The highest body of the Student Self-Government is the General Assembly, the voting member of which is every student enrolled in the College and has a valid student status, regardless of the form of education in which he or she pursues his or her studies.
2. The General Assembly shall have the exclusive competence to elect the members of the Board, taking into account the rules of the election.
3. The General Assembly shall have the exclusive competence to:
 - a) elects the members of the Student Self-Government (Board),
 - b) may recall the representative of the Student Self-Government,
 - c) accepts the first Statutes of the Student Self-Government and, with the exception of the amendment, the completely new Statutes, while repealing the old one.
4. The General Assembly shall be convened as necessary, preferably in the first 30 days of the semester, and in exceptional cases at the written request of the President and/or 30% of the members of the General Assembly.



5. The President shall inform the members of the General Assembly about the date, place and planned agenda of the General Assembly by means of an announcement. The agenda items shall be published on the College's notice boards at least 1 week before the convening of the General Assembly, or in exceptional cases 24 hours earlier.
6. The resolutions of the General Assembly shall be valid if at least 25% of the students of the General Assembly participated in their enactment. In case of invalidity, the convening of the General Assembly shall be repeated within 48 hours under the title of Extraordinary General Assembly with the same agenda. The repeated General Assembly shall have a quorum regardless of the number of members present at this meeting, **except for the election of the officers of the Student Self-Government**.
7. The Student Self-Government makes its decisions by a simple majority of votes, by open or secret ballot, except in the case of personnel issues, where the vote is always secret.
8. The meetings of the General Assembly shall be chaired by the President of the Student Self-Government or a person invited by him.
9. Minutes of the General Assembly shall be prepared in writing and with audio recordings, which shall be authenticated by the President of the Student Self-Government and two students, who shall be voted on by the General Assembly before the agenda.
10. The meetings of the General Assembly shall be public.
11. The members of the General Assembly who do not have the right to vote are the representative members, who participate in the meetings of the General Assembly with the right of consultation and are permanent invitees of the General Assembly.
12. Minutes are prepared **within 15 days** of the General Assembly of the most important events (e.g. voting, the result of the vote, the distribution of votes, etc.), a copy of which shall be sent to the **Rector's Office** of the College.

THE BOARD

1, The Board consists of representatives elected by the General Assembly, its members are: **5 people in Budapest and 2 people in Kecskemét**. The mandate of the members of the Board lasts for 1 year from their election, but is valid until the termination of their student status, their resignation or their recall at the latest.

Nominations are based on voluntary application, no special recommendation is required. The list of candidates and a short introduction can be viewed by anyone in the **College's internal document repository**. Deadline for nominating candidates: 20 September.

Voting must be held within 2 weeks of the end of the nomination of candidates, but no later than 5 October each year. It is conducted through NEPTUN, in such a way that only students of their own place of study can vote for the candidates. The voting lasts for one week, and the final result must be published in the **College's internal website** the week following the closure.

In the event of a tie, the student with the better corrected credit index will be admitted.

2. The Board may be convened by the president. You must notify the members at least one week before the date of the meeting. The Board has a quorum if at least **50% + 1 people** of the members participate. The votes of the listeners participating in the meeting **online** are also valid.

3. The Board's exclusive competence includes:

- amendment of the Statutes of Student Self-Government (Statutes of Student Self-Government),



- electing and dismissing the President and the members of the Presidency,
- reporting to the President, the Presidency and the Committees,
- appointing or dismissing student members of committees and organizations with student representation at the College,
- appointing or dismissing student members delegated to the Senate and the Student Self-Government to the committees of the College,
- decision-making in all matters that are assigned to the exclusive competence of the Board by the Statutes of Student Self-Government or other regulations.

4. The members of the Board elect a **president in Budapest**, whose mandate lasts until his or her recall, resignation or termination of his or her student status, on the condition that he or she acquires the credit points prescribed by the curriculum. At the meeting held on the occasion of the presidential election, all deputies are electors and can be elected. It is valid with an open or secret ballot with a participation rate of 50% + 1 person, with a majority vote.

5. **On the basis of the above rules, the Board shall elect a vice-president from among the elected members of Budapest and Kecskemét, the rules of which shall be the same as those applicable to the election of the President.** Until recall, resignation or termination of his/her student status, the Vice-President of Budapest is the full deputy of the President, and in the event of the President's impediment, he/she has the same rights as the President.

6. The Board is headed by the President, who represents the interests of the Board and the students at all times and in all places.

The Board decides on the finances transferred to the competence of the Student Self-Government on the basis of the proposal of the Student Self-Government's financial manager,

The method of signing the financial allocations: it is valid with the signature of the president or deputy and the financial manager of the Student Self-Government.

The officers of the Board shall be elected by the members of the Board from among themselves by open or secret ballot.

In Budapest: President, Vice-President, Financial manager, Collegiate Commissioner, Secretary.

In Kecskemét: Vice-President

The Remuneration of the Members participating in the organization of the events organized by the Board shall be decided by the Board. The member of the organizing committee can be any member of the Student Self-Government who is nominated by the Board, and is always a member of the organizing committee by virtue of his or her position as the current president.

In the event of any distrust in the person of any member of the Board, the General Assembly may initiate and replace him or her or be removed by the grade of the member of the Board.

The Board shall make its decisions by a simple majority of votes, and in the event of a tie, the vote of the President shall be decisive. Decisions are usually made by open voting, or by secret ballot on personnel issues.

7. The recall of a member of the Board may be initiated by 10% of the students of the speciality delegating the given Board representative to the President of the Student Self-Government. The president of the Student Self-Government is obliged to examine the petition and to hear the Board member in person, and a record of the hearing will be prepared. The President shall convene the General Assembly within 30 days and inform it of the initiation of the recall and of the personal hearing, but only to the extent that does not violate personal rights and may not result in a detrimental change in the student's later academic progress or in the community.

The General Assembly decides on the recall and, if the Board member has been recalled, on the appointment of a new member of the Board in accordance with the general rules.

The mandate of a member of the Board is terminated:

1. by the resignation of a member of the Board,
2. the termination of the student status,
3. by recall or dismissal,



4. the death of a member of the Board,
5. after the 1-year definite period.

8. The resignation of the Board member shall be submitted in writing to the President of the Student Self-Government. In which he justifies the reason for his resignation and may make a proposal for his successor. The resignation will be valid at the next Board meeting.

THE PRESIDENCY

The Presidency is the administrative/operative body of the Student Self-Government. Officials:

1. The President shall:

The president is the head of the Board.

The duties and powers of the President are:

- representing the audience in college and non-college forums,
- informing the Board,
- planning and coordinating the work of the Board,
- a member of the Senate by virtue of his office,
- supervising the operation of the Student Self-Government Office,
- monitoring and reporting on the work of the members of the Board,
- monitoring and reporting on the work of the committee members,
- convening the General Assembly,
- exercising the rights conferred on it by the General Assembly and the Board,
- repeal or change any unlawful measure or decision that is contrary to the law or the regulations of the College,
- may substitute for an obstructed board member in any committee of the College with a board members.
- has the right to sign in student Self-Government cases,
- has the right to sign in economic matters,
- establish committees and appoint members
- it has an one-time veto in the appointment of officials

The President is responsible for:

- for the proper operation of the Student Self-Government,
- in the Senate for representing the resolutions of the General Assembly and the Board,
- Within the Student Self-Government, for representing the resolutions of the General Assembly and the Board.

2. The duties and powers of the Vice-President of Budapest:

- representation of the Budapest audience at college and non-college forums,
- informing the Board,
- planning and coordinating the work of the Board,
- exercising the rights conferred on it by the General Assembly and the Board,
- may substitute for an obstructed committee member in any committee of the College,
- makes proposals and gives an opinion to the President, the Board and the General Assembly on economic issues,
- **has the right to sign in the absence of the president or in case of his or her impediment, and may represent the Student Self-Government in the Senate.**

The Vice-President of Budapest is responsible

- together with the president for the proper operation of the Student Self-Government



- in the Senate for representing the resolutions of the General Assembly or the Board (only if several members of the Student Self-Government represent the Student Self-Government in the Senate according to the College's SZMSZ)
- representing the resolutions of the General Assembly and the Board within the Student Self-Government

3. The duties and powers of the Vice-President of Kecske:

- representation of the audience of Kecske at the college and non-college forums,
- informing the Board,
- planning and coordinating the work of the Board,
- exercising the rights conferred on it by the General Assembly and the Board,
- may substitute for an obstructed board member in any committee of the College,
- makes proposals and gives an opinion to the President, the Board and the General Assembly on economic issues,

The vice president of Kecske is responsible

- together with the president for the proper operation of the Student Self-Government
- for representing the resolutions of the General Assembly and the Board within the Student Self-Government

Tasks and powers of the Presidency:

- full representation of the interests of the College's students,
- participation in the work of national and international higher educational, professional and advocacy organizations,
- preparing an **annual** report for the Board,
- organizing and supporting student events,
- supporting self-motivated student groups and initiatives,
- participation in the administration of admission matters,
- approving the budget of the Student Self-Government,
- determining the method of use of the funds transferred by the College to the operation of the Student Self-Government and preparing a report on their use,
- decision-making in all matters that are referred to the exclusive competence of the Presidency by the Student Self-Government.

4. The financial manager

Duties and powers of the financial manager

- plans and organizes the economic affairs of the Student Self-Government,
- plans and controls the financial side of the programs organized by the Board,

The financial manager is responsible

- together with the president and vice-presidents, for the proper management of the Student Self-Government's Board.
- is obliged to report regularly to the Board.

5. The duties of the collegiate commissioner appointed by the Student Self-Government:

- he/she informs students about the opportunities related to dormitory placement and represents the local government in various dormitory committees, such as dormitory admissions
- he/she represents the college in the Student Self-Government,



- he/she has the right to sign in the cases specified in the regulations of the College, if the content of the document signed by his signature corresponds to the decision of the Dormitory Committee.

6. Duties of the Secretary of the Student Self-Government:

- It keeps minutes of the meetings of the Student Self-Government and authenticates them by signing it.

7. Standing Committees

The standing committees of the Student Self-Government assist the work of the Student Self-Government's Board, and its members are elected from among the members of the Board.

Committee on Culture

- Number of members: minimum 3 volunteers based on application
- His job: To help organize college and dormitory events. To submit ideas from time to time about new possible programs, their organization and costs.
- The Vice-President is responsible for the work of the Committee.

PART THREE

STUDENT SELF GOVERNMENT'S POWERS FOR THE DORMITORY

This regulation contains only the tasks and rights of the Student Self-Government in relation to the Dormitory.

The Dormitory shall be managed by the President and the Financial Director of the College.

The Dormitory Committee (KOB) consists of the Dormitory management and the Dormitory Commissioner delegated by the HÖK.

The rights of the Student Self-Government in relation to the dormitory are primarily:

- a) may take a position in advance on the case of admission and exclusion from dormitory,
- b) can take a position in advance on the room assignment and dormitory accommodation,
- c) initiate disciplinary action.

The Board shall have the following tasks in relation to the Dormitory:

- a) organises and supervises the professional, academic, cultural and sports work carried out in the dormitory; spending leisure time,
- b) prepares the house rules and draft program,
- c) supervises compliance with and enforcement of the house rules,
- d) organises the implementation of the tasks incumbent on the Dormitory

PART FOUR

MISCELLANEOUS AND FINAL PROVISIONS



(1) The Statutes of Student Self-Government were adopted by the Board and approved by the Senate at its meeting held on 25. 06.2025.

a) Date of adoption: 25. 06.2025.

b) Decision number: 9/3/2025

c) Effective date: 01.08.2025.

(2) The current President of the HÖK is responsible for preparing the regulations, updating them in accordance with legal requirements and reviewing them annually.

(3) In matters not covered by these regulations, the relevant laws and college regulations shall prevail.