



**TOMORI PÁL COLLEGE**

**THE POLÁNYI KÁROLY COLLEGE – RESEARCH  
WORKSHOP  
ORGANISATIONAL AND OPERATIONAL RULES**

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Responsible person: Vice Rector for Science

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<sup>1</sup>The present Rules of Procedure repeal v2 adopted by Senate Resolution 2024/2/19, which entered into force on 22.05.2024.



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## **I. GENERAL PART**

### **§ 1 Scope of the Rules**

(1) The present Rules of Organisation and Operation (hereinafter referred to as "Rules" or "Rules") shall apply to the Polányi Károly College – **Research Workshop** (hereinafter referred to as "College") operated by the Tomori Pál College.

(2) For the purposes of these Regulations, a student is a student who has been admitted to the College and has a valid College membership.

### **§ 2 Purpose of the Regulations**

(1) The purpose of these Regulations is to supplement the Statutes of the College by setting out in detail the structure and operation of the College, and the rights and obligations of the students.

### **§3 The tasks of the Polányi College**

(1) The Polányi College be responsible for

- a) assisting students in the pursuit of their studies (to provide them with opportunities for self-education, intellectual development, the development of their talents, cultural activities and leisure),
- b) providing them with a deeper knowledge in specific fields,
- c) enabling students to be continuously assessed, through internal assessments and the possibility of benchmarking their knowledge against that of students from other higher education institutions.

### **§ 4 The admission to the College**

(1) The entrance examination for the College shall be held after the beginning of each academic year, but not earlier than **01 September and not later than 01 October**. If the number of members justifies it, admission may be announced again at the beginning of the spring semester. It shall then be held between 31 January and 28 February.

(2) The admission procedure shall be organised and carried out by the Board of the College. If either or both of the two student members of the Executive Board have not had their membership of the School of Spiritual Science extended for any reason under Article 16 of the Statutes, or if it has been terminated for any reason, the head teacher shall provisionally select the two students whose membership has been extended under Article 16 of the Statutes. If there is only one such student, the head teacher shall organise and conduct the admission procedure with that student, or if there is no such student at all, the head teacher alone shall be entitled to organise and conduct the admission procedure.

(3) Admission to a specialised college shall be open to



- a) satisfies the conditions laid down in the Statutes,
  - b) submits an application to the governing board no later than seven (7) days before the date of admission,
  - c) passes the entrance examination, and
  - d) the Management Board agrees to his/her admission to the College.
- (4) The Management Board shall organise the ~~written and~~ oral entrance examination and shall draw up the admission questions and interview the applicant.
- (5) The Management Board shall publish the date of admission, the last date for submission of the application form and the admission requirements at least 15 days before the date of admission.
- (6) The admission ~~test shall contain questions covering several disciplines. The~~ questions should not focus primarily on measuring lexical knowledge, but on measuring the general level of knowledge of the applicant and the applicant's ability to participate effectively in the life of the College and to successfully fulfil the requirements of the College (e.g. publication, participation in a TDK).
- (7) The ~~written admission shall be at least 45 minutes but not more than 1.5 hours, the~~ oral admission shall be at least 15 minutes but not more than 30 minutes.
- (8) After the admission, the Board will evaluate the results on the day of admission and decide on admission or refusal of admission.
- (9) There is no right of appeal against a refusal of admission, but the Management Board must state the reasons for the refusal. The reasons shall state the objective or subjective reasons for the rejection of the applicant by the Management Committee.

## **II. THE ORGANISATION OF THE COLLEGE AND ITS STUDENT COUNCIL**

### **§ 5 Organisational structure of the College**

- (1) The College shall be organised according to the following organisational structure:
- a) head teacher;
  - b) the student council;
  - c) Management Board.
- (2) The College has the right to propose to the Rector the establishment of a new organisational unit. The proposal must include the reasons for the establishment of the new department



- a) the purpose,
  - b) its tasks,
  - c) the financial framework,
  - d) the number of members, the procedure for their election and the duration of their appointment.
- (3) The establishment of a new department shall require an amendment of the College's Statutes.

### **§ 6 The Head Teacher**

- (1) The functioning of the College shall be directed by the Head Teacher of the College, who shall be the responsible head of the College.
- (2) The Rector shall appoint the Head Teacher of the College for a fixed term of 3 years. The same person may be appointed Head Teacher more than once.
- (3) A person who is qualified in the fields of science relevant to the training programme of the College (including, but not limited to: Ph.D. degree, candidate's degree) may be appointed as a head teacher.
- (4) If the Head Teacher is prevented from performing his/her duties for any reason, the **Vice Rector for Science** shall replace him/her with full authority.
- (5) The duties of the Head Teacher of the College (details in the Statutes):
- (a) ensure that the College operates in accordance with the College's educational objectives, regulations and the College's Training Programme;
  - b) make financial decisions and carry out financial control in order to ensure that expenditure is legally documented and used in the College's activities;
  - c) direct the teaching and academic work of the College;
  - d) cooperate with the College's administration;
  - e) to submit to the Rector any decisions taken by the Board of the College and suspended by it on suspicion of conflict with the law or other regulations of the College;
  - f) draw up a 5-year development plan for the College and submit it to the Rector for approval;
  - g) to contribute to the preparation of amendments to the College's Rules of Organisation and Operation;
  - h) all the duties and responsibilities imposed on it by the College's regulations.
- (6) The Head Teacher of the College shall have the right to:



- a) suspend the implementation of any decision or resolution of the student government of the College that is in violation of any law or College regulation;
- b) represent the College within the College's organisational structure and before third parties with the prior approval of the Rector;
- c) if necessary, propose disciplinary proceedings against a resident of the College;
- d) to do all that the regulations of the College give him the right to do.

### **§ 7 The self-government of the College**

(1) The main student body of the College shall be the College Self Government, whose members shall be students who are valid members of the College. The functions of the Self-government shall be defined in the Statutes and the following sections.

(2) The self-government may decide on all matters affecting the life of the College which are not expressly referred to the competence of another body or person by the Statutes. In particular, it shall have the power to

- a) to lay down the College's Rules of Organisation and Operation (hereinafter referred to as the "Rules of Procedure") and other regulations;
- b) electing and, if necessary, recalling two members of the self-government;
- c) giving an opinion on the College's budget management, investment, development and renovation issues.

(3) The persons listed in paragraph (1) shall be entitled to vote at the meetings of the College's self-governing body. All members of the College and the head teacher shall be required to attend, speak and vote at the self-government meetings. Each member shall have one vote.

(4) A quorum shall exist at a meeting of the self-government if half of those entitled to vote are present. Persons absent for a prolonged period (at least 30 days) shall not be counted in determining the number of members. A meeting of the self-government reconvened with an unchanged agenda shall constitute a quorum irrespective of the number of members present. The resumed meeting may be convened at the earliest 30 minutes after the original meeting of the self-government.

(5) For the adoption or amendment of the Rules of Procedure, the votes of at least two-thirds (qualified majority) of the members of the self-government present shall be required, and for all other decisions, unless otherwise provided for in the Rules, the votes of more than half (simple majority) of the members of the self-government present shall be required. Invalid votes shall not be taken into account in the aggregation of votes. Decisions at meetings of the self-government shall be taken by open ballot; in the case of personnel matters, voting shall be by secret ballot.



- (6) A member of the self-government may excuse himself/herself in advance or provide justification for missing a meeting of the self-government within eight days of the date of the meeting. Only a document credibly proving that the student was unable to attend the meeting of the self-government through no fault of his/her own shall be accepted as proof.
- (7) A member of the College shall lose his or her membership if (s)he fails to attend a meeting of the self-government meeting of the college without providing proof of attendance on two occasions during an academic year. Membership shall be automatically terminated on the day following the expiry of the deadline for certification.
- (8) The Board of Management shall convene a meeting of the self-government at least twice in an academic year, at a time falling at the beginning of the academic term. The Executive Board shall convene a meeting of the self-government of the College without delay during the academic year, within fifteen days of the end of the academic year, if any three members of the self-government or the head teacher so request in writing. In addition, the Board of Management may, on its own initiative, convene a meeting of the Board of Governors at any time if it deems it necessary. the self-government
- (9) The notice convening a meeting of the self-government Board of Governors shall specify the items on the agenda and the exact time and place of the meeting of the self-government. If any member of the self-government requests the Board of Management to indicate an item, the inclusion of that item in the proposed agenda shall be mandatory.
- (10) The invitation to the College self-government shall be posted on the notice board of the College and, if possible, sent by e-mail to the members at least seven days before the date of the meeting.
- (11) If a meeting of the College's self-government has not been duly convened, it may hold a meeting only if all the members of the self-government and the head teacher are present.
- (12) Minutes shall be taken of the self-government meeting and shall be recorded thereon:
- a) the date of the meeting;
  - (b) the names of the persons present at the meeting;
  - c) the items on the agenda;
  - (d) the names of the speakers and the substance of the speeches;
  - (e) a verbatim record of the decisions taken
- (13) The meeting minutes shall be signed by the chairperson presiding over the meeting, the minute-taker and a member of the College elected as a certifying member.



(14) Decisions shall be numbered in the following order: YEAR/NUMBER OF MEETING/NUMBER OF DECISION ADOPTED IN THE YEAR IN PROGRESSIVE ORDER (e.g. Decision 2012/1/3)

(15) General procedure of the meeting of the Board of Governors:

- a) Taking of the roll of those present;
- b) election of the chairperson;
- c) election of the secretary of the meeting and the member who will act as verifier;
- d) presentation of the items on the agenda;
- e) discussion of the items on the agenda.

### **§ 8 The Management**

(1) The Management, along with the head teacher, is the operational body of the College life.

(2) The student member of the Management must be elected by secret ~~ballot~~ at the College self-government meeting held at the beginning of the academic year.

(3) The Management organizes the events of the College to the best of its ability and while keeping costs low, and helps prepare the Training Program and the Professional Plan.

(4) The Management ensures the legal operation of the College.

(5) The legal relationship of the student member of the Management shall be terminated in the following cases:

- a) resigns,
- b) the meeting of the College self-government shall recall him/her with a 2/3 majority,
- c) automatically at the end of the academic year.

(6) The Management shall hold its meetings as necessary, whenever necessary for operational administration.

(7) The Management meeting has a quorum if all members are present. Decisions are made unanimously. The Management meeting is convened by the head teacher via email or telephone.

~~(8) The decisions of the Management must be posted on the College's bulletin board.~~





### **III. RIGHTS AND OBLIGATIONS OF THE STUDENT**

(1) A student who is a valid member of the College shall have the right to

- a) to use the services of the College and to use the educational, cultural and recreational facilities provided by the College;
- b) to participate in events organised by the College, provided that no disciplinary sanction prohibiting him/her from doing so is in force;
- c) to use the living quarters and common rooms provided for him/her without hindrance;
- d) participate in the work of the college council, be elected and be eligible for election;
- e) to address any personal or communal questions concerning the College or his/her status as a student to the competent bodies and managers of the College;
- f) to lodge a complaint with the Rector in accordance with the Complaints Handling Policy;
- g) receive a reply to his/her request or comment within 30 days;
- h) all the rights generally granted to students of the College;
- i) all other rights granted to him/her in the College's Rules of Organisation and Operation.

(2) A student shall be obliged to

- (a) to observe and comply with the regulations of the College, the operating documents of the College and the decisions of the College self-government and the Executive Board;
- b) preserve the reputation of the College;
- c) to comply with the College's rules of procedure

(3) Membership of the College shall be established by a decision of the Admissions Board to that effect, the day following the day on which the decision is published.

(4) If a student is temporarily studying abroad during his absence, his rights and obligations as a student of the College shall be suspended.

### **IV. LEGAL REMEDIES**

(1) Any student affected by a decision, action or omission (hereinafter referred to as "decision") of the members of the College and the College bodies shall have the right to appeal against the decision of the College bodies on the grounds of violation of the provisions governing his/her status as a student, in accordance with the rules of the College.



## **V. PUBLICITY OF COLLEGE EVENTS**

### **§ 9 Provision of publicity**

- (1) The events of the College shall be open to the public of the College and to the members of the College. Publicity means the right to participate in the event and to comment on the subject of the event.
- (2) Third parties may participate in College events only with the consent of the College Board.
- (3) The following events of the College are not open to the public:
  - a) admission to the College;
  - b) meetings held in connection with the appeal procedure of a member of the College;
  - c) meetings of the Board of Governors;
  - (d) meetings of the College Council, in the part dealing with personnel matters.

## **VI. REGISTRATION AND INVOLVEMENT OF ASSOCIATE MEMBERS IN THE LIFE OF THE COLLEGE**

### **§ 10 Keeping of the register**

- (1) The Board shall keep up-to-date records of the members of the Board of Trustees. The register shall be kept in the Rector's Office at the College's Budapest premises.
- (2) The register shall indicate, depending on whether the sponsoring member is a natural or legal person, the name or designation, address or registered office, maiden name or registration number of the mother, e-mail address, and a brief description of the professional or financial support provided by the sponsoring member.

### **§ 11 Involvement of sponsoring members in the College's events**

- (1) The College management shall inform the sponsoring members of the College's events (happenings) by email at least 5 days before the event.

## **VII. FINAL PROVISIONS**

- (1) The College's house rules are the same as the house rules of the college in which the College is located, and the member of the College is obliged to comply with the College's house rules in all matters listed in the house rules.
- (2) The adoption of the Organisational and Operational Rules and the entry into force of amendments thereto shall be effected by a resolution of the Board of the College.



(3) These regulations enter into force with the approval of the Senate.

- a) Decision number: 15/2/2025
- b) Date of decision: 20.05.2025.
- c) Effective date: 01.08.2025.

(4) The **Vice Rector for Science** shall be responsible for the preparation of the Organisational and Operational Regulations and for updating them in accordance with the provisions of the law, and shall be assisted in his/her work by the Executive Board.