



TOMORI PÁL COLLEGE

ORGANIZATIONAL AND OPERATIONAL RULES

VOLUME III

EMPLOYMENT REQUIREMENTS

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III. EMPLOYMENT REQUIREMENTS

1. § General rules of employment

- (1) The aim of the requirements is to:
 - a) to provide a basis for prescribing the conditions of applications for the positions of the College and for the evaluation of applications;
 - b) serve as a starting point for prescribing specific job tasks;
 - c) provide a reliable basis for the regular evaluation of the person's preparedness and work, and for the assessment of his or her suitability;
 - d) to encourage high-quality educational, scientific, professional and public activities, and to achieve higher teaching or research positions;
 - e) to promote the enforcement of accreditation criteria and quality assurance in the employment of lecturers and researchers, in the management of their activities and in the selection of senior lecturers and researchers.
- (2) The system of requirements must be applied:
 - a) when entering into a legal relationship, when assessing his suitability for the position;
 - b) at the end of the fixed-term employment and for the purpose of assessing suitability for further employment;
 - c) in all cases where it is necessary to evaluate the work performed.
- (3) The Labor Code shall be applied to the employment of employees with the derogations specified in the Employment Act.
- (4) A teacher or scientific researcher at the College can be a person who:
 - a) have a master's degree and professional qualifications,
 - b) is not subject to a prohibition on pursuing an occupation that excludes the pursuit of the activity,
 - c) has no criminal record and legal capacity,
 - d) meets the requirements of the college as a teacher, scientific researcher or creator:
 - da) on the basis of his professional preparedness, pedagogical ability, sense of vocation, and moral and human conduct, he is suitable for teaching and educational work, and the effectiveness of his work is also recognized by the community;
 - db) suitable for scientific research;
 - dc) is able to continuously renew his/her professional knowledge in terms of content and methodology, and proves this in his/her teaching, professional and scientific work;
 - dd) due to his extensive general education, he is able to prepare students for the performance of intellectual functions;
 - de) Applying for the title of senior lecturer, in addition to the general fulfilment of the requirements, he/she performs outstanding performance in a certain area and carries out application activities.
- (5) With the consent of the Senate, a non-Hungarian citizen may also be a lecturer or scientific researcher at the College, provided that the (4) .
- (6) A teacher at the College can be someone who:
 - a) has no criminal record and legal capacity,
 - b) is not subject to a prohibition on pursuing an occupation that excludes the pursuit of the activity,

- c) have a higher education and vocational qualification,
- d) meets the requirements of the college as a teacher, scientific researcher or creator:
 - da) on the basis of his professional preparedness, pedagogical ability, sense of vocation, and moral and human conduct, he is suitable for teaching and educational work, and the effectiveness of his work is also recognized by the community;
 - db) suitable for scientific research;
 - dc) is able to continuously renew his/her professional knowledge in terms of content and methodology, and proves this in his/her teaching, professional and scientific work;
 - dd) due to his extensive general education, he is able to prepare students for the performance of intellectual functions;

2. § Employee rights and obligations

- (1) All employees of the College have the right to make a proposal in connection with the operation of the College and to receive a substantive response within the deadline set out in the Regulations,
- (2) It is the duty of all employees of the College to:
 - a) to keep the provisions of the law and these Regulations,
 - b) in accordance with the job description, regulations and rector's instructions.
- (3) Employees of teaching positions have the right to:
 - a) respect his human dignity and personal rights, evaluate and acknowledge his teaching activities,
 - b) determines the curriculum taught within the framework of the training programme, chooses the teaching and training methods used by him/her,
 - c) to do their work according to their worldview and values without forcing or forcing the student to accept it,
 - d) to guide and evaluate the student's work,
 - e) gain access to the knowledge necessary for their work,
 - f) to increase his/her professional knowledge by participating in organized in-service training, to participate in pedagogical experiments and scientific research,
 - g) submit a scientific or artistic application,
 - h) in addition to his/her scientific research tasks arising from his/her duties, carry out research activities in a scientific topic of his/her choice,
 - i) scientific research and artistic achievements.
- (4) The person performing education-related tasks is obliged to:
 - a) convey knowledge objectively and multilaterally,
 - b) take into account the student's individual ability, talent and disability during his/her teaching activities,
 - c) regularly inform students about the issues that concern them, and provide substantive answers to their questions,
 - d) respect the human dignity and rights of the student.

3. § Remedies for employees

- (1) In all cases in which the law or the Regulations allow for a legal remedy procedure and determine the procedural order thereof, the relevant legal or regulatory provisions shall be followed.



- (2) In the procedures specified in this chapter, the case shall be closed within the College, taking into account the ordinary legal remedy. A legal remedy by the High Authority or a court is only available in the case of a relevant legal provision.
- (3) Employees may turn to the leaders and management bodies of the College and the organisational units with suggestions, comments or complaints (hereinafter referred to as submissions).
- (4) The petition addressed to the concerned person or the head of the body concerned shall be submitted in writing to the Rector's Office.
- (5) The (4) According to the rules of case file management, the submission submitted in accordance with the rules of file management must be filed and then presented to the addressee. According to the addressee's measure, if necessary, it shall be issued for expert review or opinion, simultaneously (within 10 days of submission at the latest) notifying the submitter of the further fate of its submission and the expected deadline for a decision in the case. The submitter must provide a substantive response by the predicted deadline, but preferably within 30 days of the submission, including the planned or implemented measures.
- (6) If the submitter is not satisfied with the response or the action taken or indicated, he or she may turn to the maintainer with a legal remedy. The submission and assessment of the appeal complaint shall be carried out in accordance with the (4) and (5) . In such a case, it must also be stated that there is no further ordinary legal remedy in the case.

4. § Positions that can be established at the College and the requirements related to their filling

- (1) At the College, education-related tasks are performed by those employed in teaching positions.
- (2) Scientific research positions may be established at the College for the performance of independent research tasks.
- (3) Financial-economic, technical-service positions, professional-service providers, administrative and auxiliary positions are used to perform tasks related to the operation of the College.
- (4) Teaching positions that can be established at the College:
 - a) **master instructor**,
 - b) college assistant lecturer,
 - c) college senior lecturer,
 - d) college associate professor,
 - e) college professor,
 - f) associate professor,
 - g) professor.
- (5) Non-teaching positions that can be established at the College:
 - a) chief accountant,
 - b) accountant,
 - c) student affairs clerk,
 - d) administrative officer,
 - e) director of the dormitory,
 - f) head of the Student Services Centre,



- g) teacher
- h) head of the Foreign Language Training Centre,
- i) system administrator,
- j) payroll and labour administrator,
- k) International Office manager

(6) Education-related positions are required to perform the following basic activities:

- a) educational activities (including curriculum development and educational organization tasks);
- b) scientific research work (including research, research organisation and publication tasks);
- c) institutional-level activities (including educational and community tasks);
- d) self-development (including further education studies);
- e) public activities (including external relations);
- f) other activities (all tasks that are related to the operation of the College and require the expertise of the lecturers in the 40-hour weekly working hours not tied to teaching, dealing with students and scientific research).

(7) The detailed job descriptions and the conditions of continuous employment for the positions that may be established at the College can be found on the College's internal repository, they are accessible to everyone, and the Founding Rector Emerita – as President – is obliged to provide an original copy of the job description at the time of the establishment of the employment relationship.

5. § Master Instructor

(1) The prerequisite for employment in a master's teaching position is a master's degree, at least ten years of professional-practical work experience, proof of knowledge, and it is necessary that the person concerned is suitable for the practical training of students.

(2) General, minimum requirements for the continuous employment of a master instructor:

- a) a high level of preparedness, professional knowledge in the discipline encompassing the subjects taught,
- b) the ability to lead practical sessions, to develop practical materials and aids,
- c) to carry out scientific activities, to participate in professional public life,
- d) tender activity.

6. § College Assistant Lecturer

(1) The prerequisite for employment in a college assistant lecturer's position is a master's degree and professional qualification, the commencement of doctoral (PhD) training, an intermediate level complex or equivalent language exam in at least one world language, and the ability to perform creative activities.

(2) The general minimum requirements for the continuous employment of an college lecturer assistant shall be:

- adequate preparation and professional knowledge – preferably also in a foreign language – in the disciplines that include the subjects taught
- the ability to hold practical, seminar sessions, to develop practical, seminar aids,
- participation in examinations,



- active participation in enrolment activities,
- the ability to publish in a foreign language,
- obtaining a doctoral degree within the statutory deadline.

7. § College Senior Lecturer

(1) The prerequisites for employment as a college senior lecturer are a master's degree and a professional qualification, a doctoral (PhD) degree, an intermediate level complex or equivalent language exam in at least one world language, at least 4 years of certified teaching and research experience in higher education, independent scientific results, publications, and the ability to carry out creative activities.

(2) General, minimum requirements for the continuous employment of a lecturer in a college senior lecturer's position:

- thorough and extensive knowledge and practical application of the curriculum and literature of the subjects taught,
- giving lectures, participating in examinations,
- elaboration of educational materials and aids,
- to carry out scientific activities, to participate in national and international professional public life,
- independent scientific results, publications also in foreign languages,
- building international educational and scientific research relationships,
- supervising the work of TDK, students preparing their thesis,
- active participation in enrolment activities.

8. § College Associate Professor

(1) The condition for employment as an associate professor at the college is that the person concerned has a doctoral degree and is capable of supervising the academic, scientific and artistic work of students and teaching assistants, and has appropriate professional experience. Be able to give lectures in a foreign language, and have an overview of the science appropriate to the subject of the subject being taught.

(2) It is also not necessary to announce a public application for the position of Associate Professor at the College for a period of more than one year.

(3) The general minimum requirements for the continuous employment of a lecturer employed as an associate professor at the college:

- thorough and extensive knowledge and practical application of the curriculum and literature of the subjects taught,
- high-level educational activities (also in foreign languages),
- supervising the work of doctoral candidates, assistant lecturers and assistant professors,
- performing tasks related to doctoral training, as well as training the next generation of teachers and researchers,
- comprehensive knowledge of the given discipline or field, and its cultivation at an international level,
- writing notes, textbooks, textbooks, professional books, giving lectures, exams,
- organization of research and scientific work also in foreign languages,
- active participation in national and international scientific public life,
- regular publication activity in foreign languages as well.

9. § College professor

(1) The condition for employment in a college teaching position is that the person concerned has a doctoral degree and is capable of supervising the academic, scientific or artistic work of students, doctoral students, assistant lecturers, as well as to give lectures in a foreign language, and has at least 10 years of professional or teaching experience of outstanding quality in a field of work or higher education institution corresponding to his or her professional qualifications. The person concerned must comply with the requirements of the Hungarian Higher Education Accreditation Committee (MAB) for college professors in force at all times.

(2) It is also not necessary to announce a public application for the position of College professor for a period of more than one year. In the course of awarding the title of college professor, the provisions of § 27 (3)-(4) of the Nftv. and the provisions of § 29 (3) of the Nftv. shall be applied, depending on whether a public competition is announced or not.

(3) General, minimum requirements for the continuous employment of a lecturer employed as a college professor:

- thorough and extensive knowledge and practical application of the curriculum and literature of the subjects taught,
- comprehensive knowledge of the given discipline or field, and its cultivation at an international level,
- high-level educational activities (also in foreign languages),
- directing the work of doctoral candidates, assistant lecturers and assistant professors (educating the next generation of teachers),
- preparedness for the cooperation of subject groups, for the independent compilation of the curriculum of new subjects,
- writing notes, textbooks, professional books, giving lectures, exams,
- education of the next generation of science organisations, researchers and leaders,
- active participation in national and international scientific public life,
- regular educational and scientific activities also in foreign languages,
- initiating and guiding participation in the institution's professional-public life, tender and fundraising activities.

10. § Associate Professor

(1) The prerequisites for employment as an associate professor are a master's degree and professional qualification, a doctoral (PhD) degree, an intermediate level complex or equivalent language exam in at least one world language, at least 8 years of certified teaching and research experience in higher education, the ability to carry out teaching and publishing activities in a foreign language, recognized domestic and international publication activities, professional-public activities, a wide network of contacts, suitability for students and doctoral students, to lead the academic and scientific work of the training participants and assistant lecturers.

(2) General, minimum requirements for the continuous employment of a lecturer employed as an associate professor:

- thorough and extensive knowledge and practical application of the curriculum and literature of the subjects taught,

- comprehensive knowledge of the given discipline or field, and its cultivation at an international level,
- high-level educational activities (also in foreign languages),
- supervising the work of doctoral candidates, assistant lecturers and assistant professors,
- performing tasks related to doctoral training, as well as training the next generation of teachers and researchers,
- comprehensive knowledge of the given discipline or field, and its cultivation at an international level,
- writing notes, textbooks, textbooks, professional books, giving lectures, exams,
- organization of research and scientific work also in foreign languages,
- active participation in national and international scientific public life,
- regular publication activity in a foreign language as well,
- Striving to obtain habilitation.

11. § University Professor

(1) To be employed as an university professor Nftv., the following conditions must be a master's degree and a professional qualification, a doctoral (PhD) degree, habilitation in the field of science to be taught, or international higher education experience declared equivalent by the Doctoral and Habilitation Council, at least 8 years of certified teaching or research experience in higher education, fulfilment of the requirements of the MAB as an university professor, outstanding research work, National and international recognition in the field of science, suitability – based on his or her experience in teaching, research and research organization – to lead the academic and scientific work of students, doctoral students, assistant lecturers, ability to carry out teaching, scientific and publication activities in a foreign language, a wide range of domestic and international contacts, school founding, research organization, grant and fundraising activities.

(2) It is also not necessary to announce a public application for the position of University Professor for a period of more than one year. In the course of awarding the title of university professor, the provisions of the § 27 (3)-(4) of the Nftv. and the provisions of the § 29 (3) of the Nftv. shall be applied, depending on whether a public competition is announced or not.

(3) General, minimum requirements for the continuous employment of a lecturer employed as an university professor:

- thorough and extensive knowledge and practical application of the curriculum and literature of the subjects taught,
- comprehensive knowledge of the given discipline or field, and its cultivation at an international level,
- high-level educational activities (also in foreign languages),
- directing the work of doctoral candidates, assistant lecturers and assistant professors (educating the next generation of teachers),
- preparedness for the cooperation of subject groups, for the independent compilation of the curriculum of new subjects,
- writing notes, textbooks, textbooks, professional books, giving lectures, exams,
- education of the next generation of science organisations, researchers and leaders,
- active participation in national and international scientific public life,



- regular educational and scientific activities also in foreign languages,
- initiating and guiding participation in institutional professional-public life, tendering and fundraising activities,
- participation in doctoral training, doctoral and habilitation procedures.

12. § Chief Accountant

(1) Conditions of application: registered chartered accountant and higher education qualification, user-level computer skills for managing accounting and administrative records, as well as for performing correspondence and administration tasks. Possess adequate communication skills to interact with partners, employees, and students at the college.

(2) The Founding Rector is entitled to appoint an entrepreneur or a company to fill the position within the framework of a contractual assignment.

13. § Accountant

(1) Conditions of application: Specialized higher education degree, user-level computer skills for managing accounting and administrative records, as well as for performing correspondence and administration tasks. Possess adequate communication skills to interact with partners, employees, and students at the college.

(2) The Founding Rector is entitled to appoint an entrepreneur or a company to fill the position within the framework of a contractual assignment.

14. § Student Affairs Clerk

(1) Requirements for application: secondary education, user-level computer skills in correspondence and administration tasks, and at least intermediate knowledge of the English language. Possess adequate communication skills to interact with partners, employees, and students at the college.

15. § Administrative Assistant

(1) Requirements for application: secondary school diploma or secondary specialized course, as well as user-level computer skills in connection with correspondence and administration tasks. Possess adequate communication skills to interact with partners, employees, and students at the college.

16. § Dormitory Director

(1) Conditions of employment: professional or teaching experience of outstanding quality in a field of work or higher education institution corresponding to your professional qualifications, at least seven years of professional or teaching experience, outstanding professional activity recognized by the authoritative circles of your professional field. Be able to lead cultural, sports and community activities in the dormitory, and to assist students in their professional work.

17. § Head of Student Services Centre

(1) The condition of the application is that the person concerned has at least 5 years of professional or teaching experience in a higher education institution of outstanding quality, at least three years of professional experience in the field of student services and user-level computer skills.

18. § Teacher

(1) The condition for employment as a teacher is that the person concerned has a higher education degree and professional qualification, and is capable of supervising the academic and scientific work of students, and has at least three years of professional or teaching experience in a field of work corresponding to his or her professional qualifications.

(2) Requirements for continuous fitness:

- a) continuously carry out high-quality teaching work,
- b) to carry out the continuous content and methodological modernisation of the material of the field of instruction,
- c) participate in the writing of notes, textbooks, and other teaching aids,
- d) to organize, help and direct the scientific work of young colleagues, to participate in the education of the next generation,
- e) continuously participate in the national and international professional scientific public life,

19. § Head of Foreign Language Training Centre

(1) The condition for employment in a senior position at the Foreign Language Training Centre Nftv. is that they have a higher education degree (linguistics or economics), have adequate communication skills in order to keep in touch with the partners, employees and students of the College, and at least a level of advanced oral and written language proficiency in German or English.

20. § International Office Manager

(1) The condition for employment in a senior position in the International Office of the Nftv. is higher education, at least three years of professional experience in the field of international relations, and have adequate communication skills in order to keep in touch with the partners, employees and students of the College, at least a level of advanced oral and written proficiency in German or English.

21. § System Administrator

(1) To be employed as a system administrator [of the Nftv., have a higher education degree (IT), have adequate communication skills in order to keep in touch with the partners, employees and students of the college, at least an intermediate level of English language proficiency in oral and written language.

(2) The Founding Rector is entitled to appoint an entrepreneur or a company to fill the position within the framework of a contractual assignment.

22. § Payroll and Labour Administrator

(1) The condition of employment in the position of payroll and labour administrator Nftv. is secondary level human resources knowledge, secondary social security administrator qualification, in addition to this, must have appropriate communication skills in order to maintain contact with the employees and students of the college.

23. § Operational and operational support employees

A person may be employed in the position of operations and operation support who is not listed in § 4 (4) and who performs the operation and operation support work of the



College with a vocational qualification requiring a basic, secondary or higher education qualification.

24. § Titles and recognitions not related to teaching positions

(1) The order of awarding awards, diplomas and recognitions established by the College is contained in the „Regulations for awards and recognitions awarded by the Tomori Pál College”.

25. § Order of employment of employees

(1) The decision on the employment of employees falls within the competence of the Founding Rector Emerita – as President – but asks for the opinion of the Rector and the Senate. The Founding Rector Emerita – as President – also exercises employer's rights. The application is subject to the general rules of labour law (see Labour Code).

(2) With the exception of the assignment relationship, the teaching task can be performed in an employment relationship established for this purpose in an employment relationship.

(3) Teaching and scientific research tasks can be performed in the same position, in which case the employment contract must specify the proportion of the – full or part-time – working time of each task.

(4) Within the framework of an agency relationship, the teaching task may be performed if the nature of the activity performed by the lecturer allows it, and the time spent on the work performed does not exceed sixty per cent of the full-time working time (hereinafter referred to as the lecturer). The lecturer must meet the conditions of employment. An agency relationship may also be established for occasional, non-regular teaching tasks, so the college may enter into an agency relationship with a person employed by the college for the performance of teaching tasks not included in its duties.

(5) The lecturer is obliged to devote at least 10 hours of his/her weekly full-time work – on the average of two academic semesters – to the teaching of compulsory, compulsory electives (lectures, seminars, internships, consultations) (hereinafter referred to as: time spent on teaching) for the preparation of students. The rector has the right Nftv.to reduce or increase the time spent on teaching to a maximum of two semesters. The lecturer conducts scientific research, and during the working hours not tied to dealing with students and scientific research, he or she performs all the tasks that are related to the operation of the college and require the expertise of the lecturer in accordance with the rector's regulations.

(6) Instructors are required to keep their knowledge up to date. The programme directors must be familiar with the changes in the scientific direction of the programme they have signed, as well as the articles and literature of scientists recognised in the international scientific life concerning the programme as a whole as a scientific unit. Those responsible for specialisations must be aware of the changes in the direction of their specialisation and scientific trends. Lecturers who organise seminars and exercises must be familiar with the literature on the given topic and the latest scientific trends. Knowledge of legislation must also be kept up to date and changes in scientific work and education must be introduced.

(7) Lecturers are obliged to publish regularly, at least 1-2 times a year, at least 1 time a year in a foreign language.

(8) Lecturers are obliged to carry out research activities, and in particular to participate in research carried out in the organization of the College or in partnership between the

College and another person. Teachers are obliged to promote the holding of the Scientific Students' Association's Conference and the Science Day Conference and other scientific conferences organized by the College through their organizational and content (lectures, publications) activities.

(9) Lecturers should get to know the organisations that are active in their chosen field of science and in the field they teach. Educators are recommended to become members of these organizations.

(10) Lecturers are obliged to participate in the work of the College for the remainder of the 40-hour weekly working week that is not tied to teaching, research and dealing with students, which requires their expertise. The rector informs each lecturer separately about this.

(11) Lecturers with a managerial mandate (heads of departments, vice rectors) are obliged to develop and apply a plan and a procedure necessary for the implementation of the plan, which promotes the cooperation of lecturers, uniform research work, curriculum development, and the development of uniform educational practice.

(12) A person must be employed as a scientific researcher who, based on the provisions of his or her employment contract, devotes at least 90% of his or her full working time to the scientific activities of the College, and also participates in the education-related activities of the College as part of his or her duties.

26. § Order of evaluation of public tenders

(1) The Founding Rector Emerita – as President – in cooperation with the Rector, is entitled to announce a public tender for any teaching position of the College. The application is announced by the Founding Rector Emerita – as President – taking into account the provisions of the employment requirements. The public tender is open to those employed by the higher education institution, as well as those who are not employed by the higher education institution.

(2) After submission, all documents are examined by the Application Review Committee (hereinafter referred to as PVB) and then the applications that meet the conditions necessary for obtaining the position are submitted to the Senate. The Senate evaluates and ranks the applications within 60 days of the submission deadline. The Senate shall make this decision by the affirmative vote of at least half of its members. From among the applicants, the Founding Rector Emerita – as President – and the rector jointly select the person suitable for the position.

(3) The Application Review Committee shall verify the existence of the conditions necessary for employment in the position to be filled by means of a public application on the basis of the following documents: professional CV, documents certifying education and professional qualifications, documents certifying the acquisition of a scientific degree, professional practice certified by the employer, certificate of good conduct, list of publications, scientific activity, certificate(s) certifying language proficiency. The documents are submitted by the PVB. in the original, certified copy, or simple copy with presentation of the original. In the latter case, the copy must be marked with a pen or stamp that „*The original has been presented*”.

(4) If the ranking adopted by the Senate includes an applicant who works as a lecturer in a higher education institution, the rules of evaluation shall be applied with the following exceptions:

- i. based on the rector's decision, an employment relationship must not be established, but the employment contract must be amended,

- ii. The Rector may only exclude an employed lecturer if he selects an applicant who is ahead of the employed lecturer in the ranking.
- (5) Public calls for applications shall be published by uploading them to the website of the College, indicating the exact deadline (day, hour, minute) of the deadline for submission. The period for submitting the application may not be less than 30 days.

27. § Appointment of the College Professor and Professor

- (1) The Founding Rector Emerita – as President – in cooperation with the Rector, shall send his proposal for the appointment of a college professor or an university professor to the controlling body after the approval of the Senate, with the aim of forwarding it to the person entitled to appoint it.
- (2) The appointment of a college professor shall be initiated by the controlling body to the Prime Minister through the minister for education.
- (3) The appointment of a university professor shall be initiated by the controlling body – through the minister for education – to the President of the Republic.

28. § Termination of employment

- (1) The termination of the employment of employees shall be within the competence of the Founding Rector Emerita – as President – and shall make his decision in cooperation with the Rector, taking into account the relevant provisions of the Labour Code and the following paragraphs.
- (2) An instructor may no longer be employed if he or she has worked as a teacher from the beginning of his or her employment as a teacher:
 - i. until the end of the eighth year, the position of assistant professor
 - ii. Until the end of the twentieth year, the position of associate professorfulfilled the conditions necessary for the fulfilment of the Constitutional Court.
- (3) Furthermore, a lecturer who has not obtained a scientific degree by ten years from the commencement of his or her employment as a lecturer shall not be employed.
- (4) The period during which the employment relationship is suspended for more than ninety days due to maternity leave, childcare, care of a close relative, illness incapacitated for work, employment in a foreign higher education institution or research institute or professional study trip shall not be counted in the time limits specified in paragraphs (2) to (3). After the expiry of the deadline, the employment of the instructor shall be terminated.
- (5) The College shall determine in the employment contract concluded with the lecturer concerned and in its regulations the schedule in which the lecturer must fulfil the conditions necessary for the performance of the position, and shall draw attention to the legal consequences specified in the Regulations.
- (6) Teachers and researchers may be employed in the positions of college professors, university professors, research professors and scientific advisors even after the age of sixty-five. ~~until the age of seventy at the latest.~~
- (7) The College may, by ordinary notice – in addition to the provisions of the Labour Code – modify the employment of a lecturer – reclassify, demote, employ a part-time lecturer – or terminate it if the lecturer
 - a) failed to meet the requirements set out in the employment requirements,

- b) has not fulfilled the requirements specified in the job description and the Rector's instructions pertaining to him/her,
- c) has not fulfilled the conditions necessary for the performance of the position prescribed by the employer in the employment contract or in the appointment document,

(8) On the basis of the declaration made by the lecturer pursuant to § 26 (3) of the Nftv., the lecturer may not be taken into account in the institution when considering the conditions of operation of the institution or when determining the support of the higher education institution. In the case of this point, the provisions of the Labour Code relating to the period of notice or dismissal and severance pay shall not be applied. The Founding Rector Emerita – as President – terminates employment as a college professor or university professor if the Prime Minister has dismissed the college professor and the President of the Republic has dismissed the professor – withdrawing his or her right to the job title. The procedure for revoking the job title of a college professor or university professor shall be initiated by the Founding Rector Emerita – as President – in agreement with the Rector in accordance with the procedure set out in § 29 (3) of the Nftv.

(9) The Rector shall initiate proceedings for the withdrawal of the job title of a college professor or professor if the person concerned so requests, if a disciplinary penalty of dismissal has been imposed on the college professor or university professor, if the court has prohibited him or her from practising the profession with a final ban, or if the person concerned has been sentenced to a final imprisonment for an intentional crime. The Founding Rector Emerita – as President – shall simultaneously take measures to terminate the employment of college or university professors at the same time as his initiative under this paragraph.

(10) If a college professor or a person entitled to hold the title of professor is not in an employment relationship with a higher education institution, the Minister shall be entitled to initiate the dismissal – the withdrawal of the right to use the job title.

29. § Mandatory number of hours related to teaching positions

(1) The lecturer shall devote at least ten hours of his/her weekly full-time work – on the average of two consecutive academic semesters – to the holding of lectures, seminars, practical training and consultations for the preparation of students (hereinafter referred to as: time spent on teaching). The lecturer conducts scientific research, and during the working hours not tied to dealing with students and scientific research, he performs all the tasks that are related to the operation of the College and require the expertise of the lecturer in accordance with the provisions of the Founding Rector Emerita – as President.

(2) In the case of persons employed in teaching positions, the time spent on teaching shall be twenty hours per week on average for two academic semesters.

(3) The Founding Rector Emerita – as President – may increase or decrease the time spent on teaching by seventy per cent or decrease by twenty-five per cent in accordance with the employment requirements, with the restriction that the time spent on teaching in the higher education institution for those employed in teaching positions may not be less than twelve hours per week on the average of two consecutive academic semesters. The continuous duration of the reduction or increase may be for a maximum of two semesters. In the case of non-full-time teachers, the mandatory number of hours of teaching time, as well as its increase and decrease shall be determined in proportion to the employment time



(4) The detailed rules relating to the time spent on teaching shall be determined by the Founding Rector Emerita – as President – as the exerciser of employers' rights.

(5) When determining the importance of teaching, the following shall be taken into account:

- i. the job classification of the lecturer, based on which the assistant lecturer must have a higher number of hours than the associate professor, the associate professor has a higher number of hours than the college professor, etc.,
- ii. the educational place where the lecturer performs teaching tasks at the College,

30. § Participation of lecturers in the decision-making process of the College, the order of the assessment of requests for legal remedy submitted by lecturers and other employees

(1) Lecturers may join the College's decision-making process through local (e.g. departmental meetings) and central decision-making bodies (e.g. leadership meetings, senate). All lecturers belonging to the given department have the right and obligation to participate in the departmental meeting. All lecturers are available to express their opinion on the training and research activities of the College at this forum, and to ask for the opinion of the higher decision-making bodies through the head of the department.

(2) The Founding Rector Emerita – as President –, the Rector, as well as the senior management employees, lecturers and heads of departments of the College shall meet weekly during the academic semesters and discuss the issues and problems that have arisen. This meeting is called the Leadership Meeting.

(3) The Leadership Meeting may also make a proposal regarding the agenda of the Senate if an issue arises in which the Senate has decision-making powers.

(4) Lecturers shall also be indirectly present in the Senate through their elected or appointed representatives.

(5) If a lecturer or other employee of the College is of the opinion that the decision of a body or direct superior of the College is unlawful or violates the provisions of the College's regulations or the Rector's instructions, he/she may directly contact the Founding Rector Emerita exercising employer's rights – as the President – and request the review of the decision.

(6) The Founding Rector Emerita, in cooperation with the Rector, shall examine the complaint in accordance with the provisions of the Complaint Handling Policy and notify the complainant of his or her decision.

(7) Any employee of the College has the right to bring his or her strategic idea, concept or innovation to the attention of the College management. The Leadership Meeting will form a position on strategic proposals, and it depends on the content of the position whether the Rector or the Senate should take further steps in relation to the proposal.

Budapest, 21.04.2025.



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RÉDEI ANDREA
manager
**TPF Felsőoktatási és Szolgáltató
Közhatalnó Nonprofit Korlátolt
Felelősségű Társaság**

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