



BUDAPESTI  
**METROPOLITAN**  
EGYETEM

The Organisational and Operational Regulations of the Budapest Metropolitan  
University, Volume I

# ORGANISATIONAL AND OPERATIONAL PROCEDURES

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*consolidated with amendments*

*(the amendments marked with a footnote are effective from the date indicated in the  
footnote)*

Version control

<b>Number of issue</b>	<b>Date of issue</b>	<b>Description</b>
1.0	1 September 2020	1st issue
2.0	3 May 2021	Name and tasks of the Vice-Rector for Education Adding the Vice-Rector for Education to the permanent members of the Senate Deregulation of the International Directorate Name and tasks of the International Meeting Name and tasks of the Rector's Meeting Name and tasks of the Directorate of Marketing and Sales Implementation of the Quality Management Committee's decisions Degree programme, tasks of the Programme Coordinator and the Programme Head Tasks of the Secretary General Wording compliant with the NHE Frequency of the management meeting
3.0	1 November 2022	President's Cabinet Meeting of the Presidential Board The President's Secretariat Development Board Quality Management Office Metropolitan Knowledge Centre METU Creative Industries Agency myBRAND Centre for Excellence and Mentoring International Coordination Office Educational Development Centre Vice Dean for International and Academic Affairs Vice Dean for Educational Development and Talent Support Project Manager Rector's Meeting Rector's Cabinet Strategic PR Office Vice-Rector for Science and Innovation
3.1	7 March 2023	Relocation of the Educational Developmental Centre Relocation of the METU Creative Industries Agency Presentation of the Data Centre
3.2	13 March 2023	Provisions regarding the Rector
3.3	31 March 2023	Rectoral application
3.4	26 May 2023	Abolition of the upper age limit for rectoral appointment
3.5	26 June 2023	Deregulation of the Hódmezővásárhely site
3.6	19 September 2023	Establishing an Educational Development Centre simultaneously with terminating the International Educational Development Centre
3.7	20 October 2023	Withdrawing the employer authority from the Deans
3.8	19 March 2024	Establishment of the Legal Directorate
3.9	19 March 2024	Termination of the President's Cabinet

4.0	1 September 2024	Repealing the regulations on non-functioning organisational units Head of the Training Centre Director of Human Resources Text clarification
5.0	10 March 2025	Deputy CEO of Marketing, Communications and Sales
6.0	6 August 2025	Deputy CEO for Legal and Administrative Affairs
7.0	6 September 2025	Comprehensive review of the OOP

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Based on Section 12 (3) e) eb) of Act CCIV of 2011 on National Higher Education, the Senate of the Budapest Metropolitan University has drawn up the Organisational and Operational Procedures of the Budapest Metropolitan University as follows.

## **Chapter I GENERAL PROVISIONS**

### **Internal normative framework**

1. The Budapest Metropolitan University (hereinafter: University) has established its own organisation and operations – in accordance with the provisions of Act CCIV of 2011 on National Higher Education (hereinafter: NHE) – in the manner that is suitable for performing its educational, scientific research and other tasks and for economical operations.
2. The Organisational and Operational Regulations of the University are structured as follows:  
Volume I: Organisational and Operational Procedures,  
Volume II: Employment Requirements System,  
Volume III: Student Requirements System,  
Volume IV: Additional regulations,  
Volume V: Regulations for Adult Education.

### **Scope**

3. The scope of these Organisational and Operational Procedures (hereinafter: OOP) extends to all organisational units of the University, its staff employed in teaching, research and non-teaching/research positions as well as to all students or persons receiving other training at the University (hereinafter: student).
4. The scope of this OOP extends to persons in other legal relationships with the University in the case of activities carried out within the framework of the legal relationship and in connection therewith.<sup>1</sup>
5. The detailed tasks and responsibilities related to each job are contained in the job descriptions.

### **Name, legal status and basic details of the University**

6. The University is a state-recognised higher education institution, a non-state university of applied sciences, a professionally independent legal entity with self-government, operating in accordance with the provisions of its Founding Charter dated 28 February 2001, as amended several times (hereinafter: Founding Charter).<sup>2</sup>
7. The official name of the University: Budapesti Metropolitan Egyetem. Abbreviated name of the University: METU.
8. Foreign names of the University:  
a) in English: Budapest Metropolitan University  
b) in German: Budapest Metropolitan Universität.
9. The seat of the University: 1148 Budapest, Nagy Lajos király útja 1-9.<sup>3</sup>
10. The faculties use the following full and abbreviated names in addition to the abbreviated name of the University:

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<sup>1</sup> Modified by resolution no. 23/0826/2024. of the Senate. Effective from: 1 September 2024.

<sup>2</sup> Modified by resolution no. 23/0826/2024. of the Senate. Effective from: 1 September 2024.

<sup>3</sup> Modified by senate decision no. 21/06206/2023. of the Senate. Effective from: 26 June 2023

- a) Faculty of Business, Communication and Tourism (METU – BCT),
  - b) Faculty of Arts and Creative Industries (METU – FACI).
11. Imprint of the University's round stamp: the Metropolitan logo (letter M) in the centre of the circle, the inscription 'Budapest Metropolitan University' and a serial number around it.
  12. Imprint of the University's long stamp: the Metropolitan logo (letter M) in the upper half of the horizontal rectangle on the left, next to it the inscription 'Budapest Metropolitan University' and a serial number; in the lower half the inscription 'Seat: 1148 Budapest, Nagy Lajos király útja 1-9. VAT number: 18172636-2-42'.
  13. As part of the University, the organisational units are entitled to use the University's round stamp and long stamp. The detailed rules for the use of the stamp are established by the President-CEO in a separate instruction.<sup>4</sup>
  14. The name of the University may only be used by the University's organisational units and the University's Student Union. Individual organisational units are entitled to use the name of the University supplemented with their own name. The Student Union may use the name of the University as stipulated in its Statutes.
  15. An organisation outside the University may use the name of the University only with the permission of the President-CEO.<sup>5</sup>

### **The organisation of the University**

16. At the University
  - a) central management and leadership tasks,
  - b) educational, scientific and research tasks,
  - c) service provider task and
  - d) functional, operational support tasksare carried out by individuals, bodies and organisational units.
17. The University operates the organisational units specified in the organisational chart shown in Appendix 1. The establishment, transformation and termination of individual organisational units is exclusively decided by the Senate.<sup>6</sup>

### **Right of representation**

18. The University is represented independently by the Rector and the President-CEO as legal representatives towards third parties as well as before courts and other authorities, within the framework of the Founding Charter and the division of tasks and responsibilities specified in the OOP.
19. Unless prohibited by law, the powers specified in the university regulations and instructions may be transferred in writing, on a permanent, temporary or ad hoc basis, to the Deputy CEO for Finance, the Deputy CEO for Legal and Administrative Affairs<sup>7</sup>, the Deputy CEO for Marketing, Communication and Sales, the Deputy CEO for Customer Relations, the Vice-Rector for International Relations, the Vice-Rector for Science, Innovation and the Arts, the

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<sup>4</sup> Modified by resolution no. 23/0826/2024. of the Senate. Effective from: 1 September 2024.

<sup>5</sup> Modified by resolution no. 23/0826/2024. of the Senate. Effective from: 1 September 2024.

<sup>6</sup> Modified by resolution no. 47/2025. (09. 05.) of the Senate. Effective from: 6 September 2025.

<sup>7</sup> Modified by resolution no. 45/2025. (08. 05.) of the Senate. Effective from: 6 August 2025.

Vice-Rector for Education, the Legal Director<sup>8</sup>, the Deans,<sup>9</sup> the Director of Human Resources and the Head of the Training Centre. The delegated authority cannot be further delegated.<sup>10 11</sup>

20. The content of the delegated authorities specified in Section 19, the commitments and legal declarations with regard to authority shall be determined by the Rector or the President-CEO in a separate or joint instruction.<sup>12</sup>

## Chapter II SENIOR LEADERS OF THE UNIVERSITY<sup>1314</sup>

### Rector

21. The first responsible leader and representative of the University is the Rector, who acts and decides on all matters that are not referred to the competence of another person or body by law, by the Founding Charter and by the Organisational and Operational Regulations. The Rector is responsible for the lawful and proper operation of the University's core activities.<sup>15</sup>
22. The Rector carries out their work in cooperation with the President-CEO, the Vice-Rector for International Relations, the Vice-Rector for Science, Innovation and Arts, the Vice-Rector for Education, the Deputy CEO for Customer Relations, the Deputy CEO for Finance, the Deputy CEO for Legal and Administrative Affairs,<sup>16</sup> the Deputy CEO for Marketing, Communication and Sales,<sup>17 18</sup> the Legal Director,<sup>19</sup> the Deans, the Director of Human Resources, the Head of the Training Centre<sup>20</sup> and the Rector's Cabinet.<sup>21</sup>
23. The board of directors of the direct owner of the maintainer exercises employer's rights over the Rector.<sup>22</sup>
24. A person who meets the conditions listed in Section 13 (5) of the NHE may be appointed as Rector. The Rector's office can be filled without an upper age limit.<sup>23</sup>
25. The call for applications for the position of Rector shall be published by the Board of Directors of the maintainer's direct owner. The University's Presidential Secretariat<sup>24</sup> examines the received applications from a formal point of view, determining their validity and invalidity, and then forwards all applications (both valid and invalid applications) to the President-CEO, who forwards both valid and invalid applications to the entity calling for the applications, prioritising the valid applications. The appointment of the Rector from among the rector candidates holding the degree of university professor, university associate professor, scientific advisor or research

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<sup>8</sup> Modified by resolution no. 3/03.19./2024. of the Senate. Effective from 19 March 2024.

<sup>9</sup> Modified by resolution no. 24/2025. of the Senate. Effective from 10 March 2025.

<sup>10</sup> Modified by resolution no. 23/0826/2024. of the Senate. Effective from: 1 September 2024.

<sup>11</sup> Modified by resolution no. 47/2025. (09. 05.) of the Senate. Effective from: 6 September 2025.

<sup>12</sup> Modified by resolution no. 23/0826/2024. of the Senate. Effective from: 1 September 2024.

<sup>13</sup> Modified by resolution no. 23/0826/2024. of the Senate. Effective from: 1 September 2024.

<sup>14</sup> Modified by resolution no. 47/2025. (09. 05.) of the Senate. Effective from: 6 September 2025.

<sup>15</sup> Modified by resolution no. 47/2025. (09. 05.) of the Senate. Effective from: 6 September 2025.

<sup>16</sup> Enacted by resolution no. 45/2025. (08. 05.) of the Senate. Effective from: 6 August 2025.

<sup>17</sup> Modified by resolution no. 24/2025. (03. 10.) of the Senate. Effective from: 10 March 2025.

<sup>18</sup> Modified by resolution no. 23/0826/2024. of the Senate. Effective from: 1 September 2024.

<sup>19</sup> Modified by resolution no. 3/03.19./2024. of the Senate. Effective from 19 March 2024.

<sup>20</sup> Modified by resolution no. 23/0826/2024. of the Senate. Effective from: 1 September 2024.

<sup>21</sup> Modified by resolution no. 47/2025. (09. 05.) of the Senate. Effective from: 6 September 2025.

<sup>22</sup> Modified by resolution no. 8/0331/2023. of the Senate. Effective from 31 March 2023.

<sup>23</sup> Modified by resolution no. 18/0526/2023. of the Senate. Effective from 26 May 2023.

<sup>24</sup> Modified by resolution no. 3/03.19./2024. of the Senate. Effective from 19 March 2024.

professor is initiated by the maintainer with the Minister of Culture and Innovation.<sup>25</sup> The term of the Rector's appointment is decided by the Board of Directors of the maintainer's owner.<sup>26</sup>

26. The Rector's term of office is for a maximum of five years. The Rector can be re-appointed several times, for a maximum of five more years, based on an application.
27. The Rector's appointment shall terminate:
  - a) upon expiry of the period of appointment,
  - b) upon resignation;
  - c) with a dismissal initiated on the basis of a recall,
  - d) with the death of the Rector,
  - e) in the event of termination or transformation of the University.
28. In the case referred to in Section 27 c), the dismissal of the Rector before the end of their term of office shall be initiated by the maintainer, with the affirmative vote of two-thirds of the members of the Senate. The initiative for dismissal must be justified.<sup>27</sup>
29. The Rector's duties and authorities:
  - a) organises, coordinates and continuously develops teaching and research work,
  - b) provides the principled management of admission activities,
  - c) determines the international relations of the University and
  - d) assigns tasks to the Vice-Rectors, Deans, the Head of the Training Centre and the head of the Rector's Cabinet and exercises control over them.<sup>28</sup>
30. The Rector is solely responsible for:
  - a) creating the necessary conditions for the work of the bodies operating at the University,
  - b) domestic and international educational and research relations and cooperation,
  - c) the success of artistic creativity,
  - d) preparing the decisions of the Senate, supervising their implementation and
  - e) exercising the University's publishing and distribution rights.
31. The Rector is responsible, and may delegate authority for:
  - a) creating conditions for education and research,
  - b) carrying out the activities stipulated in the Founding Charter in accordance with the requirements specified by law,
  - c) the management of educational, scientific and research activities at the University,
  - d) all decisions made on the operation of the University that are not referred to the authority of another person or body by law or by the Organisational and Operational Regulations and
  - e) maintaining contact with interest representation organisations regarding matters within their authority.
32. The Rector – with the exception of the Senate's decisions – may set aside any decision, resolution or measure related to any matter within their tasks and the authority that violates any law or university regulations.<sup>29</sup>
33. The Rector may submit a proposal to the maintainer within 15 days of the Senate's decision to annul an unlawful decision of the Senate. The Rector's submission has a suspensive effect on implementation.<sup>30</sup>

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<sup>25</sup> Modified by resolution no. 7/0313/2023. of the Senate. Effective from 17 March 2023.

<sup>26</sup> Modified by resolution no. 8/0331/2023. of the Senate. Effective from 31 March 2023.

<sup>27</sup> Modified by resolution no. 7/0313/2023. of the Senate. Effective from 17 March 2023.

<sup>28</sup> Modified by resolution no. 3/03.19./2024. of the Senate. Effective from 19 March 2024.

<sup>29</sup> Modified by resolution no. 23/0826/2024. of the Senate. Effective from: 1 September 2024.

<sup>30</sup> Modified by resolution no. 23/0826/2024. of the Senate. Effective from: 1 September 2024.

34. The Rector is responsible for the operation of the higher education institution in accordance with its core activities, and within this framework, they exercise employer's rights over those employed in instructor, teacher and researcher positions as well as over persons employed in the academic area in organisational units directly assisting the executive tasks of the Vice-Rectors, Deans and the Head of the Training Centre as well as the rights of the principal related to the service contract of part-time instructors. The Rector is authorised, with the consent of the President-CEO, to determine the wages and other allowances for these employees and those in another legal relationship. The Rector may delegate their employer's authority to their deputy or to another senior leader or leader employee of the institution on a case-by-case basis or in a specific range of matters. The person exercising the delegated authority may not pass on that authority.<sup>31 32</sup>
35. The Rector is entitled to issue instructions regarding activities within their tasks and authority.
36. In the event of the Rector's impediment, absence, involvement or temporary vacancy of the Rector's position, the President-CEO is entitled to replace the Rector.
37. In the event of the simultaneous impediment, absence, involvement of the Rector and the President-CEO or the temporary vacancy of the President-CEO, Rector positions, the Vice-Rector for Education is entitled to replace the Rector.<sup>33</sup>
- 37A. The Rector's Cabinet is an organisational unit operating under the direct control of the Rector.<sup>34</sup>

### **President-CEO**

38. The President-CEO is the head of the University – the work organisation of organisational units subordinated to the President-CEO according to Appendix 1 of these regulations – and the exerciser of the employer authority. They may delegate the exercise of employer authority over the employees of certain organisational units under their management – on an occasional or permanent basis – as set out in a separate instruction.<sup>35</sup>
39. The President-CEO acts as the responsible leader and representative of the University with regard to the duties specified in the University's Founding Charter and in its regulations.
40. The President-CEO exercises the right of consent regarding the Rector's authorities to the extent necessary for the performance of their duties.
41. The tasks and the authority of the President-CEO:
- a) is responsible for the operation of the University, for the management of the University's work organisation,
  - b) exercises ownership rights in relation to the business organisation founded by, or with the participation of the University,
  - c) performs tasks related to the general management of service and economic activities directly related to training at the University,
  - d) disposes of the central budget appropriations, financial and other resources available to the University in accordance with the University's budget, with the consent of the maintainer,
  - e) prepares the institutional development plan and the staff management plan,
  - f) fulfils the planning, reporting, financial and information provision obligations assigned to their competence, and is responsible for their completeness and authenticity,

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<sup>31</sup> Enacted by resolution no. 23/0826/2024. of the Senate. Effective from: 1 September 2024.

<sup>32</sup> Modified by resolution no. 47/2025. (09. 05.) of the Senate. Effective from: 6 September 2025.

<sup>33</sup> Modified by resolution no. 23/0826/2024. of the Senate. Effective from: 1 September 2024.

<sup>34</sup> Enacted by resolution no. 47/2025. (09. 05.) of the Senate. Effective from: 1 September 2025.

<sup>35</sup> Modified by resolution no. 23/0826/2024. of the Senate. Effective from: 1 September 2024.

- g) ensures the continuous operation of the University and establishes temporary committees and working groups in order to develop the University's organisation,
  - h) develops and implements the University's strategic plans,
  - i) prepares the analyses, evaluations and proposals necessary for strategy development,
  - j) monitors national development plans and ensures their reflection in university developments,
  - k) keeps contact with the maintainer,
  - l) manages the University's corporate, institutional and international relations and
  - m) maintains contact with interest representation bodies regarding matters within their competence.
42. In the performance of their duties and in the exercise of their powers, the President-CEO has the general right to issue instructions and take measures; however, they may not give instructions to the Senate, the Rector, the interest representation bodies and the Student Union.
43. <sup>36</sup>
44. The President-CEO may order an investigation into any matter affecting the operation of the University and may appoint a committee to conduct the investigation. The President-CEO may delegate this right to the Deputy CEOs.
45. The President-CEO may – with the exception of the Rector – request a professional report from any educational and research organisational unit operating in the institution, from organisational units performing service tasks, from organisational units performing functional tasks as well as from their heads.
46. The board of directors of the maintainer's direct owner exercises employer's rights over the CEO. <sup>37 38</sup>
47. <sup>39</sup>
48. If the President-CEO is prevented from performing their duties, is absent, is involved in a matter or if the position of President-CEO is temporarily vacant, the Rector is entitled to replace the President-CEO.
49. In the event of the simultaneous impediment, absence, involvement of the President-CEO and the Rector or the temporary vacancy of the President-CEO and Rector, the Deputy CEO for Finance is entitled to replace the President-CEO.
- 49A. <sup>40</sup>
- 49B. Organisational units operating under the direct control of the President-CEO:<sup>41</sup>
- a) President's Secretariat,
  - b) Protocol and Event Management Office,
  - c) Director of Human Resources.

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<sup>36</sup> Repealed by resolution no. 23/0826/2024. of the Senate. Ineffective from: 1 September 2024.

<sup>37</sup> Modified by resolution no. 23/0826/2024. of the Senate. Effective from: 1 September 2024.

<sup>38</sup> Modified by resolution no. 47/2025. (09. 05.) of the Senate. Effective from: 6 September 2025.

<sup>39</sup> Repealed by resolution no. 23/0826/2024. of the Senate. Ineffective from: 1 September 2024.

<sup>40</sup> Repealed by resolution no. 47/2025. (09. 05.) of the Senate. Ineffective from: 6 September 2025. Relocated to Sections 193E-193F.

<sup>41</sup> Enacted by resolution no. 47/2025. (09. 05.) of the Senate. Effective from: 6 September 2025.

### Deputy CEO for Finance

50. The Deputy CEO for Finance is responsible for the general management of the economic, operational and IT activities of the University, within the framework of which they perform all the tasks that are defined for them by the relevant legislation, the internal regulations and the Senate in connection with their duties.<sup>42 43</sup>
51. Duties of the Deputy CEO for Finance:
- a) regulates and supervises the accounting, payroll, financial, tax and controlling activities of the University,
  - b) manages the development of the financial planning process and its implementation,<sup>44</sup>
  - c) complies with the university accounting order,<sup>45</sup>
  - d) is responsible for planning and implementing the annual closing process,<sup>46</sup>
  - e) is responsible for adhering to the annual budget,
  - f) responsible for planning and implementing the monthly closing process, compiling monthly management reports for the maintainer and draft reports for the board of directors of the maintainer's direct owner,<sup>47</sup>
  - g) monitors and ensures cash flow and liquidity,
  - h) participates in the preparatory work for strategic decisions and the development of strategic proposals,
  - i) participates in acquisition activities as an expert,
  - j) supervises the University's receivables and controls their management,<sup>48</sup>
  - k) represents the University in economic matters,
  - l) is responsible for the operation and continuous development of the University's IT system and system tools,
  - m) ensures the continuous maintenance of the University's educational technology equipment and their utilisation in education,<sup>49</sup>
  - n) supervises the proper use of property given to the University for use or owned by it,
  - o) is responsible for planning and implementing the University's operational tasks and<sup>50</sup>
  - p) manages economic and administrative tasks related to applications.<sup>51</sup>
52. The Deputy CEO for Finance manages the following organisational units:<sup>52</sup>
- a) Financial Directorate,<sup>53</sup>
  - aa) Accounting Office,<sup>54</sup>
  - ab) Controlling Office,<sup>55</sup>
  - b)<sup>56</sup>
  - c) IT Directorate,
  - d) Operations Directorate,

<sup>42</sup> Enacted by resolution no. 23/0826/2024. of the Senate. Effective from: 1 September 2024.

<sup>43</sup> Modified by resolution no. 47/2025. (09. 05.) (09. 05.) of the Senate. Effective from: 6 September 2025.

<sup>44</sup> Modified by resolution no. 47/2025. (09. 05.) (09. 05.) of the Senate. Effective from: 6 September 2025.

<sup>45</sup> Modified by resolution no. 47/2025. (09. 05.) (09. 05.) of the Senate. Effective from: 6 September 2025.

<sup>46</sup> Modified by resolution no. 47/2025. (09. 05.) (09. 05.) of the Senate. Effective from: 6 September 2025.

<sup>47</sup> Modified by resolution no. 47/2025. (09. 05.) (09. 05.) of the Senate. Effective from: 6 September 2025.

<sup>48</sup> Modified by resolution no. 47/2025. (09. 05.) (09. 05.) of the Senate. Effective from: 6 September 2025.

<sup>49</sup> Modified by resolution no. 47/2025. (09. 05.) (09. 05.) of the Senate. Effective from: 6 September 2025.

<sup>50</sup> Enacted by resolution no. 47/2025. (09. 05.) of the Senate. Effective from: 6 September 2025.

<sup>51</sup> Enacted by resolution no. 47/2025. (09. 05.) of the Senate. Effective from: 6 September 2025.

<sup>52</sup> Modified by resolution no. 23/0826/2024. of the Senate. Effective from: 1 September 2024.

<sup>53</sup> Modified by resolution no. 47/2025. (09. 05.) (09. 05.) of the Senate. Effective from: 6 September 2025.

<sup>54</sup> Enacted by resolution no. 47/2025. (09. 05.) of the Senate. Effective from: 6 September 2025.

<sup>55</sup> Enacted by resolution no. 47/2025. (09. 05.) of the Senate. Effective from: 6 September 2025.

<sup>56</sup> Repealed by resolution no. 47/2025. (09. 05.) of the Senate. Ineffective from: 6 September 2025.

e) Applications Office.<sup>57</sup>

53. <sup>58</sup>

**Deputy CEO for Customer Relations<sup>59</sup>**

54. <sup>60</sup>

55. <sup>61</sup>

a) <sup>62</sup>

b) <sup>63</sup>

c) <sup>64</sup>

d) <sup>65</sup>

e) <sup>66</sup>

f) <sup>67</sup>

g) <sup>68 69</sup>

h) <sup>70 71</sup>

i) <sup>72 73</sup>

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56. <sup>75</sup>

<sup>57</sup> Enacted by resolution no. 47/2025. (09. 05.) of the Senate. Effective from: 6 September 2025.

<sup>58</sup> Repealed by resolution no. 23/0826/2024. of the Senate. Ineffective from: 1 September 2024.

<sup>59</sup> Repealed by resolution no. 47/2025. (09. 05.) of the Senate. Ineffective from: 6 September 2025. Relocated to Sections 71F-71H.

<sup>60</sup> Repealed by resolution no. 47/2025. (09. 05.) of the Senate. Ineffective from: 6 September 2025. Relocated to Section 71F.

<sup>61</sup> Repealed by resolution no. 47/2025. (09. 05.) of the Senate. Ineffective from: 6 September 2025. Relocated to Section 71G.

<sup>62</sup> Repealed by resolution no. 47/2025. (09. 05.) of the Senate. Ineffective from: 6 September 2025. Relocated to paragraph 71G. a).

<sup>63</sup> Repealed by resolution no. 47/2025. (09. 05.) of the Senate. Ineffective from: 6 September 2025. Relocated to paragraph 71G. b).

<sup>64</sup> Repealed by resolution no. 47/2025. (09. 05.) of the Senate. Ineffective from: 6 September 2025. Relocated to paragraph 71G. c).

<sup>65</sup> Repealed by resolution no. 47/2025. (09. 05.) of the Senate. Ineffective from: From 8 September 2025. Relocated to Section 71G. d)

<sup>66</sup> Repealed by resolution no. 47/2025. (09. 05.) of the Senate. Ineffective from: 6 September 2025. Relocated to paragraph 71G. e).

<sup>67</sup> Repealed by resolution no. 47/2025. (09. 05.) of the Senate. Ineffective from: From 6 September 2025. Relocated to paragraph 71G. f).

<sup>68</sup> Modified by resolution no. 23/0826/2024. of the Senate. Effective from: From 1 September 2024.

<sup>69</sup> Repealed by resolution no. 47/2025. (09. 05.) of the Senate. Ineffective from: 6 September 2025. Relocated to paragraph 71G. g).

<sup>70</sup> Modified by resolution no. 23/0826/2024. of the Senate. Effective from: From 1 September 2024.

<sup>71</sup> Repealed by resolution no. 47/2025. (09. 05.) of the Senate. Ineffective from: 6 September 2025. Relocated to paragraph 71G. h).

<sup>72</sup> Enacted by resolution no. 45/2025. (08. 05.) of the Senate. Effective from 6 August 2025.

<sup>73</sup> Repealed by resolution no. 47/2025. (09. 05.) of the Senate. Ineffective from: 6 September 2025. Relocated to paragraph 71G. i).

<sup>74</sup> Repealed by resolution no. 47/2025. (09. 05.) of the Senate. Ineffective from: 6 September 2025. Relocated to Section 71H.

<sup>75</sup> Repealed by resolution no. 23/0826/2024. of the Senate. Ineffective from: 1 September 2024.

### Deputy CEO for Legal and Administrative Affairs<sup>7677</sup>

56A.<sup>78</sup>

56B.<sup>79</sup>

56C.<sup>80</sup>

56D.<sup>81</sup>

### Vice-Rector for International Relations

57. The Vice-Rector for International Relations, under the direction of the Rector and in consultation with the relevant organisational units, performs all tasks arising from the University's international relations and training portfolio as well as tasks that increase the University's international competitiveness.
58. The tasks and the authority of the Vice-Rector for International Relations:
- a) prepares the University's international strategy,
  - b) coordinates international academic relations at university level for research and training development purposes as well as the preparation and implementation of decisions determining such relations,
  - c) participates in the performance of certain academic tasks related to international mobility, in accordance with the Rector's ad hoc requests in this regard,
  - d) operates and leads the University's International Committee,<sup>82</sup>
  - e) represents the University at international events,
  - f) assists the development of external relations of the faculties with their advice,
  - g) makes proposals for the University's activities related to international accreditations,
  - h) evaluates and comments on international academic relations, makes proposals for establishing bilateral and multilateral international academic relations,
  - i) monitors the criteria of international rankings and makes proposals for related development tasks,
  - j) ensures that important data related to international tasks within their competence are up-to-date and accessible,
  - k) makes a proposal to enrich the University's international training programme offer,
  - l)<sup>83</sup>
  - m) makes a proposal to strengthen the international dimension of the courses and
  - n) performs all tasks that are assigned to their scope of duties by regulations or management instructions, including the direct management of certain key tasks.
59. The Vice-Rector for International Relations manages the operation of the International Coordination Office.<sup>84</sup>

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<sup>76</sup> Enacted by resolution no. 45/2025. (08. 06.) of the Senate. Effective from: 6 August 2025.

<sup>77</sup> Repealed by resolution no. 47/2025. (09. 05.) of the Senate. Ineffective from: 6 September 2025. Relocated to Sections 71/B-71/E.

<sup>78</sup> Repealed by resolution no. 47/2025. (09. 05.) of the Senate. Ineffective from: 6 September 2025. Relocated to Section 71B.

<sup>79</sup> Repealed by resolution no. 47/2025. (09. 05.) of the Senate. Ineffective from: 6 September 2025. Relocated to Section 71C.

<sup>80</sup> Repealed by resolution no. 47/2025. (09. 05.) of the Senate. Ineffective from: 6 September 2025. Relocated to Section 71D.

<sup>81</sup> Repealed by resolution no. 47/2025. (09. 05.) of the Senate. Ineffective from: 6 September 2025. Relocated to Section 71E.

<sup>82</sup> Modified by resolution no. 23/0826/2024. of the Senate. Effective from: 1 September 2024.

<sup>83</sup> Repealed by resolution no. 23/0826/2024. of the Senate. Ineffective from: 1 September 2024.

<sup>84</sup> Modified by resolution no. 23/0826/2024. of the Senate. Effective from: 1 September 2024.

60. <sup>85</sup>

**Vice-Rector for Science, Innovation and Arts <sup>86</sup>**

61. The Vice-Rector for Science, Innovation and Arts carries out – under the direction of the Rector – strategic, scientific and research, artistic creative activities and talent management tasks related to the University's activities.<sup>87 88</sup>
62. The tasks and the authority of the Vice-Rector for Science, Innovation and Arts: <sup>89</sup>
- a) represents the University in external professional bodies on scientific and artistic issues, <sup>90</sup>
  - b) <sup>91</sup>
  - c) <sup>92</sup>
  - d) coordinates the scientific, artistic and research tasks of the University,<sup>93 94</sup>
  - e) organises and coordinates domestic and foreign research projects, programmes and conferences,
  - f) organises domestic and international academic competitions, supports student participation,
  - g) supports the publication activities and conference participation of the University's instructors, researchers and students,
  - h) supervises the University's scientific and artistic publications, <sup>95</sup>
  - i) supervises activities related to the scientific and artistic performance of the University's teachers, researchers and students, <sup>96</sup>
  - j) manages the bodies specified in the Organisational and Operational Regulations or at the request of the Rector,<sup>97</sup>
  - k) <sup>98</sup>
  - l) performs the functions of the chairperson of the Institutional Scientific Student Council,
  - m) coordinates the transfer of student ideas into entrepreneurial activities,
  - n) operates corporate, start-up and creative scholarships and
  - o) supervises the operation of the accredited talent centre,
  - p) performs the duties of the chairperson of the Scientific Council,<sup>99</sup>
  - q) organises and coordinates the implementation of the research strategy with the assistance of the Scientific Council.<sup>100</sup>
  - r) is responsible for ensuring the scientific and professional supervision of the METU Special College in close cooperation with the Vice-Rector for Education,<sup>101</sup>

<sup>85</sup> Repealed by resolution no. 23/0826/2024. of the Senate. Ineffective from: 1 September 2024.

<sup>86</sup> Modified by resolution no. 47/2025. (09. 05.) (09. 05.) of the Senate. Effective from: 6 September 2025.

<sup>87</sup> Modified by resolution no. 23/0826/2024. of the Senate. Effective from: 1 September 2024.

<sup>88</sup> Modified by resolution no. 47/2025. (09. 05.) (09. 05.) of the Senate. Effective from: 6 September 2025.

<sup>89</sup> Modified by resolution no. 47/2025. (09. 05.) (09. 05.) of the Senate. Effective from: 6 September 2025.

<sup>90</sup> Modified by resolution no. 47/2025. (09. 05.) (09. 05.) of the Senate. Effective from: 6 September 2025.

<sup>91</sup> Repealed by resolution no. 4/03.25./2024. of the Senate. Effective from 25 March 2024.

<sup>92</sup> Repealed by resolution no. 4/03.25./2024. of the Senate. Effective from 25 March 2024.

<sup>93</sup> Modified by resolution no. 23/0826/2024. of the Senate. Effective from: 1 September 2024.

<sup>94</sup> Modified by resolution no. 47/2025. (09. 05.) (09. 05.) of the Senate. Effective from: 6 September 2025.

<sup>95</sup> Modified by resolution no. 47/2025. (09. 05.) (09. 05.) of the Senate. Effective from: 6 September 2025.

<sup>96</sup> Modified by resolution no. 47/2025. (09. 05.) (09. 05.) of the Senate. Effective from: 6 September 2025.

<sup>97</sup> Modified by resolution no. 47/2025. (09. 05.) (09. 05.) of the Senate. Effective from: 6 September 2025.

<sup>98</sup> Repealed by resolution no. 47/2025. (09. 05.) of the Senate. Ineffective from: 6 September 2025.

<sup>99</sup> Established by decision 4/03.25./2024. of the Senate. Effective from 25 March 2024.

<sup>100</sup> Established by decision 4/03.25./2024. of the Senate. Effective from 25 March 2024.

<sup>101</sup> Enacted by resolution no. 47/2025. (09. 05.) of the Senate. Effective from: 6 September 2025.

- s) ensures the operation of the CSRS (Conference of Students' Research Societies) in cooperation with the Vice-Rector for Education,<sup>102</sup>
  - t) serves as co-chair of the Institutional Scientific Student Council.<sup>103</sup>
63. The Vice-Rector for Science, Innovation and Arts manages the following organisational units:<sup>104</sup>
- a)<sup>105</sup>
  - b)<sup>106</sup>
  - c)<sup>107</sup>
- 64.<sup>108</sup>

#### **Vice-Rector for Education<sup>109</sup>**

65. The Vice-Rector for Education is responsible for coordinating strategic-level educational matters, priority tasks related to the regulations and procedures of the Hungarian Accreditation Committee and the Educational Authority and the development of education at the University as well as for effectively assisting the work of the Rector.<sup>110</sup>
66. The tasks and the authority of the Vice-Rector for Education:
- a) supervises the educational activities at the University at the institutional level based on the applicable laws and university regulations,
  - b) coordinates education-related tasks associated with the University's institutional accreditation,<sup>111</sup>
  - c) coordinates processes related to starting and establishing degree programmes,<sup>112</sup>
  - d) together with the Rector, the Deans and the Head of the Training Centre, reviews and makes proposals for the number and composition of professionals required to operate programmes,<sup>113</sup>
  - e) coordinates educational activities in accordance with the educational programme – concerning bachelor's (degree) programmes, master's (degree) programmes, postgraduate specialist training programmes, higher educational vocational training programmes as well as adult education,<sup>114</sup>
  - f) prepares analyses, evaluations and proposals necessary for strategy creation and implementation related to educational activities,<sup>115</sup>
  - g) monitors national development plans affecting education<sup>116</sup> and ensures their reflection in university developments,
  - h) supervises the development of the parts of the university institutional development plan and the institutional strategy relating to education and training, participates in its implementation and implementation control,

<sup>102</sup> Enacted by resolution no. 47/2025. (09. 05.) of the Senate. Effective from: 6 September 2025.

<sup>103</sup> Enacted by resolution no. 47/2025. (09. 05.) of the Senate. Effective from: 6 September 2025.

<sup>104</sup> Modified by resolution no. 47/2025. (09. 05.) (09. 05.) of the Senate. Effective from: 6 September 2025.

<sup>105</sup> Repealed by resolution no. 23/0826/2024. of the Senate. Ineffective from: 1 September 2024.

<sup>106</sup> Modified by resolution no. 5/0307/2023. of the Senate. Effective from 17 March 2023.

<sup>107</sup> Repealed by resolution no. 23/0826/2024. of the Senate. Ineffective from: 1 September 2024.

<sup>108</sup> Repealed by resolution no. 23/0826/2024. of the Senate. Ineffective from: 1 September 2024.

<sup>109</sup> Modified by resolution no. 23/0826/2024. of the Senate. Effective from: 1 September 2024.

<sup>110</sup> Modified by resolution no. 23/0826/2024. of the Senate. Effective from: 1 September 2024.

<sup>111</sup> Modified by resolution no. 47/2025. (09. 05.) (09. 05.) of the Senate. Effective from: 6 September 2025.

<sup>112</sup> Modified by resolution no. 47/2025. (09. 05.) (09. 05.) of the Senate. Effective from: 6 September 2025.

<sup>113</sup> Modified by resolution no. 23/0826/2024. of the Senate. Effective from: 1 September 2024.

<sup>114</sup> Modified by resolution no. 23/0826/2024. of the Senate. Effective from: 1 September 2024.

<sup>115</sup> Modified by resolution no. 23/0826/2024. of the Senate. Effective from: 1 September 2024.

<sup>116</sup> Modified by resolution no. 23/0826/2024. of the Senate. Effective from: 1 September 2024.

i) <sup>117 118 119</sup>

j) <sup>120</sup>

k) <sup>121</sup>

l) <sup>122</sup>

m) <sup>123</sup>

n) coordinates the annual reporting of Programme Coordinators in cooperation with the Deans,

o) ensures the maintenance of the register of Programme Coordinators<sup>124</sup>

p) is responsible for ensuring the scientific and professional supervision of the METU Special College in close cooperation with the Vice-Rector for Science, Innovation and Arts,<sup>125</sup>

q) ensures the operation of the CSRS in cooperation with the Vice-Rector for Science, Innovation and Arts.<sup>126</sup>

67. <sup>127</sup>

67A. <sup>128</sup>The Vice-Rector for Education manages the following organisational units:

a) Career Centre and Training Centre and the Mental Health Counselling Centre operating as part of it,

b) Educational Methodology Centre,

c) Languages and Student Success Centre.

#### The Dean<sup>129</sup>

67B. <sup>130</sup>The Dean is the responsible head of the faculty. The Dean manages the professional, scientific and educational activities of the faculty.

67C. <sup>131</sup>The tasks and the authority of the Dean:

a) manages and coordinates the educational, scientific and research activities of the faculty,

b) represents the faculty in domestic and international forums,

c) supports the faculty's international relations in cooperation with the Vice-Rector for International Relations,<sup>132</sup>

d) supports the faculty's academic relations in cooperation with the Vice-Rector for Science, Innovation and Arts,<sup>133 134</sup>

e) manages and controls the operation of the faculty's organisational units,

<sup>117</sup> Enacted by resolution no. 23/0826/2024. of the Senate. Effective from: 1 September 2024.

<sup>118</sup> Modified by resolution no. 47/2025. (09. 05.) (09. 05.) of the Senate. Effective from: 6 September 2025.

<sup>119</sup> Repealed by resolution no. 47/2025. (09. 05.) of the Senate. Ineffective from: 6 September 2025.

<sup>120</sup> Repealed by resolution no. 47/2025. (09. 05.) of the Senate. Ineffective from: 6 September 2025.

<sup>121</sup> Repealed by resolution no. 47/2025. (09. 05.) of the Senate. Ineffective from: From 6 September 2025.

<sup>122</sup> Repealed by resolution no. 47/2025. (09. 05.) of the Senate. Ineffective from: 6 September 2025.

<sup>123</sup> Repealed by resolution no. 47/2025. (09. 05.) of the Senate. Ineffective from: 6 September 2025.

<sup>124</sup> Enacted by resolution no. 47/2025. (09. 05.) of the Senate. Effective from: 6 September 2025.

<sup>125</sup> Enacted by resolution no. 47/2025. (09. 05.) of the Senate. Effective from: 6 September 2025.

<sup>126</sup> Enacted by resolution no. 47/2025. (09. 05.) of the Senate. Effective from: 6 September 2025.

<sup>127</sup> Repealed by resolution no. 23/0826/2024. of the Senate. Ineffective from: 1 September 2024.

<sup>128</sup> Enacted by resolution no. 47/2025. (09. 05.) of the Senate. Effective from: 6 September 2025.

<sup>129</sup> Enacted by resolution no. 47/2025. (09. 05.) of the Senate. Effective from: 6 September 2025.

<sup>130</sup> Enacted by resolution no. 47/2025. (09. 05.) of the Senate. Effective from: 6 September 2025.

<sup>131</sup> Enacted by resolution no. 47/2025. (09. 05.) of the Senate. Effective from: 6 September 2025.

<sup>132</sup> Modified by resolution no. 23/0826/2024. of the Senate. Effective from: 1 September 2024.

<sup>133</sup> Modified by resolution no. 23/0826/2024. of the Senate. Effective from: 1 September 2024.

<sup>134</sup> Modified by resolution no. 47/2025. (09. 05.) (09. 05.) of the Senate. Effective from: 6 September 2025.

- f) prepares, together with the Deputy CEO for Finance and the Controlling Office<sup>135</sup>, the budget of their organisational unit and ensures its compliance, and supervises the management of their organisational unit,<sup>136</sup>
- g) prepares the analyses, evaluations and proposals necessary for strategy development,
- h) cooperates with the Deputy CEO for Marketing, Communications and Sales in the marketing campaign of the faculty's courses,<sup>137</sup>
- i) <sup>138</sup>
- j) performs other duties established in laws and university regulations.

67D. <sup>139</sup>Deans of the University:

- a) Dean of the Faculty of Business, Communication and Tourism,
- b) Dean of the Faculty of Arts and Creative Industries.

### Chapter III LEADERS OF THE UNIVERSITY

#### Deputy CEO of Marketing, Communications and Sales<sup>140</sup>

68. The President-CEO is assisted in their work by the Deputy CEO for Marketing, Communications and Sales.<sup>141</sup> The Deputy CEO for Marketing, Communications and Sales<sup>142</sup> is responsible for managing and developing the University's domestic and international marketing strategy.<sup>143</sup>
69. The tasks and the authority of the Deputy CEO for Marketing, Communications and Sales:<sup>144</sup>
- a) develops and implements the annual marketing plan,
  - b) is responsible for increasing the University's brand value,
  - c) maximises the reach of those interested in the University's programmes,
  - d) plans, organises and implements special sales, online and offline marketing programmes,
  - e) develops integrated marketing communications,
  - f) plans and monitors the marketing budget,
  - g) conducts market and competitor monitoring, makes suggestions for increasing business results,
  - h) carries out the professional coordination of international marketing activities,
  - i) carries out domestic and international sales and is responsible for fulfilling the sales plan,<sup>145</sup>
  - j) operates and is responsible for the University's PR communication activities,<sup>146</sup>
  - k) <sup>147 148</sup>
70. <sup>149</sup>

<sup>135</sup> Modified by resolution no. 47/2025. (09. 05.) (09. 05.) of the Senate. Effective from: 6 September 2025.

<sup>136</sup> Modified by resolution no. 23/0826/2024. of the Senate. Effective from: 1 September 2024.

<sup>137</sup> Amended by decision no. 47/2025. (09. 05.) of the Senate. Effective from: 6 September 2025.

<sup>138</sup> Repealed by resolution no. 23/0826/2024. of the Senate. Ineffective from: 1 September 2024.

<sup>139</sup> Enacted by resolution no. 47/2025. (09. 05.) of the Senate. Effective from: 6 September 2025.

<sup>140</sup> Modified by resolution no. 24/2025. (03. 10.) of the Senate. Effective from: 10 March 2025.

<sup>141</sup> Modified by resolution no. 24/2025. (03. 10.) of the Senate. Effective from: 10 March 2025.

<sup>142</sup> Modified by resolution no. 24/2025. (03. 10.) of the Senate. Effective from: 10 March 2025.

<sup>143</sup> Modified by resolution no. 23/0826/2024. of the Senate. Effective from: 1 September 2024.

<sup>144</sup> Modified by resolution no. 24/2025. (03. 10.) of the Senate. Effective from: 10 March 2025.

<sup>145</sup> Enacted by resolution no. 23/0826/2024. of the Senate. Effective from: 1 September 2024.

<sup>146</sup> Enacted by resolution no. 23/0826/2024. of the Senate. Effective from: 1 September 2024.

<sup>147</sup> Enacted by resolution no. 23/0826/2024. of the Senate. Effective from: 1 September 2024.

<sup>148</sup> Repealed by resolution no. 47/2025. (09. 05.) of the Senate. Ineffective from: 6 September 2025.

<sup>149</sup> Repealed by resolution no. 23/0826/2024. of the Senate. Ineffective from: 1 September 2024.

71. <sup>150</sup>

71A. <sup>151</sup>The Deputy CEO for Marketing, Communications and Sales manages the following organisational units:

- a) Marketing Office
- b) Communications and PR Office,
- c) Sales Office,
- d) Concept Agency.

#### **Deputy CEO for Legal and Administrative Affairs<sup>152153</sup>**

71B. <sup>154</sup>The President-CEO is assisted in their work by the Deputy CEO for Legal and Administrative Affairs. The Deputy CEO for Legal and Administrative Affairs is responsible for the general supervision of the legal, administrative, and quality management activities of the University and for the operation of the organisational units under their control, within the framework of which they perform all tasks that are defined for them by the relevant laws, internal regulations and for the Senate in connection with their tasks and authority.

71C. <sup>155</sup>The tasks and the authority of the Deputy CEO for Legal and Administrative Affairs:

- a) supervises the legal, administrative, and quality management activities of the University,
- b) supervises the legal compliance of the University,
- c) provides legal support for the operations of entities belonging to the METU corporate group,
- d) ensures the provision of legal and coordination activities related to management by the maintainer,
- e) ensures the operation of the University's document management system,
- f) ensures the coordination of the University's quality management system and the performance of quality tasks related to institutional accreditation through the Legal Directorate,
- g) participates in the preparatory work for strategic decisions and in the development of strategic proposals.<sup>156</sup>

71D. <sup>157</sup>The Deputy CEO for Legal and Administrative Affairs supervises the following organisational units:

- a) Legal Directorate,
- b) Administrative Office<sup>158</sup>

71E. <sup>159</sup>In the event of the absence or inability of the Deputy CEO for Legal and Administrative Affairs, their general deputy is the Legal Director.<sup>160</sup>

#### **Deputy CEO for Customer Relations<sup>161</sup>**

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<sup>150</sup> Repealed by resolution no. 23/0826/2024. of the Senate. Ineffective from: 1 September 2024.

<sup>151</sup> Enacted by resolution no. 47/2025. (09. 05.) of the Senate. Effective from: 6 September 2025.

<sup>152</sup> Enacted by resolution no. 45/2025. (08. 06.) of the Senate. Effective from: 6 August 2025.

<sup>153</sup> Enacted by resolution no. 47/2025. (09. 05.) of the Senate. Effective from: 6 August 2025.

<sup>154</sup> Enacted by resolution no. 47/2025. (09. 05.) of the Senate. Effective from: 6 August 2025.

<sup>155</sup> Enacted by resolution no. 47/2025. (09. 05.) of the Senate. Effective from: 6 August 2025.

<sup>156</sup> Enacted by resolution no. 47/2025. (09. 05.) of the Senate. Effective from: 6 August 2025.

<sup>157</sup> Enacted by resolution no. 47/2025. (09. 05.) of the Senate. Effective from: 6 August 2025.

<sup>158</sup> Enacted by resolution no. 47/2025. (09. 05.) of the Senate. Effective from: 6 August 2025.

<sup>159</sup> Enacted by resolution no. 47/2025. (09. 05.) of the Senate. Effective from 6 August 2025.

<sup>160</sup> Enacted by resolution no. 47/2025. (09. 05.) of the Senate. Effective from: 6 August 2025.

<sup>161</sup> Enacted by resolution no. 47/2025. (09. 05.) of the Senate. Effective from: 6 August 2025.

- 71F. <sup>162</sup>The President-CEO is assisted in their work by the Deputy CEO for Customer Relations. The Deputy CEO for Customer Relations is responsible for building a strong student-centred culture at the University and developing the parts of the strategy that focus on the student as a customer.
- 71G. <sup>163</sup>The tasks and the authority of the Deputy CEO for Customer Relations:
- a) develops a strategy for continuously improving student experience and achievements,
  - b) introduces systems and tools to support the improvement of the student experience,
  - c) develops a plan aimed at making the University customer-centred,
  - d) is responsible for setting performance indicators and goals for customer experience and results, and for controlling the processes related to them,
  - e) develops processes for continuous measurement of student experience and satisfaction levels,
  - f) supports cooperation and strong communication between organisational units,
  - g) checks compliance with deadlines related to the academic year schedule,<sup>164</sup>
  - h) in cooperation with the Legal Director, checks the lawful use of the financial and material conditions provided for performing the tasks of the Student Union specified in separate regulations<sup>165</sup>,
  - i) prepares the student evaluation survey of teaching work and supervises the graduate career tracking system survey.<sup>166</sup>
- 71H. <sup>167</sup>The Deputy CEO for Customer Relations manages the following organisational units:<sup>168</sup>
- a) Centre for Educational Administration,
  - b) Neptun Office,
  - c) Library,
  - d) <sup>169</sup>
  - e) Directorate of Customer Services and Studies,
  - f) Hungarian Admissions Office,
  - g) International Admissions Office.

### Director of Developments<sup>170</sup>

72. <sup>171 172</sup>
73. <sup>173</sup>
- a) <sup>174</sup>
  - b) <sup>175 176</sup>
  - c) <sup>177</sup>

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<sup>162</sup> Enacted by resolution no. 47/2025. (09. 05.) of the Senate. Effective from: 6 August 2025.

<sup>163</sup> Enacted by resolution no. 47/2025. (09. 05.) of the Senate. Effective from: 6 August 2025.

<sup>164</sup> Modified by resolution no. 23/0826/2024. of the Senate. Effective from: From 1 September 2024.

<sup>165</sup> Modified by resolution no. 23/0826/2024. of the Senate. Effective from: From 1 September 2024.

<sup>166</sup> Enacted by resolution no. 45/2025. (08. 05.) of the Senate. Effective from: 6 August 2025.

<sup>167</sup> Enacted by resolution no. 47/2025. (09. 05.) of the Senate. Effective from: 6 August 2025.

<sup>168</sup> Repealed by resolution no. 23/0826/2024. of the Senate. Ineffective from: 1 September 2024.

<sup>169</sup> Repealed by resolution no. 23/0826/2024. of the Senate. Ineffective from: 1 September 2024.

<sup>170</sup> Repealed by resolution no. 47/2025. (09. 05.) of the Senate. Ineffective from: 6 August 2025.

<sup>171</sup> Modified by resolution no. 23/0826/2024. of the Senate. Effective from: 1 September 2024.

<sup>172</sup> Repealed by resolution no. 47/2025. (09. 05.) of the Senate. Ineffective from: 6 August 2025.

<sup>173</sup> Repealed by resolution no. 47/2025. (09. 05.) of the Senate. Ineffective from: 6 August 2025.

<sup>174</sup> Repealed by resolution no. 47/2025. (09. 05.) of the Senate. Ineffective from: 6 August 2025.

<sup>175</sup> Enacted by resolution no. 23/0826/2024. of the Senate. Effective from: 1 September 2024.

<sup>176</sup> Repealed by resolution no. 47/2025. (09. 05.) of the Senate. Ineffective from: 6 August 2025.

<sup>177</sup> Repealed by resolution no. 23/0826/2024. of the Senate. Ineffective from: 1 September 2024.

- d) <sup>178</sup>
- e) <sup>179 180</sup>
- f) <sup>181</sup>
- g) <sup>182</sup>
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- 75. <sup>184</sup>

### Legal Director<sup>185</sup>

- 76. The Legal Director is the professional leader of the University's legal and administrative organisation.
- 77. The Legal Director is responsible:
  - a) for managing legal, administrative, service and control processes not directly related to education,
  - b) for managing the University's institutional accreditation processes,
  - c) for ensuring equal opportunities and equal treatment and
  - d) for managing the University's quality-focused management system.
- 78. The tasks and the authority of the Legal Director:
  - a) manages tasks related to the coordination and support of administrative activities in all organisational units of the University,
  - b) prepares university regulations and informs the heads of organisational units about this and about related management decisions,
  - c) prepares the decisions of the Rector and the President-CEO,
  - d) exercises professional supervision over the University's bodies,
  - e) manages the editing of documents necessary for implementing institutional accreditation procedures,
  - f) coordinates tasks related to the periodic institutional accreditation of the University in cooperation with the Vice-Rector for Education,<sup>186</sup>
  - g) prepares, as secretary of the Senate, the meetings of the Senate, organises and monitors the implementation of resolutions and ensures appropriate publicity of the resolutions,
  - h) prepares, as chairperson of the Student Legal Remedy Committee, second-instance decisions regarding matters related to students' academic affairs, ensures that the decisions comply with the legal regulations,
  - i) provides legal opinions on equity applications to the Dean and the Rector,
  - j) prepares usage contracts related to intellectual property,
  - k) participates in the preparation and modification of training agreements and service contracts concluded with part-time instructors,<sup>187</sup>
  - l) prepares legal opinions for organisational units,
  - m) ensures equal opportunities and the implementation of the principles of equal treatment,

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<sup>178</sup> Repealed by resolution no. 23/0826/2024. of the Senate. Ineffective from: 1 September 2024.

<sup>179</sup> Modified by resolution no. 23/0826/2024. of the Senate. Effective from: 1 September 2024.

<sup>180</sup> Repealed by resolution no. 47/2025. (09. 05.) of the Senate. Ineffective from: 6 August 2025.

<sup>181</sup> Repealed by resolution no. 23/0826/2024. of the Senate. Ineffective from: 1 September 2024.

<sup>182</sup> Repealed by resolution no. 23/0826/2024. of the Senate. Ineffective from: 1 September 2024.

<sup>183</sup> Modified by resolution no. 6/0307/2023. of the Senate. Effective from 17 March 2023. Repealed by resolution no. 23/0826/2024. of the Senate. Ineffective from: 1 September 2024.

<sup>184</sup> Repealed by resolution no. 23/0826/2024. of the Senate. Ineffective from: 1 September 2024.

<sup>185</sup> Modified by resolution no. 3/03.19./2024. of the Senate. Effective from 19 March 2024.

<sup>186</sup> Established by decision no. 23/0826/2024 of the Senate. Effective from: 1 September 2024.

<sup>187</sup> Modified by resolution no. 23/0826/2024. of the Senate. Effective from: 1 September 2024.

- n) supervises the operation of the University's unified quality management system<sup>188</sup>, <sup>189</sup>
- o) supervises the compliance of decisions and resolutions made at the University with the law,
- p) provides legal guidance for the activities of the Student Union,
- q) maintains contact with the authorities and
- r) ensures the up-to-date management of university regulations, instructions from the Rector, President-CEO, Dean and university-level records.<sup>190</sup>

79. The Legal Director may request written information from any educational and research organisational unit operating in the institution or from any body performing service tasks.

80. <sup>191</sup>

#### Dean<sup>192</sup>

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#### Vice Dean

86. The Dean can be assisted by Vice Deans in their educational, scientific, international and, if necessary, other key responsibilities.<sup>198</sup>

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93. <sup>205</sup>

<sup>188</sup> Modified by resolution no. 45/2025. (08. 05.) of the Senate. Effective from: 6 August 2025.

<sup>189</sup> Modified by resolution no. 23/0826/2024. of the Senate. Effective from: 1 September 2024.

<sup>190</sup> Enacted by resolution no. 23/0826/2024. of the Senate. Effective from: 1 September 2024. Modified by resolution no. 45/2025. (08. 05.) of the Senate. Effective from: 6 August 2025.

<sup>191</sup> Repealed by resolution no. 23/0826/2024. of the Senate. Ineffective from: 1 September 2024.

<sup>192</sup> Repealed by resolution no. 47/2025. (09. 05.) of the Senate. Ineffective from: 6 August 2025.

<sup>193</sup> Repealed by resolution no. 47/2025. (09. 05.) of the Senate. Ineffective from: 6 August 2025.

<sup>194</sup> Repealed by resolution no. 47/2025. (09. 05.) of the Senate. Ineffective from: 6 August 2025.

<sup>195</sup> Repealed by resolution no. 47/2025. (09. 05.) of the Senate. Ineffective from: 6 September 2025.

<sup>196</sup> Repealed by resolution no. 23/0826/2024. of the Senate. Ineffective from: 1 September 2024.

<sup>197</sup> Repealed by resolution no. 23/0826/2024. of the Senate. Ineffective from: 1 September 2024.

<sup>198</sup> Modified by resolution no. 23/0826/2024. of the Senate. Effective from: 1 September 2024.

<sup>199</sup> Repealed by resolution no. 23/0826/2024. of the Senate. Ineffective from: 1 September 2024.

<sup>200</sup> Repealed by resolution no. 23/0826/2024. of the Senate. Ineffective from: 1 September 2024.

<sup>201</sup> Repealed by resolution no. 23/0826/2024. of the Senate. Ineffective from: 1 September 2024.

<sup>202</sup> Repealed by resolution no. 23/0826/2024. of the Senate. Ineffective from: 1 September 2024.

<sup>203</sup> Repealed by resolution no. 23/0826/2024. of the Senate. Ineffective from: 1 September 2024.

<sup>204</sup> Repealed by resolution no. 23/0826/2024. of the Senate. Ineffective from: 1 September 2024.

<sup>205</sup> Repealed by resolution no. 23/0826/2024. of the Senate. Ineffective from: 1 September 2024.

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### Head of the Training Centre<sup>218</sup>

- 105A. The Head of the Training Centre is responsible for the successful and efficient implementation of the training programmes included in the METU training portfolio – postgraduate specialist training programmes, non-degree studies and adult education announced by the University – for managing the training programmes, for enforcing economic aspects and for the quality assurance of the training programmes. They are responsible for maintaining and enforcing the Training Centre’s budget. The Head of the Training Centre is also the professional head of adult education at METU.<sup>219</sup>
- 105B. The tasks and the authority of the Head of the Training Centre:
- a) ensuring the operational background of the University's adult education activities,
  - b) handling matters related to adult education registration and permits,
  - c) representing the institution in adult education organisations,
  - d) monitoring the adult education market,
  - e) preparing an annual budget,
  - f) coordinating and supervising the implementation of adult education,
  - g) managing the licensing process of ideas for postgraduate specialist training programmes and the start of degree programmes, cooperation with the Vice-Rector for Education,
  - h) continuous monitoring of the market offering postgraduate specialist training programmes,

<sup>206</sup> Repealed by resolution no. 23/0826/2024. of the Senate. Ineffective from: 1 September 2024.

<sup>207</sup> Repealed by resolution no. 23/0826/2024. of the Senate. Ineffective from: 1 September 2024.

<sup>208</sup> Repealed by resolution no. 23/0826/2024. of the Senate. Ineffective from: 1 September 2024.

<sup>209</sup> Repealed by resolution no. 23/0826/2024. of the Senate. Ineffective from: 1 September 2024.

<sup>210</sup> Repealed by resolution no. 23/0826/2024. of the Senate. Ineffective from: 1 September 2024.

<sup>211</sup> Repealed by resolution no. 23/0826/2024. of the Senate. Ineffective from: 1 September 2024.

<sup>212</sup> Repealed by resolution no. 23/0826/2024. of the Senate. Ineffective from: 1 September 2024.

<sup>213</sup> Relocated by decision no. 23/0826/2024. of the Senate.

<sup>214</sup> Relocated by decision no. 23/0826/2024. of the Senate.

<sup>215</sup> Repealed by resolution no. 23/0826/2024. of the Senate. Ineffective from: 1 September 2024.

<sup>216</sup> Repealed by resolution no. 23/0826/2024. of the Senate. Ineffective from: 1 September 2024.

<sup>217</sup> Repealed by resolution no. 23/0826/2024. of the Senate. Ineffective from: 1 September 2024.

<sup>218</sup> Enacted by resolution no. 23/0826/2024. of the Senate. Effective from: 1 September 2024.

<sup>219</sup> Modified by resolution no. 47/2025. (09. 05.) (09. 05.) of the Senate. Effective from: 6 September 2025.

- i) coordinating the work of Programme Coordinators, maintaining continuous contact with Programme Coordinators, providing continuous feedback to Programme Coordinators (regarding results of Student Evaluation of Instructor Performance, exam experiences, degree programme expenses etc.), preparing accounts for Programme Coordinators,
- j) certification of teaching performance,
- k) cooperation with the Vice-Rector for Education and the Deans regarding the professional content of the programmes.

#### **Director of Human Resources<sup>220</sup>**

105C. The Director of Human Resources (HR) is responsible for organising and managing the processes related to ensuring METU's human resource needs and personnel activities.

105D. The tasks and the authority of the Director of Human Resources:

- a) developing and administering personnel processes, aligning them with the METU regulations,
- b) assessing labour needs, preparing employee profiles,
- c) coordinating the recruitment and selection process,
- d) supervising admission and related administrative tasks,
- e) supervising the provision of data necessary for payroll accounting,
- f) developing and operating a performance evaluation system,
- g) developing processes to support increasing employee engagement and motivation,
- h) assessing training needs, organising and evaluating training programmes,
- i) tracking allowances,
- j) supervising the administration of exits,
- k) ensuring that communication channels within the organisation and contact information are up-to-date,
- l) developing and operating the system of leave and substitutions,
- m) supervising the organisation of mandatory occupational health examinations,
- n) supervising the work of the employee updating employee data,
- o) ensuring that employees comply with legal and job requirements,
- p) working to improve employee engagement,
- q) assuming responsibility for the strategic and operational management of the HR function and the HR budget.

### **Chapter IV**

## **ORGANISATIONAL UNITS OF THE UNIVERSITY**

### **A. The University's educational and research organisation**

#### **The faculty**

106. The University provides the central management of the educational and research organisational system through faculties. The head of the faculty is the Dean.

107. Faculties can carry out their activities within the framework of an institutional or departmental structure.<sup>221</sup>

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<sup>220</sup> Enacted by resolution no. 23/0826/2024. of the Senate. Effective from: 1 September 2024.

<sup>221</sup> Modified by resolution no. 23/0826/2024. of the Senate. Effective from: 1 September 2024.

### **The institute**

108. The institute is an organisational unit with educational and research organisational authority established to perform educational tasks in several subjects and to conduct research in the related scientific discipline(s) within the framework of bachelor's and master's (degree) programmes, non-degree studies, postgraduate specialist training and higher education vocational training.<sup>222</sup>
109. The institute ensures the organisation, coordination and control of the teaching of its subjects as well as the coordination of the activities of instructors, researchers and other employees of the subjects supervised by the institute.<sup>223</sup>
110. Based on the professional profile of the institutes, the subjects taught by each institute are determined by the Deans.<sup>224 225</sup>
111. The institute is managed by the Head of Institute.
112. The tasks and the authority of the Head of Institute:
  - a) performs tasks related to educational administration activities,
  - b) represents the institute,
  - c) supervises the work of the instructors assigned to them,
  - d) ensures the preparation of institute meetings and the implementation of the resolutions made there.
113. The tasks and the authority of the institute:
  - a) teaches the subjects of the individual degree programmes,
  - b) ensures the consistent application of the assessment system,
  - c) handles academic matters affecting students and participants in training that are not within the scope of the Directorate of Customer Services and Studies.
114. The institute's governing body is the institute meeting, which has the right to make decisions, make proposals and form opinions.
115. The decision-making powers of the institute meeting include in particular:
  - a) syllabus definition,
  - b) determining the examination requirements,
  - c) defining the learning materials,
  - d) defining the institute's research plans.
116. The institute meeting may make a proposal:
  - a) to fill the institute's teaching positions,
  - b) to award titles.

### **The department**

117. The department is an organisational unit with educational and research organisational authority established for the purpose of performing educational tasks in at least one subject and conducting research in the related scientific discipline(s) within the framework of bachelor's and master's (degree) programmes, non-degree studies, postgraduate specialist training and higher education vocational training conducted by the faculty. The department ensures through the Head of Department the organisation, coordination and control of the teaching of its

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<sup>222</sup> Modified by resolution no. 23/0826/2024. of the Senate. Effective from: 1 September 2024.

<sup>223</sup> Modified by resolution no. 23/0826/2024. of the Senate. Effective from: 1 September 2024.

<sup>224</sup> Enacted by resolution no. 23/0826/2024. of the Senate. Effective from: 1 September 2024.

<sup>225</sup> Modified by resolution no. 47/2025. (09. 05.) of the Senate. Effective from: 6 September 2025.

subjects as well as the coordination of the activities of instructors, researchers and other employees of the subjects supervised by the department.<sup>226</sup>

118. The department is managed by the Head of Department.
119. Main duties of the Head of Department:
- a) represents the department,
  - b) supervises the work of the instructors assigned to them,
  - c) prepares department meetings and is responsible for implementing the resolutions made there.
120. The department's tasks and authority:
- a) carries out educational administration activities,
  - b) teaches the subjects of the individual degree programmes and courses,
  - c) ensures the consistent application of the assessment system,
  - d) handles academic matters affecting students and participants in training that do not fall within the scope of the Directorate of Customer Services and Studies.
121. The department's governing body is the department meeting, which has the right to make decisions, make proposals and form opinions.
122. The decision-making powers of the department meeting include in particular:
- a) syllabus definition,
  - b) determining the examination requirements,
  - c) defining the learning materials,
  - d) defining the department's research plans.
123. The department meeting can make proposals for filling departmental teaching positions and for awarding titles.
124. <sup>227</sup>
125. <sup>228</sup>
126. <sup>229</sup>
127. <sup>230</sup>
128. <sup>231</sup>

## B. Service units of the University

129. <sup>232</sup>
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131. <sup>234</sup>

### Administrative Office<sup>235</sup>

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<sup>226</sup> Enacted by resolution no. 23/0826/2024. of the Senate. Effective from: 1 September 2024.

<sup>227</sup> Repealed by resolution no. 23/0826/2024. of the Senate. Ineffective from: 1 September 2024.

<sup>228</sup> Repealed by resolution no. 23/0826/2024. of the Senate. Ineffective from: 1 September 2024.

<sup>229</sup> Repealed by resolution no. 23/0826/2024. of the Senate. Ineffective from: 1 September 2024.

<sup>230</sup> Repealed by resolution no. 23/0826/2024. of the Senate. Ineffective from: 1 September 2024.

<sup>231</sup> Repealed by resolution no. 23/0826/2024. of the Senate. Ineffective from: 1 September 2024.

<sup>232</sup> Repealed by resolution no. 3/03.19./2024. of the Senate. Effective from 19 March 2024.

<sup>233</sup> Repealed by resolution no. 3/03.19./2024. of the Senate. Effective from 19 March 2024.

<sup>234</sup> Repealed by resolution no. 3/03.19./2024. of the Senate. Effective from 19 March 2024.

<sup>235</sup> Enacted by resolution no. 45/2025. (08. 05.) of the Senate. Effective from: 6 August 2025.

- 131A. The Administrative Office is an organisational unit operating under the direction of the Deputy CEO for Legal and Administrative Affairs, which is responsible for coordinating the University's administrative system and for uniformly and efficiently coordinating the University's administrative activities.
- 131B. The tasks and the authority of the Administrative Office:
- a) performs administrative activities related to the central management of the University,
  - b) coordinates the University's comprehensive case file management activities,
  - c) ensures the proper management and registration of case files at the University, the transparency and accessibility of documents,
  - d) manages and continuously maintains the University's filing system,
  - e) performs mailing and mail opening tasks as well as postal item tracking,
  - f) organises and coordinates archiving tasks,
  - g) performs disposal tasks,
  - h) performs administrative and reception tasks, provides for customer reception and keeps contacts,
  - i) reviews the operation of business management systems and works out development proposals for more efficient operation.

#### **Concept Agency<sup>236</sup>**

- 131C. The aim of the Concept Agency is to build up the sale of professional know-how, to closely connect market practice and university activities along the way of performing market assignments and professional tasks and to realise the University's brand promise by providing the opportunity to acquire real practical knowledge and learn about life's challenges through assignments primarily coming from the market, which also contribute to increasing the professional prestige of the University.<sup>237</sup>
- 131D. The Concept Agency's tasks and authority:<sup>238</sup>
- a) looks for market partners,<sup>239</sup>
  - b) carries out the marketing of METU's services, channels creative activities,<sup>240</sup>
  - c) implements the operational organisation of projects.

#### **The President's Secretariat**

132. The Presidential Secretariat is an organisational unit under control by the Head of the Presidential Secretariat, which carries out organisational, management, executive and control activities.
133. The tasks and the authority of the Presidential Secretariat:
- a)<sup>241</sup>
  - b) performs administrative tasks related to supporting the activities of the President-CEO<sup>242</sup> and the organisational units under control by the President-CEO,<sup>243</sup>

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<sup>236</sup> Enacted by resolution no. 47/2025. (09. 05.) of the Senate. Effective from: 6 September 2025.

<sup>237</sup> Modified by resolution no. 23/0826/2024. of the Senate. Effective from: 1 September 2024.

<sup>238</sup> Modified by resolution no. 23/0826/2024. of the Senate. Effective from: 1 September 2024.

<sup>239</sup> Modified by resolution no. 23/0826/2024. of the Senate. Effective from: 1 September 2024.

<sup>240</sup> Modified by resolution no. 23/0826/2024. of the Senate. Effective from: 1 September 2024.

<sup>241</sup> Repealed by resolution no. 45/2025. (08. 05.) of the Senate. Ineffective from: 6 August 2025.

<sup>242</sup> Modified by resolution no. 3/03.19./2024. of the Senate. Effective from 19 March 2024.

<sup>243</sup> Modified by resolution no. 47/2025. (09. 05.) (09. 05.) of the Senate. Effective from: 6 September 2025.

- c) prepares matters falling within the scope of the President-CEO's<sup>244</sup> decision-making, proposal-making and other powers,<sup>245</sup>
  - d) performs organisational and control tasks related to the implementation of decisions by the President-CEO,<sup>246</sup>
  - e)<sup>247</sup>
  - f)<sup>248</sup>
  - g) prepares the discussions of the Executive Meeting,<sup>249</sup>
  - h) organises the protocol tasks of the President-CEO and the organisational units belonging to them and
  - i) receives guests.
134. The main tasks and authority of the Head of the Presidential Secretariat:
- a) manages the operations of the Presidential Secretariat,
  - b) provides assistance to the President-CEO.
- 135.<sup>250</sup>
- 136.<sup>251</sup>

### Legal Directorate<sup>252</sup>

137. Tasks of the Legal Directorate<sup>253</sup>:
- a) is responsible for compliance with institutional requirements, for developing and applying a unified university quality management system, for ensuring equal opportunities and treatment within the University,
  - b) ensures the coordinated performance of the University's legal and administrative tasks, the implementation of coordination and legal compliance at all times,
  - c) ensures the organisation of the University's regulatory and policy-making activities, the preparation of management instructions,<sup>254</sup>
  - d) prepares the decisions of the Rector and the Senate as well as the meetings of the Senate,
  - e) makes second-instance decisions in cases related to students' academic affairs referred to its competence,
  - f) provides for academic adjustments and exemptions in order to ensure equal opportunities for students with disabilities,
  - g) ensures equal treatment for the University's employees and students,
  - h) provides legal support to the organisational units and the Student Union,
  - i) annually drafts the Academic Guide publication,
  - j)<sup>255 256</sup>

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<sup>244</sup> Modified by resolution no. 3/03.19./2024. of the Senate. Effective from 19 March 2024.

<sup>245</sup> Modified by resolution no. 47/2025. (09. 05.) (09. 05.) of the Senate. Effective from: 6 September 2025.

<sup>246</sup> Modified by resolution no. 47/2025. (09. 05.) (09. 05.) of the Senate. Effective from: 6 September 2025.

<sup>247</sup> Repealed by resolution no. 23/0826/2024. of the Senate. Ineffective from: 1 September 2024.

<sup>248</sup> Repealed by resolution no. 45/2025. (08. 05.) of the Senate. Ineffective from: 6 August 2025.

<sup>249</sup> Modified by resolution no. 47/2025. (09. 05.) (09. 05.) of the Senate. Effective from: 6 August 2025.

<sup>250</sup> Repealed by resolution no. 3/03.19./2024. of the Senate. Effective from 19 March 2024.

<sup>251</sup> Repealed by resolution no. 23/0826/2024. of the Senate. Ineffective from: 1 September 2024.

<sup>252</sup> Modified by resolution no. 3/03.19./2024. of the Senate. Effective from 19 March 2024.

<sup>253</sup> Established by decision no. 3/03.19./2024. of the Senate. Effective from 19 March 2024.

<sup>254</sup> Modified by resolution no. 47/2025. (09. 05.) (09. 05.) of the Senate. Effective from: 6 August 2025.

<sup>255</sup> Modified by resolution no. 23/0826/2024. of the Senate. Effective from: 1 September 2024.

<sup>256</sup> Repealed by resolution no. 45/2025. (08. 05.) of the Senate. Ineffective from: from 6 August 2025.

- k) <sup>257</sup>
- l) <sup>258</sup>
- m) coordinates institutional accreditation processes,
- n) operates the University's quality management system,
- o) performs the coherent coordination of activities related to the operation and development of the University's quality management system as well as quality tasks related to institutional accreditation,
- p) coordinates ad hoc, strategic targeted support projects,
- q) <sup>259</sup>
- r) provides information regarding the provision of data in the public interest,
- s) coordinates official procedures affecting the institution,
- t) <sup>260</sup>
- u) organises the legal representation of the University,
- v) performs tasks related to official matters, notifications<sup>261</sup> and contracts as well as legal and other expert matters,
- w) provides administrative support to the University Board of Intellectual Property.<sup>262</sup>

137A. <sup>263 264</sup>

138. <sup>265</sup>

139. <sup>266</sup>

#### **Director of Human Resources**

- 140. The Director of Human Resources is the university's central human resources administration, the organisational unit responsible for supervising and coordinating the human resources administration of organisational units, and is managed by the Director of Human Resources.<sup>267</sup>
- 141. The scope of activities of the Director of Human Resources includes, within the framework of human policy administration, the preparation of applications for university professors, college professors and associate professors, the forwarding of the assessed university professor and college professor applications to the ministry responsible for education, the preparation of awards and the provision of preliminary opinions on personnel issues to the maintainer, the President-CEO, the Vice-Rectors, the Deans and the Legal Director.<sup>268 269 270</sup>
- 142. The tasks and the authority of the Director of Human Resources:
  - a) develops the University's personnel processes and administration,
  - b) assesses labour needs,
  - c) prepares the employee profile,

<sup>257</sup> Repealed by resolution no. 45/2025. (08. 05.) of the Senate. Ineffective from: 6 August 2025.

<sup>258</sup> Repealed by resolution no. 45/2025. (08. 05.) of the Senate. Ineffective from: 6 August 2025.

<sup>259</sup> Repealed by resolution no. 45/2025. (08. 05.) of the Senate. Ineffective from: 6 August 2025.

<sup>260</sup> Repealed by resolution no. 45/2025. (08. 05.) of the Senate. Ineffective from: 6 August 2025

<sup>261</sup> Modified by resolution no. 23/0826/2024. of the Senate. Effective from: 1 September 2024.

<sup>262</sup> Enacted by resolution no. 47/2025. (09. 05.) of the Senate. Effective from: 6 August 2025.

<sup>263</sup> Modified by resolution no. 23/0826/2024. of the Senate. Effective from 1 September 2024.

<sup>264</sup> Repealed by resolution no. 47/2025. (09. 05.) of the Senate. Ineffective from 6 August 2025.

<sup>265</sup> Repealed by resolution no. 3/03.19./2024. of the Senate. Effective from 19 March 2024.

<sup>266</sup> Repealed by resolution no. 3/03.19./2024. of the Senate. Effective from 19 March 2024.

<sup>267</sup> Modified by resolution no. 23/0826/2024. of the Senate. Effective from: 1 September 2024.

<sup>268</sup> Modified by resolution no. 3/03.19./2024. of the Senate. Effective from 19 March 2024.

<sup>269</sup> Modified by resolution no. 23/0826/2024. of the Senate. Effective from: 1 September 2024.

<sup>270</sup> Modified by resolution no. 47/2025. (09. 05.) (09. 05.) of the Senate. Effective from: 6 August 2025.

- d) coordinates the recruitment and selection process,
- e) performs administrative tasks related to entry and exit,
- f) ensures the integration of new employees,
- g) provides the data necessary for payroll,
- h) develops and operates the performance evaluation system,
- i) coordinates processes supporting the increase of employee commitment and motivation,
- j) operates the internal employee communication system,
- k) carries out training needs assessment, the organisation and evaluation of training,
- l) keeps track of allowances,
- m) performs compliance checks regarding classifications and the filling of job positions.<sup>271</sup>

143. The Director of the Director of Human Resources continuously reports to the President-CEO on their activities and plans within their scope of responsibility.<sup>272</sup>

144. <sup>273</sup>

### **Languages and Student Success Centre<sup>274</sup>**

144A. <sup>275</sup>The Languages and Student Success Centre aims to provide students with a high level of language and educational support, helping them to succeed in the international job market. Paying special attention to ensuring that both language teaching and learning support help students meet global expectations.

144B. <sup>276</sup>The tasks and the authority of the Languages and Student Success Centre:

- a) developing students' foreign language skills,
- b) in addition to language training, providing preparatory courses for various levels of domestic and international intermediate and advanced language exams,
- c) supporting the learning and teaching activities of instructors and international students.

### **IT Directorate**

145. The IT Directorate is the organisational unit responsible for operating the University's IT network and troubleshooting any errors that may arise, and it is managed by the IT Director.

146. The tasks and the authority of the IT Directorate:

- a) operates the University's central IT systems, servers and computer network as well as registers, monitors, maintains and develops these systems,
- b) maintains the IT and educational technology equipment of the University's lecture halls, contributes to the sound engineering and infocommunication tasks of university events,
- c) manages the operation, maintenance and repair of the IT equipment of the faculties and other organisational units of the University,
- d) operates and expands the University's IT resources, demonstrates and evaluates the utilisation of IT capacities, makes proposals to increase their utilisation at the entire university level and to optimise their utilisation,

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<sup>271</sup> Enacted by resolution no. 23/0826/2024. of the Senate. Effective from: 1 September 2024.

<sup>272</sup> Modified by resolution no. 47/2025. (09. 05.) (09. 05.) of the Senate. Effective from: 6 September 2025.

<sup>273</sup> Repealed by resolution no. 23/0826/2024. of the Senate. Ineffective from: 1 September 2024.

<sup>274</sup> Enacted by resolution no. 47/2025. (09. 05.) of the Senate. Effective from: 6 September 2025.

<sup>275</sup> Enacted by resolution no. 47/2025. (09. 05.) of the Senate. Effective from: 6 September 2025.

<sup>276</sup> Enacted by resolution no. 47/2025. (09. 05.) of the Senate. Effective from: 6 September 2025.

- e) professionally supervises IT hardware and software purchases, makes proposals for their technical parameterisation at university level and handles all university-level IT-related supplier relations,
- f) keeps record of the University's IT assets based on the inventory data provided by the organisational units,
- g) checks and monitors compliance with IT regulations for the entire user base,
- h) keeps records related to telecommunications costs, maintains contact with the service provider and users,
- i) is responsible for university-level data security and data protection,
- j) operates and maintains the IT systems used by the University, ensures the backup and secure storage of data stored on the servers,
- k) ensures full university-level virus protection,
- l) manages the university-level network access and authorisation system as well as the authorisations and operating conditions of network clients,
- m) supports the users of individual organisational units, provides assistance in solving their IT-related problems,
- n) ensures the secure and reliable operation of the university e-mail system and provides special protection to its data.

147. <sup>277</sup>

#### **Career Centre and Training Centre**

148. The Career Centre and Training Centre is an organisational unit of the University that provides consulting services for students related to individual career and life path planning, myBRAND-focused portfolio building and manages the administrative tasks of mandatory professional internships.<sup>278 279</sup>
- 148A. <sup>280</sup>The Career Centre and Training Centre is responsible for developing the professional content of student events that promote and support students' career development – including, for example, online job fairs, company presentation events and the processing of current topics of interest to students. The Career Centre and Training Centre cooperates with the Protocol and Event Management Office to ensure the successful organisation of events.
- 148B. <sup>281</sup>The Career Centre and Training Centre is responsible for operating the METUJOBS portal. In this regard, it indicates development needs to the management and cooperates with the current developer to ensure continuous system development.
- 148C. <sup>282</sup>The tasks and the authority of the Career Centre and Training Centre include selecting professionally prepared soft skill development trainers; ensuring the professional adequacy of the training topics; announcing and organising training programmes for the given semester based on the recommended curriculum; purchasing the necessary equipment for the training. Its task is also to operate the 7 Habits system developed to measure students' soft competencies at the university level and to process the data generated from the measurement together with the designated organisational unit, and then to deliver the results to the Deans, Heads of Institutes and Programme Coordinators.

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<sup>277</sup> Repealed by resolution no. 23/0826/2024. of the Senate. Ineffective from: 1 September 2024.

<sup>278</sup> Modified by resolution no. 23/0826/2024. of the Senate. Effective from: 1 September 2024.

<sup>279</sup> Modified by resolution no. 47/2025. (09. 05.) of the Senate. Effective from: 6 September 2025.

<sup>280</sup> Enacted by resolution no. 47/2025. (09. 05.) of the Senate. Effective from: 6 September 2025.

<sup>281</sup> Enacted by resolution no. 47/2025. (09. 05.) of the Senate. Effective from: 6 September 2025.

<sup>282</sup> Enacted by resolution no. 47/2025. (09. 05.) of the Senate. Effective from: 6 September 2025.

- 148D. <sup>283</sup>The Career Centre and Training Centre is responsible for operating the Mental Health Counselling Centre. <sup>284</sup>
149. The Mental Health Counselling Centre is an organisational unit within the Career Centre and Training Centre, managed by the centre manager, which provides students with advice primarily related to their health, psychological, self-awareness and behavioural problems. The fundamental goal of the services provided by the Mental Health Counselling Centre is to provide mental assistance in health promotion and preservation, which contributes to the improvement of students' quality of life by creating physical and mental balance.<sup>285</sup>
150. <sup>286</sup>

### **Communications and PR Office<sup>287</sup>**

- 150A. <sup>288</sup>The tasks and the authority of the Communications and PR Office:
- a) proposes topics and tools for institutional press communication, and is responsible for ensuring that messages intended for the public are distributed to the appropriate audience,
  - b) defines and organises – together with the Marketing Office – campaigns to promote and raise awareness of the University's messages and products,
  - c) maintains contact with the media and represents messages in line with the University's goals on their platforms,
  - d) performs press communication tasks, responds to press inquiries, cooperating with the relevant areas,
  - e) organises press appearances of the University's leaders, prepares and coordinates press releases in cooperation with the relevant areas, organises press conferences with the area responsible for events, prepares ad hoc information materials for the press,
  - f) participates in the organisation of press events, in cooperation with other areas responsible for the events,
  - g) conducts press monitoring, informs University leaders about relevant news published in the media,
  - h) prepares newsletters for employees in order to facilitate internal communication and to communicate relevant news about the University,
  - i) in cooperation with the Marketing Office, arranges the publication of press advertisements and articles related to campaigns,
  - j) promotes the development of relationships between the University and students, instructors, researchers, individuals and organisations supporting the University, graduates of the University and its predecessor institutions, and ensures the organisation of alumni events.

### **Library**

151. The University operates a library (hereinafter: Library) to provide academic literature and information background for the programmes offered at the University.
152. The Library is an independent organisational unit under the direct control of the Head Librarian.

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<sup>283</sup> Enacted by resolution no. 47/2025. (09. 05.) of the Senate. Effective from: 6 September 2025.

<sup>284</sup> Modified by resolution no. 47/2025. (09. 05.) of the Senate. Effective from: 6 September 2025.

<sup>285</sup> Modified by resolution no. 23/0826/2024. of the Senate. Effective from: 1 September 2024.

<sup>286</sup> Repealed by resolution no. 23/0826/2024. of the Senate. Ineffective from: 1 September 2024.

<sup>287</sup> Enacted by resolution no. 47/2025. (09. 05.) of the Senate. Effective from: 6 September 2025.

<sup>288</sup> Enacted by resolution no. 47/2025. (09. 05.) of the Senate. Effective from: 6 September 2025.

153. The Library is a public university library that performs literary, informational, educational and research tasks and supports the University. In accordance with this function, the Library provides library and information services to the University's instructor and students under the leadership of the Head Librarian.
154. The Library's tasks and authority:
- a) as a public scientific library, it serves higher education and research in the fields of sciences taught and researched at the University,
  - b) collects, explores, makes available and disseminates documents of domestic and international academic literature published in printed and electronic media,
  - c) cooperates with other libraries in the operation of the domestic library and information supply system and
  - d) coordinates the activities and information services of the University's public collection network,
  - e) The Head Librarian and their assigned staff perform the institutional administrative duties of the Hungarian Science Bibliography.<sup>289290</sup>
155. <sup>291</sup>

#### Development Board<sup>292 293</sup>

- 155A. <sup>294</sup>
- 155B. <sup>295</sup>
156. <sup>296 297</sup>
157. <sup>298 299</sup>
- a) <sup>300 301</sup>
  - b) <sup>302 303</sup>
  - c) <sup>304</sup>
  - d) <sup>305</sup>

<sup>289</sup> Modified by resolution no. 23/0826/2024. of the Senate. Effective from: 1 September 2024.

<sup>290</sup> Modified by resolution no. 47/2025. (09. 05.) (09. 05.) of the Senate. Effective from: 6 September 2025.

<sup>291</sup> Repealed by resolution no. 23/0826/2024. of the Senate. Ineffective from: 1 September 2024.

<sup>292</sup> Enacted by resolution no. 23/0826/2024. of the Senate. Effective from: 1 September 2024.

<sup>293</sup> Repealed by resolution no. 47/2025. (09. 05.) of the Senate. Ineffective from: 6 September 2025.

<sup>294</sup> Repealed by resolution no. 47/2025. (09. 05.) of the Senate. Ineffective from: 6 September 2025.

<sup>295</sup> Repealed by resolution no. 47/2025. (09. 05.) of the Senate. Ineffective from: 6 September 2025. Relocated to Section 193B.

<sup>296</sup> Repealed by resolution no. 47/2025. (09. 05.) of the Senate. Ineffective from: 6 September 2025. Relocated to Section 131C.

<sup>297</sup> Modified by resolution no. 23/0826/2024. of the Senate. Effective from: 1 September 2024.

<sup>298</sup> Modified by resolution no. 23/0826/2024. of the Senate. Effective from: 1 September 2024.

<sup>299</sup> Repealed by resolution no. 47/2025. (09. 05.) of the Senate. Ineffective from: 6 September 2025. Relocated to Section 131D.

<sup>300</sup> Modified by resolution no. 23/0826/2024. of the Senate. Effective from: 1 September 2024.

<sup>301</sup> Repealed by resolution no. 47/2025. (09. 05.) of the Senate. Ineffective from: 6 September 2025. Relocated to paragraph 131D a).

<sup>302</sup> Modified by resolution no. 23/0826/2024. of the Senate. Effective from: 1 September 2024.

<sup>303</sup> Repealed by resolution no. 47/2025. (09. 05.) of the Senate. Ineffective from: 6 September 2025. Relocated to paragraph 131D b).

<sup>304</sup> Repealed by resolution no. 47/2025. (09. 05.) of the Senate. Ineffective from: 6 September 2025. Relocated to paragraph 131D c).

<sup>305</sup> Repealed by resolution no. 23/0826/2024. of the Senate. Ineffective from: 1 September 2024.

- e) <sup>306</sup>
- f) <sup>307</sup>
- 158. <sup>308</sup>
- 159. <sup>309</sup>
- 160. <sup>310</sup>
- 161. <sup>311</sup>

### **Controlling Office<sup>312</sup>**

162. The Controlling Office<sup>313</sup> is a controlling organisational unit that oversees the University's financial activities, and is headed by the Controlling Director. <sup>314</sup>
163. The tasks and the authority of the Controlling Office:<sup>315</sup>
- a) develops the financing and management strategy<sup>316</sup>
  - b) performs the economic and controlling tasks specified in the Founding Charter and necessary for the performance of its other tasks,
  - c) develops and operates the economic information system serving to inform the Senate, the Rector, the President-CEO and the organisational units of the University,<sup>317</sup>
  - d) in close cooperation with the heads and staff of the organisational units and the Deputy CEO for Finance, prepares the budgets of the organisational units of the University in accordance with Chapter IV – and based on these, the overall budget of the University – and provides data to the heads of the organisational units so that the heads of the organisational units can continuously supervise the management of their organisational units during the year and ensure compliance with their budgets.<sup>318</sup>
164. <sup>319</sup>

### **Hungarian Admissions Office**

165. The Hungarian Admissions Office is responsible for the fulfilment of organisational and project-level tasks related to the admission activities of applicants through the Hungarian admissions system (felvi.hu).<sup>320</sup>
166. The tasks and the authority of the Hungarian Admissions Office:
- a) provides information related to admission,
  - b) plans and implements outbound calling campaigns,
  - c) provides customer service activities,<sup>321</sup>

<sup>306</sup> Repealed by resolution no. 23/0826/2024. of the Senate. Ineffective from: 1 September 2024.

<sup>307</sup> Repealed by resolution no. 47/2025. (09. 05.) of the Senate. Ineffective from: 6 September 2025. Relocated to paragraphs 131 D-131F.

<sup>308</sup> Repealed by resolution no. 23/0826/2024. of the Senate. Ineffective from: 1 September 2024.

<sup>309</sup> Repealed by resolution no. 3/03.19./2024. of the Senate. Effective from 19 March 2024.

<sup>310</sup> Repealed by resolution no. 3/03.19./2024. of the Senate. Effective from 19 March 2024.

<sup>311</sup> Repealed by resolution no. 3/03.19./2024. of the Senate. Effective from 19 March 2024.

<sup>312</sup> Modified by resolution no. 47/2025. (09. 05.) (09. 05.) of the Senate. Effective from: 6 September 2025.

<sup>313</sup> Modified by resolution no. 47/2025. (09. 05.) (09. 05.) of the Senate. Effective from: 6 September 2025.

<sup>314</sup> Modified by resolution no. 23/0826/2024. of the Senate. Effective from: 1 September 2024.

<sup>315</sup> Modified by resolution no. 47/2025. (09. 05.) (09. 05.) of the Senate. Effective from: 6 September 2025.

<sup>316</sup> Modified by resolution no. 23/0826/2024. of the Senate. Effective from: 1 September 2024.

<sup>317</sup> Modified by resolution no. 23/0826/2024. of the Senate. Effective from: 1 September 2024.

<sup>318</sup> Modified by resolution no. 23/0826/2024. of the Senate. Effective from: 1 September 2024.

<sup>319</sup> Repealed by resolution no. 23/0826/2024. of the Senate. Ineffective from: 1 September 2024.

<sup>320</sup> Modified by resolution no. 23/0826/2024. of the Senate. Effective from: 1 September 2024.

<sup>321</sup> Modified by resolution no. 23/0826/2024. of the Senate. Effective from: 1 September 2024.

- d) organises personal and online information and advice related to admissions,<sup>322</sup>
- e) handles the editing of information regarding admissions on the University's official Hungarian-language website,<sup>323</sup>
- f) plans and coordinates communication activities related to admissions,<sup>324</sup>
- g) coordinates the implementation of preliminary credit recognition and validation procedures.<sup>325</sup>

166A. The Hungarian Admissions Office cooperates:<sup>326</sup>

- a) in managing data on Felvi and other forums,
- b) in recording the points of applicants and evaluating documents in the Gólya (Freshman Admission & Enrollment System),
- c) in managing the admission process of the FACI and the BCT,
- d) in the recruiting process for art admission preparation,
- e) in the recruitment process of dual study programme.

167. <sup>327</sup>

### Marketing Office<sup>328</sup>

167A. <sup>329</sup>The tasks and the authority of the Marketing Office:

- a) makes proposals for the University's marketing communication activities as part of the University's communication strategy, and implements marketing communication,
- b) creates, maintains and develops the image of the University,
- c) maintains contact with creative and media agencies and partners related to marketing communication,
- d) performs creative design tasks related to physical and digital branded products,
- e) supports the promotion of the University's public events and press conferences as well as their live or subsequent publication on the University's own platform, in cooperation with the area responsible for the events,
- f) supports the Communications and PR Office in performing creative and advertising tasks related to social media and digital marketing,
- g) prepares analyses of the University's marketing campaigns, social media activities and online presence,
- h) In relation to its duties, it provides opinions on the user-centred design of the University's digital products, websites and applications,
- i) edits and develops the University's internet and intranet interface in cooperation with the Communications and PR Office,
- j) edits and develops the University's online social media platforms and multimedia platforms in cooperation with the Communications and PR Office,
- k) operates the University's webshop in cooperation with the partner areas and makes suggestions for creative appearance.

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<sup>322</sup> Modified by resolution no. 23/0826/2024. of the Senate. Effective from: 1 September 2024.

<sup>323</sup> Enacted by resolution no. 23/0826/2024. of the Senate. Effective from: 1 September 2024.

<sup>324</sup> Enacted by resolution no. 23/0826/2024. of the Senate. Effective from: 1 September 2024.

<sup>325</sup> Enacted by resolution no. 23/0826/2024. of the Senate. Effective from: 1 September 2024.

<sup>326</sup> Enacted by resolution no. 23/0826/2024. of the Senate. Effective from: 1 September 2024.

<sup>327</sup> Repealed by resolution no. 23/0826/2024. of the Senate. Ineffective from: 1 September 2024.

<sup>328</sup> Enacted by resolution no. 47/2025. (09. 05.) of the Senate. Effective from: 6 September 2025.

<sup>329</sup> Enacted by resolution no. 47/2025. (09. 05.) of the Senate. Effective from: 6 September 2025.

**Directorate for Marketing, Communication and Sales**<sup>330 331</sup>

168. 332 333
169. 334
- a) 335
  - b) 336
  - c) 337
  - d) 338
  - e) 339
  - f) 340
  - g) 341
  - h) 342
  - i) 343 344
  - j) 345 346
  - k) 347
  - l) 348 349
  - m) 350 351
  - n) 352 353
  - o) 354 355
- 356
170. 357

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<sup>330</sup> Modified by resolution no. 23/0826/2024. of the Senate. Effective from: 1 September 2024.

<sup>331</sup> Repealed by resolution no. 47/2025. (09. 05.) of the Senate. Ineffective from: 6 September 2025.

<sup>332</sup> Modified by resolution no. 24/2025. (03. 10.) of the Senate. Effective from: 10 March 2025.

<sup>333</sup> Repealed by resolution no. 47/2025. (09. 05.) of the Senate. Ineffective from: 6 September 2025.

<sup>334</sup> Repealed by resolution no. 47/2025. (09. 05.) of the Senate. Ineffective from: 6 September 2025.

<sup>335</sup> Repealed by resolution no. 47/2025. (09. 05.) of the Senate. Ineffective from: 6 September 2025.

<sup>336</sup> Repealed by resolution no. 47/2025. (09. 05.) of the Senate. Ineffective from: 6 September 2025.

<sup>337</sup> Repealed by resolution no. 47/2025. (09. 05.) of the Senate. Ineffective from: 6 September 2025.

<sup>338</sup> Repealed by resolution no. 47/2025. (09. 05.) of the Senate. Ineffective from: 6 September 2025.

<sup>339</sup> Repealed by resolution no. 47/2025. (09. 05.) of the Senate. Ineffective from: 6 September 2025.

<sup>340</sup> Repealed by resolution no. 23/0826/2024. of the Senate. Ineffective from: 1 September 2024.

<sup>341</sup> Repealed by resolution no. 23/0826/2024. of the Senate. Ineffective from: 1 September 2024.

<sup>342</sup> Repealed by resolution no. 47/2025. (09. 05.) of the Senate. Ineffective from: 6 September 2025.

<sup>343</sup> Enacted by resolution no. 23/0826/2024. of the Senate. Effective from: 1 September 2024.

<sup>344</sup> Repealed by resolution no. 47/2025. (09. 05.) of the Senate. Ineffective from: 6 September 2025.

<sup>345</sup> Enacted by resolution no. 23/0826/2024. of the Senate. Effective from: 1 September 2024.

<sup>346</sup> Repealed by resolution no. 47/2025. (09. 05.) of the Senate. Ineffective from: 6 September 2025.

<sup>347</sup> Repealed by resolution no. 47/2025. (09. 05.) of the Senate. Ineffective from: 6 September 2025.

<sup>348</sup> Enacted by resolution no. 23/0826/2024. of the Senate. Effective from: 1 September 2024.

<sup>349</sup> Repealed by resolution no. 47/2025. (09. 05.) of the Senate. Ineffective from: 6 September 2025.

<sup>350</sup> Enacted by resolution no. 23/0826/2024. of the Senate. Effective from: 1 September 2024.

<sup>351</sup> Repealed by resolution no. 47/2025. (09. 05.) of the Senate. Ineffective from: 6 September 2025.

<sup>352</sup> Enacted by resolution no. 23/0826/2024. of the Senate. Effective from: 1 September 2024.

<sup>353</sup> Repealed by resolution no. 47/2025. (09. 05.) of the Senate. Ineffective from: 6 September 2025.

<sup>354</sup> Enacted by resolution no. 23/0826/2024. of the Senate. Effective from: 1 September 2024.

<sup>355</sup> Repealed by resolution no. 47/2025. (09. 05.) of the Senate. Ineffective from: 6 September 2025.

<sup>356</sup> Repealed by resolution no. 23/0826/2024. of the Senate. Ineffective from: 1 September 2024.

<sup>357</sup> Repealed by resolution no. 23/0826/2024. of the Senate. Ineffective from: 1 September 2024.

171. <sup>358</sup>

172. <sup>359</sup>

174. <sup>360</sup>

### Data Centre<sup>361 362</sup>

174A. <sup>363</sup>

174B. <sup>364</sup>

174C. <sup>365</sup>

### myBRAND Centre for Excellence and Mentoring<sup>366</sup>

175. <sup>367 368</sup>

176. <sup>369</sup>

a) <sup>370</sup>

b) <sup>371</sup>

c) <sup>372 373</sup>

177. <sup>374</sup>

### Sales Office<sup>375</sup>

177A. <sup>376</sup>The tasks and the authority of the Sales Office:

- a) makes proposals and coordinates tasks related to the University's sales activities,
- b) presents and introduces the artistic and scientific achievements of the University,
- c) maintains contact with agents related to the University's international sales activities in accordance with the University's goals,
- d) participates in domestic and foreign education fairs and represents the University's messages,
- e) considers, in cooperation with other departments, the achievement of the enrolment targets included in the University's strategy as a priority task,

<sup>358</sup> Repealed by resolution no. 23/0826/2024. of the Senate. Ineffective from: 1 September 2024.

<sup>359</sup> Repealed by resolution no. 23/0826/2024. of the Senate. Ineffective from: 1 September 2024.

<sup>360</sup> Repealed by resolution no. 23/0826/2024. of the Senate. Ineffective from: 1 September 2024.

<sup>361</sup> Modified by resolution no. 6/0307/2023. of the Senate. Effective from 17 March 2023.

<sup>362</sup> Repealed by resolution no. 47/2025. (09. 05.) of the Senate. Ineffective from: 6 September 2025.

<sup>363</sup> Repealed by resolution no. 47/2025. (09. 05.) of the Senate. Ineffective from: 6 September 2025.

<sup>364</sup> Repealed by resolution no. 47/2025. (09. 05.) of the Senate. Ineffective from: 6 September 2025.

<sup>365</sup> Repealed by resolution no. 23/0826/2024. of the Senate. Ineffective from: 1 September 2024.

<sup>366</sup> Repealed by resolution no. 47/2025. (09. 05.) of the Senate. Ineffective from: 6 September 2025.

<sup>367</sup> Modified by resolution no. 23/0826/2024. of the Senate. Effective from: 1 September 2024.

<sup>368</sup> Repealed by resolution no. 47/2025. (09. 05.) of the Senate. Ineffective from: 6 September 2025.

<sup>369</sup> Repealed by resolution no. 47/2025. (09. 05.) of the Senate. Ineffective from: 6 September 2025.

<sup>370</sup> Repealed by resolution no. 47/2025. (09. 05.) of the Senate. Ineffective from: 6 September 2025.

<sup>371</sup> Repealed by resolution no. 47/2025. (09. 05.) of the Senate. Ineffective from: 6 September 2025.

<sup>372</sup> Modified by resolution no. 23/0826/2024. of the Senate. Effective from: 1 September 2024.

<sup>373</sup> Repealed by resolution no. 47/2025. (09. 05.) of the Senate. Ineffective from: 6 September 2025.

<sup>374</sup> Repealed by resolution no. 23/0826/2024. of the Senate. Ineffective from: 1 September 2024.

<sup>375</sup> Enacted by resolution no. 47/2025. (09. 05.) of the Senate. Effective from: 6 September 2025.

<sup>376</sup> Enacted by resolution no. 47/2025. (09. 05.) of the Senate. Effective from: 6 September 2025.

- f) actively seeks international university collaborations and makes proposals for their direction,
- g) develops and implements the University's communication campaign activities together with the Communications and PR Office and the Marketing Office.

#### **International Admissions Office**

178. The International Admissions Office is responsible for the organisational and project-level tasks of processes related to international admissions activities.
179. The tasks and the authority of the International Admissions Office:
- a) maintains contact with international applicants applying for English-language programmes,<sup>377</sup>
  - b) conducts interviews, coordinates the admission process,
  - c) provides assistance to applicants during visa processing,
  - d) handles tasks related to the arrival of foreign students,
  - e) provides assistance in organising professional programmes and information days,
  - f) contributes to the organisation and coordination of international university-level training programmes,
  - g) provides assistance in organising the agenda of foreign delegations.

180. <sup>378</sup>

#### **International Coordination Office**

181. The International Coordination Office is the organisational unit responsible for the university-level coordination of the Erasmus programme. The Office is headed by the Erasmus Institutional Coordinator, and supervised and managed by the Vice-Rector for International Relations.<sup>379</sup>
- 181A. The tasks and the authority of the International Coordination Office:<sup>380</sup>
- a) supports Erasmus mobility for students, instructors, researchers and staff,
  - b) prepares for international accreditations,
  - c) supports the work of the Vice-Rector for International Relations.<sup>381</sup>

182. <sup>382</sup>

#### **Educational Methodology Centre<sup>383</sup>**

183. The Educational Methodology Centre is responsible, under the direction of the Vice-Rector for Education, for the further training of instructors and the development of educational methodology.<sup>384</sup>
184. <sup>385</sup>
185. In the Educational Methodology Centre, the Director of Educational Methodology coordinates the University's professional activities in this regard,<sup>386</sup>

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<sup>377</sup> Modified by resolution no. 23/0826/2024. of the Senate. Effective from: 1 September 2024.

<sup>378</sup> Repealed by resolution no. 23/0826/2024. of the Senate. Ineffective from: 1 September 2024.

<sup>379</sup> Modified by resolution no. 23/0826/2024. of the Senate. Effective from: 1 September 2024.

<sup>380</sup> Modified by resolution no. 36/0919/2023. of the Senate. Effective from 1 October 2023.

<sup>381</sup> Repealed by resolution no. 23/0826/2024. of the Senate. Ineffective from: 1 September 2024.

<sup>382</sup> Repealed by resolution no. 23/0826/2024. of the Senate. Ineffective from: 1 September 2024.

<sup>383</sup> Modified by resolution no. 36/0919/2023. of the Senate. Effective from 1 October 2023.

<sup>384</sup> Modified by resolution no. 36/0919/2023. of the Senate. Effective from 1 October 2023.

<sup>385</sup> Modified by resolution no. 36/0919/2023. of the Senate. Effective from 1 October 2023.

<sup>386</sup> Modified by resolution no. 23/0826/2024. of the Senate. Effective from: 1 September 2024.

- a) coordinates the development of the myBRAND methodology and the related application activities,<sup>387</sup>
- b) organises the integration of asynchronous learning opportunities offered by online platforms, especially the integration of ASU online contents,<sup>388 389</sup>
- c) encourages educational innovation and professional partnerships with students through internal calls for applications,<sup>390</sup>
- d) coordinates the didactic aspects of curriculum and content developments in cooperation with the Deans and the Head of the Training Centre,<sup>391392</sup>
- e) supports the continuous development of instructors' pedagogical and digital competences through work meetings, mentoring programmes and knowledge sharing forums,<sup>393</sup>
- f) promotes meaningful feedback on student learning experiences and responses and the integration of results into educational development,<sup>394</sup>
- g) promotes the adoption of international and domestic good practices and the initiation of educational methodological research,<sup>395</sup>
- h) initiates the inclusion of educational technologies (e.g. artificial intelligence, e-learning supporting LMSs, learning analytics) to enrich learning processes,<sup>396</sup>
- i) relying on Programme Coordinators, it promotes that the defining stages of a student's life path become inspiring learning experiences, and students document these as portfolio elements, thereby facilitating preparation for personal and professional success.<sup>397</sup>
- j) operates a teacher training system that encourages and makes teachers' professional development transparent with micro-certificates and digital badges, in line with the Performance Evaluation System.<sup>398</sup>

186. <sup>399</sup>

### The Neptun Office

187. The Neptun Office is an organisational unit responsible for the operation of the Neptun Unified Electronic Study Administration System, which is managed by the head of the Neptun Office.
188. Tasks and the authority of the Neptun Office:
- a) ensures the continuous operation of the Neptun Unified Study System,
  - b) handles development requests from users and business areas, maintains contact with Campus Codeworks Zrt. (formerly SDA Informatikai Zrt.),<sup>400</sup>
  - c) tests and updates new Neptun versions, handles Neptun errors,
  - d) operates learning management systems (LMS),<sup>401</sup>
  - e) performs academic data transmission in the Higher Education Information System.

<sup>387</sup> Enacted by resolution no. 23/0826/2024. of the Senate. Effective from: 1 September 2024.

<sup>388</sup> Enacted by resolution no. 23/0826/2024. of the Senate. Effective from: 1 September 2024.

<sup>389</sup> Modified by resolution no. 47/2025. (09. 05.) (09. 05.) of the Senate. Effective from 6 September 2025.

<sup>390</sup> Enacted by resolution no. 23/0826/2024. of the Senate. Effective from: 1 September 2024.

<sup>391</sup> Enacted by resolution no. 23/0826/2024. of the Senate. Effective from: 1 September 2024.

<sup>392</sup> Modified by resolution no. 47/2025. (09. 05.) (09. 05.) of the Senate. Effective from 6 September 2025.

<sup>393</sup> Enacted by resolution no. 47/2025. (09. 05.) of the Senate. Effective from: 6 September 2025.

<sup>394</sup> Enacted by resolution no. 47/2025. (09. 05.) of the Senate. Effective from: 6 September 2025.

<sup>395</sup> Enacted by resolution no. 47/2025. (09. 05.) of the Senate. Effective from: 6 September 2025.

<sup>396</sup> Enacted by resolution no. 47/2025. (09. 05.) of the Senate. Effective from: 6 September 2025.

<sup>397</sup> Enacted by resolution no. 47/2025. (09. 05.) of the Senate. Effective from: 6 September 2025.

<sup>398</sup> Enacted by resolution no. 47/2025. (09. 05.) of the Senate. Effective from: 6 September 2025.

<sup>399</sup> Repealed by resolution no. 23/0826/2024. of the Senate. Ineffective from: 1 September 2024.

<sup>400</sup> Modified by resolution no. 47/2025. (09. 05.) (09. 05.) of the Senate. Effective from: From 6 September 2025.

<sup>401</sup> Modified by resolution no. 23/0826/2024. of the Senate. Effective from: 1 September 2024.

189. <sup>402</sup>

### **Educational Organisation Centre**

190. The Educational Organisation Centre performs tasks related to the organisation of education at university level.

191. The tasks and the authority of the Educational Organisation Centre:

- a) supports the work of the University's leaders, bodies and committees,
- b) organises, in cooperation with the Deputy CEO for Customer Relations, the educational activities and processes at the University and implements the customer strategy,
- c) manages, organises and coordinates educational activities and processes related to bachelor's and master's (degree) programmes and higher educational vocational training programmes,
- d) prepares semester planning, checks the subject table, continuously updates the number of students,
- e) coordinates and supervises the organisation of the course registration and examination period in the academic area,<sup>403</sup>
- f) checks the mandatory teaching load of full-time instructors,
- g) is responsible for coordinating the reporting obligation in the Higher Education Information System for lecturers.
- h) coordinates, in cooperation with the Hungarian Admissions Office, the admission processes of applicants participating in the general and supplementary admission procedures and organises the entrance exams,<sup>404</sup>
- i) participates in the process of requesting instructors and concluding contracts with part-time instructors,<sup>405</sup>
- j) prepares the room schedule, continuously manages room reservations for all buildings of the University,<sup>406</sup>
- k) creates the timetable,<sup>407</sup>
- l) coordinates and supervises the final exam period for the academic area.<sup>408</sup>

192. The head of the Educational Organisation Centre plans, manages, controls and evaluates the professional activities of the organisational units responsible for educational organisation as an individually responsible leader.

193. <sup>409</sup>

### **Applications Office<sup>410</sup>**

193A. <sup>411</sup> The Applications Office is responsible for the management and administration of application tasks at the University.

193B. <sup>412</sup> The tasks and the authority of the Applications Office:

- a) maintains contact with the specialist areas participating in project generation and the relevant organisational units of the University,

<sup>402</sup> Repealed by resolution no. 23/0826/2024. of the Senate. Ineffective from: 1 September 2024.

<sup>403</sup> Modified by resolution no. 23/0826/2024. of the Senate. Effective from: 1 September 2024.

<sup>404</sup> Enacted by resolution no. 23/0826/2024. of the Senate. Effective from: 1 September 2024.

<sup>405</sup> Enacted by resolution no. 23/0826/2024. of the Senate. Effective from: 1 September 2024.

<sup>406</sup> Enacted by resolution no. 23/0826/2024. of the Senate. Effective from: 1 September 2024.

<sup>407</sup> Enacted by resolution no. 23/0826/2024. of the Senate. Effective from: 1 September 2024.

<sup>408</sup> Enacted by resolution no. 23/0826/2024. of the Senate. Effective from: 1 September 2024.

<sup>409</sup> Repealed by resolution no. 23/0826/2024. of the Senate. Ineffective from: 1 September 2024.

<sup>410</sup> Enacted by resolution no. 47/2025. (09. 05.) of the Senate. Effective from: 6 September 2025.

<sup>411</sup> Enacted by resolution no. 47/2025. (09. 05.) of the Senate. Effective from: 6 September 2025.

<sup>412</sup> Enacted by resolution no. 47/2025. (09. 05.) of the Senate. Effective from: 6 September 2025.

- b) maintains contact with applicants and sponsors,
- c) negotiates application opportunities with external partners (grant writers, potential funders),
- d) establishes a project organisation in order to implement the applications,
- e) keeps records of submitted applications and projects under implementation.
- f) coordinates activities related to implementation and settlement of accounts,
- g) compiles settlement materials and professional reports from the financial and professional materials received.<sup>413</sup>

#### **Financial Directorate<sup>414</sup>**

- 193C.<sup>415</sup> The Finance Directorate is responsible for implementing the University's accounting, taxation, liquidity management and controlling tasks. It is headed by the financial director.
- 193D.<sup>416</sup> The Financial Directorate consists of the Accounting Office and the Controlling Office.

#### **Protocol and Event Management Office<sup>417</sup>**

- 193E.<sup>418</sup> The Protocol and Event Management Office operates under the direct supervision of the President-CEO.
- 193F.<sup>419</sup> The Protocol and Event Management Office is responsible for organising and coordinating the University's permanent and ad hoc events and protocol events. In performing its tasks, the Protocol and Event Management Office closely cooperates with the individual organisational units, especially the Marketing Office and the Communications and PR Office.

#### **Rector's Cabinet**

194. The Rector's Cabinet is an organisational unit responsible for organising the administrative and technical tasks necessary for fulfilling the duties of the Rector and Vice-Rectors, and is managed by the Head of the Rector's Cabinet.
195. The tasks and the authority of the Head of the Rector's Cabinet:
- a) organises the administrative and technical tasks and professional programmes necessary for fulfilling the Rector's tasks,
  - b) participates in the administrative support of the work of Vice-Rectors and Deans through their activities related to supporting the Rector's work,<sup>420</sup>
  - c) provides background support for the Rector's work by collecting data and information, coordinating the preparation of presentations, monitoring the Rector's schedule and contributing to compiling the Rector's programmes,<sup>421</sup>
  - d) processes letters and documents arriving at the central Rector's address, forwards them and monitors responses,

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<sup>413</sup> Enacted by resolution no. 47/2025. (09. 05.) of the Senate. Effective from: 6 September 2025.

<sup>414</sup> Enacted by resolution no. 47/2025. (09. 05.) of the Senate. Effective from: 6 September 2025.

<sup>415</sup> Enacted by resolution no. 47/2025. (09. 05.) of the Senate. Effective from: 6 September 2025.

<sup>416</sup> Enacted by resolution no. 47/2025. (09. 05.) of the Senate. Effective from: 6 September 2025.

<sup>417</sup> Enacted by resolution no. 47/2025. (09. 05.) of the Senate. Effective from: 6 September 2025.

<sup>418</sup> Modified by resolution no. 47/2025. (09. 05.) (09. 05.) of the Senate. Effective from: 6 September 2025.

<sup>419</sup> Modified by resolution no. 47/2025. (09. 05.) (09. 05.) of the Senate. Effective from: 6 September 2025.

<sup>420</sup> Modified by resolution no. 47/2025. (09. 05.) (09. 05.) of the Senate. Effective from: 6 September 2025.

<sup>421</sup> Modified by resolution no. 47/2025. (09. 05.) (09. 05.) of the Senate. Effective from: 6 September 2025.

e) organises the tasks of the Rector and, in connection with this, the Vice-Rectors and Deans.<sup>422423</sup>

196. The Head of the Rector's Cabinet performs their duties independently and continuously reports to the Rector on their activities and plans within their scope of responsibility.

197. <sup>424425</sup>

a) <sup>426427</sup>

b) <sup>428 429</sup>

c) <sup>430 431</sup>

d) <sup>432 433</sup>

198. <sup>434</sup>

199. <sup>435</sup>

200. <sup>436</sup>

201. <sup>437</sup>

### Training Centre<sup>438</sup>

202. The Training Centre is an independent organisational unit providing educational and service tasks, responsible for the development, planning, organisation and implementation tasks related to further training. It is managed by the Head of the Training Centre and cooperates closely with the Vice-Rector for Education during its activities.<sup>439440</sup>

203. The Training Centre performs the following tasks related to postgraduate specialist training programmes and non-degree studies announced by the University:<sup>441442</sup>

a) registration, admission procedure,

b) performing administrative and educational coordination tasks related to the organisation and implementation of training programmes,<sup>443</sup>

<sup>422</sup> Modified by resolution no. 3/03.19./2024. of the Senate. Effective from 19 March 2024.

<sup>423</sup> Modified by resolution no. 47/2025. (09. 05.) (09. 05.) of the Senate. Effective from: 6 September 2025.

<sup>424</sup> Enacted by resolution no. 23/0826/2024. of the Senate. Effective from: 1 September 2024.

<sup>425</sup> Repealed by resolution no. 47/2025. (09. 05.) of the Senate. Ineffective from 6 September 2025.

<sup>426</sup> Enacted by resolution no. 23/0826/2024. of the Senate. Effective from: 1 September 2024.

<sup>427</sup> Repealed by resolution no. 47/2025. (09. 05.) of the Senate. Ineffective from 6 September 2025.

<sup>428</sup> Enacted by resolution no. 23/0826/2024. of the Senate. Effective from: 1 September 2024.

<sup>429</sup> Repealed by resolution no. 47/2025. (09. 05.) of the Senate. Ineffective from 6 September 2025.

<sup>430</sup> Enacted by resolution no. 23/0826/2024. of the Senate. Effective from: 1 September 2024.

<sup>431</sup> Repealed by resolution no. 47/2025. (09. 05.) of the Senate. Ineffective from 6 September 2025.

<sup>432</sup> Enacted by resolution no. 23/0826/2024. of the Senate. Effective from: 1 September 2024.

<sup>433</sup> Repealed by resolution no. 47/2025. (09. 05.) of the Senate. Ineffective from 6 September 2025.

<sup>434</sup> Repealed by resolution no. 23/0826/2024. of the Senate. Ineffective from: 1 September 2024.

<sup>435</sup> Repealed by resolution no. 23/0826/2024. of the Senate. Ineffective from: 1 September 2024.

<sup>436</sup> Repealed by resolution no. 23/0826/2024. of the Senate. Ineffective from: 1 September 2024.

<sup>437</sup> Repealed by resolution no. 23/0826/2024. of the Senate. Ineffective from: 1 September 2024.

<sup>438</sup> Modified by resolution no. 23/0826/2024. of the Senate. Effective from: 1 September 2024.

<sup>439</sup> Modified by resolution no. 23/0826/2024. of the Senate. Effective from: 1 September 2024.

<sup>440</sup> Modified by resolution no. 47/2025. (09. 05.) (09. 05.) of the Senate. Effective from: 6 September 2025.

<sup>441</sup> Modified by resolution no. 23/0826/2024. of the Senate. Effective from: 1 September 2024.

<sup>442</sup> Modified by resolution no. 47/2025. (09. 05.) (09. 05.) of the Senate. Effective from: 6 September 2025.

<sup>443</sup> Modified by resolution no. 47/2025. (09. 05.) (09. 05.) of the Senate. Effective from: 6 September 2025.

- c) developing training programmes, training planning in cooperation with the Deans and the Vice-Rector for education, and<sup>444 445</sup>
  - d) preparing training programmes for licensing by the Educational Authority.
204. The Training Centre organises and conducts the University's adult and market-based further training programmes outside the higher educational programmes.<sup>446447</sup>
205. The Training Centre performs the following tasks within the framework of its adult education activities:<sup>448</sup>
- a) prepares, announces, organises and conducts training programmes,
  - b) maintains contact with applicants, participants, graduates and those interested in further training,
  - c) maintains contact with customers,<sup>449</sup>
  - d) operates the quality assurance system with the Legal Director,<sup>450</sup>
  - e) development of adult education, training planning,<sup>451</sup>
  - f) cooperates with the Legal Director and the authorities responsible for adult education.<sup>452</sup>
206. The Head of the Training Centre performs their duties independently, and continuously reports to the Rector on their activities and plans within their scope of responsibility.<sup>453</sup>
207. <sup>454</sup>

#### **Accounting Office**<sup>455</sup>

- 207A. <sup>456</sup>The Accounting Office is the organisational unit responsible for the University's accounting, taxation, reporting and other related tasks. It is managed by the chief accountant.
208. The tasks and the authority of the Accounting Office:<sup>457</sup>
- a) operates a budgetary and financial accounting system in accordance with the accounting rules, in conformity with the legal requirements,
  - b) keeps analytical and general ledger records continuously and up-to-date,
  - c) ensures the enforcement of accounting record-keeping obligations in accordance with the principles and discipline of documentation,
  - d) performs tasks related to sub-ledger and general ledger reconciliation,
  - e) keeps records of intangible assets, tangible assets and invested financial assets, ensures that the annual report is supported by the sub-ledger and the general ledger,
  - f) fulfils the University's financial obligations, processes revenues,
  - g) performs tasks related to the University's cash flow and bank account management,

<sup>444</sup> Modified by resolution no. 23/0826/2024. of the Senate. Effective from: 1 September 2024.

<sup>445</sup> Modified by resolution no. 47/2025. (09. 05.) (09. 05.) of the Senate. Effective from: 6 September 2025.

<sup>446</sup> Modified by resolution no. 23/0826/2024. of the Senate. Effective from: 1 September 2024.

<sup>447</sup> Modified by resolution no. 47/2025. (09. 05.) (09. 05.) of the Senate. Effective from: 6 September 2025.

<sup>448</sup> Modified by resolution no. 47/2025. (09. 05.) (09. 05.) of the Senate. Effective from: 6 September 2025.

<sup>449</sup> Modified by resolution no. 47/2025. (09. 05.) (09. 05.) of the Senate. Effective from: 6 September 2025.

<sup>450</sup> Modified by resolution no. 3/03.19./2024. of the Senate. Effective from 19 March 2024.

<sup>451</sup> Enacted by resolution no. 47/2025. (09. 05.) of the Senate. Effective from: 6 September 2025.

<sup>452</sup> Enacted by resolution no. 47/2025. (09. 05.) of the Senate. Effective from: 6 September 2025.

<sup>453</sup> Modified by resolution no. 23/0826/2024. of the Senate. Effective from: 1 September 2024.

<sup>454</sup> Repealed by resolution no. 23/0826/2024. of the Senate. Ineffective from: 1 September 2024.

<sup>455</sup> Modified by resolution no. 47/2025. (09. 05.) (09. 05.) of the Senate. Effective from: 6 September 2025.

<sup>456</sup> Enacted by resolution no. 47/2025. (09. 05.) of the Senate. Effective from: 6 September 2025.

<sup>457</sup> Modified by resolution no. 47/2025. (09. 05.) (09. 05.) of the Senate. Effective from: 6 September 2025.

- h) manages the sub-ledgers necessary for tax accounting, prepares and submits tax returns, ensures the payment of taxes and contributions,<sup>458</sup>
- i) performs tasks related to payroll accounting, full administration and control of personal payments and social security benefits,<sup>459</sup>
- j) carries out the financial accounting of priority supports.<sup>460</sup>

209. <sup>461</sup>

### **Directorate of Customer Services and Studies**

210. The Directorate of Customer Services and Studies is an organisational unit responsible for informing the University's students about their academic obligations and supporting the academic progress of University students, managed by the Director of Customer Services and Studies.
211. The Directorate of Customer Services and Studies manages:
- a) the academic matters of students admitted to the launched training programmes,
  - b) students' fees and allowances,
  - c) sends central information and messages to students via the Neptun system and
  - d) the coordination of reporting obligations in the Higher Education Information System regarding students.
212. The Directorate of Customer Services and Studies cooperates in working out
- a) the University's training offer,
  - b) the unified university information system,
  - c) the University's coordinated and transparent academic administration, student services and
  - d) the concept of the University's communication activities.
  - e) <sup>462</sup>
213. The tasks and the authority of the Director of Customer Service and Studies include, in particular, establishing the functions and powers of the Directorate of Customer Services and Studies, including the Hungarian Student Information Centre and the International Student Information Centre as well as the professional supervision of the heads of these organisational units.
214. The Directorate of Customer Services and Studies is divided into the following two organisational units that do not have professional autonomy:
- a) Hungarian Student Information Centre,
  - b) International Student Information Centre.
215. The Directorate of Customer Services and Studies is professionally supervised by the Deputy CEO for Customer Relations.<sup>463</sup>

### **Operations Directorate**

216. The Operations Directorate is an organisational unit – managed by the Operations Director – responsible for the complete technical operation of the University's building, equipment and other facilities (excluding IT devices and equipment), for ensuring continuous contact with

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<sup>458</sup> Enacted by resolution no. 23/0826/2024. of the Senate. Effective from: 1 September 2024.

<sup>459</sup> Enacted by resolution no. 23/0826/2024. of the Senate. Effective from: 1 September 2024.

<sup>460</sup> Enacted by resolution no. 23/0826/2024. of the Senate. Effective from: 1 September 2024.

<sup>461</sup> Repealed by resolution no. 23/0826/2024. of the Senate. Ineffective from: 1 September 2024.

<sup>462</sup> Repealed by resolution no. 23/0826/2024. of the Senate. Ineffective from: 1 September 2024.

<sup>463</sup> Modified by resolution no. 23/0826/2024. of the Senate. Effective from: 1 September 2024.

external institutions and companies participating in the operations and for the operational support of the University's educational and scientific activities.<sup>464</sup>

217. The tasks and the authority of the Operations Directorate:

- a) ensures the continuous maintenance and cleaning of the University's buildings, the organisation of their security and guarding and the continuous development of the available physical infrastructure,
- b) ensures the provision of the University's staff with the equipment necessary for their work and the continuous maintenance of the equipment (except IT equipment),<sup>465</sup>
- c) manages the University's central procurements.

218.<sup>466</sup>

## **Chapter V** **THE UNIVERSITY'S DECISION-MAKING AND DECISION-PREPARING FORUMS**

### **Data Protection Officer<sup>467</sup>**

218A. The data protection officer assists the University's organisational units and employees in matters related to the protection of personal data, based on the General Data Protection Regulation.<sup>468</sup>

218B. The tasks and the authority of the data protection officer:

- a) informs and provides professional advice to the controller or data processor as well as to employees performing data processing on data protection issues,
- b) checks compliance with EU or Member State data protection provisions and the internal rules of the controller or data processor regarding the protection of personal data,
- c) upon request, provides professional advice on data protection impact assessments and monitors the implementation of impact assessment,
- d) cooperates with the supervisory authority and
- e) serves as a point of contact for the supervisory authority in matters related to data processing and, where appropriate, consults with it on any other issues.<sup>469</sup>

218C. The tasks of the data protection officer may also be performed by an external party on the basis of a service contract.<sup>470</sup>

### **Equal Opportunities Committee**

219. The Equal Opportunities Committee is a body established by the Senate to ensure equal opportunities for students and employees.

220.<sup>471</sup>

221.<sup>472</sup>

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<sup>464</sup> Modified by resolution no. 23/0826/2024. of the Senate. Effective from: 1 September 2024.

<sup>465</sup> Modified by resolution no. 23/0826/2024. of the Senate. Effective from: 1 September 2024.

<sup>466</sup> Repealed by resolution no. 23/0826/2024. of the Senate. Ineffective from: 1 September 2024.

<sup>467</sup> Relocated by resolution no. 23/0826/2024. of the Senate. Effective from: 1 September 2024.

<sup>468</sup> Enacted by resolution no. 23/0826/2024. of the Senate. Effective from: 1 September 2024.

<sup>469</sup> Enacted by resolution no. 23/0826/2024. of the Senate. Effective from: 1 September 2024.

<sup>470</sup> Enacted by resolution no. 23/0826/2024. of the Senate. Effective from: 1 September 2024.

<sup>471</sup> Deleted point. Deleted: 6 September 2025.

<sup>472</sup> Deleted point. Deleted: 6 September 2025.

222. The main task of the Equal Opportunities Committee is to promote equal opportunities for students with disabilities.
223. The chairperson of the Equal Opportunities Committee is the institutional equal opportunities coordinator.
224. The number, composition and operation of the Equal Opportunities Committee are specified in the Equal Opportunities Regulations.

### **Ethics Committee**

225. The Ethics Committee acts in cases of violations of ethical and moral standards by students, instructors, researchers, teachers and other employees.<sup>473</sup>
226. The Ethics Committee consists of two employees employed in teaching and research, elected by the Senate, one employee employed in another position and one student delegated by the Student Union.<sup>474 475</sup>
227. The rules governing the Ethics Committee are contained in the Code of Ethics.

### **Disciplinary Committee**

228. The Disciplinary Committee acts in cases related to students' violation of the disciplinary provisions of the Student Requirements System.
229. The Disciplinary Committee consists of two employees employed in instructor, researcher or teacher positions, elected by the Senate, and one student delegated by the Student Union. The chairperson of the Disciplinary Committee is one of the teacher members of the committee.<sup>476</sup>
230. The rules governing the Disciplinary Committee are contained in the Student Requirements System.

### **Admissions Board<sup>477</sup>**

231. The Admissions Board, in cooperation with the Marketing Office, the Communications and PR Office and the Hungarian Admissions Office, plays a key role in the institution's admission processes. The board coordinates the promotion of the university and the admission processes in secondary schools, with particular attention to career guidance programmes.<sup>478</sup>
232. The tasks of the Admissions Board:
- a) active participation in various school events, presentations and open days,
  - b) coordination of school admission information sessions,
  - c) participation in educational exhibitions, organisation of own open days, organisation of external open days with nationwide off-campus events in secondary schools,

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<sup>473</sup> Modified by resolution no. 47/2025. (09. 05.) (09. 05.) of the Senate. Effective from: 6 September 2025.

<sup>474</sup> Modified by resolution no. 23/0826/2024. of the Senate. Effective from: 1 September 2024.

<sup>475</sup> Modified by resolution no. 47/2025. (09. 05.) (09. 05.) of the Senate. Effective from: 6 September 2025.

<sup>476</sup> Modified by resolution no. 47/2025. (09. 05.) (09. 05.) of the Senate. Effective from: 6 September 2025.

<sup>477</sup> Enacted by resolution no. 23/0826/2024. of the Senate. Effective from: 1 September 2024.

<sup>478</sup> Modified by resolution no. 47/2025. (09. 05.) (09. 05.) of the Senate. Effective from: From 6 September 2025.

- d) cooperation with career counsellors at secondary schools in order to provide prospective students with a comprehensive picture of the programmes offered at the Budapest Metropolitan University, university life and possible career paths,
- e) organising other programmes and activities to support school admissions,
- f) participation in professional programmes organised by other institutions and organisations.

233. Members of the Admissions Board:

- a) 1-1 member invited by the President-CEO and the Rector,
- b) the Vice-Rector for Education, who also holds the position of president,<sup>479</sup>
- c) <sup>480</sup>
- d) 2-2 teaching members delegated by the BCT and the FACI,
- e) representative of the Centre for Educational Methodology,<sup>481</sup>
- f) member delegated by the Deputy CEO for Marketing, Communications and Sales,<sup>482</sup>
- g) member delegated by the Hungarian Admissions Office.
- h) <sup>483</sup>

231. <sup>484</sup>

232. <sup>485</sup>

233. <sup>486</sup>

### **Student Legal Remedy Committee**

- 234. The Student Legal Remedy Committee acts on requests for legal remedy submitted by students against the University's first-instance decision or action or against its failure to take action.
- 235. The Student Requirements System provides for the number, composition and operation of the Student Legal Remedy Committee as well as the procedure for assessing the student's request for legal remedy.
- 236. Detailed rules regarding the operation of the Student Legal Remedy Committee are contained in the rules of procedure of the Student Legal Remedy Committee.

### **Credit Transfer Committee**

- 237. The Credit Transfer Committee is the body that decides on the acceptance of knowledge – acquired by applicants for the University's bachelor's and master's degree programmes, postgraduate specialist training programmes or by those with a student status in these programmes in other higher education institutions or in other degree programmes or in other studies – as knowledge according to the curriculum of the degree programmes.
- 238. The composition, authority and operations of the Credit Transfer Committee are governed by the Student Requirements System and the rules of procedure adopted by the Credit Transfer Committee.

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<sup>479</sup> Modified by resolution no. 47/2025. (09. 05.) (09. 05.) of the Senate. Effective from: 6 September 2025.

<sup>480</sup> Repealed by resolution no. 47/2025. (09. 05.) of the Senate. Ineffective from: 6 September 2025.

<sup>481</sup> Modified by resolution no. 47/2025. (09. 05.) (09. 05.) of the Senate. Effective from: 6 September 2025.

<sup>482</sup> Modified by resolution no. 47/2025. (09. 05.) (09. 05.) of the Senate. Effective from: 6 September 2025.

<sup>483</sup> Repealed by resolution no. 47/2025. (09. 05.) of the Senate. Ineffective from: 6 September 2025.

Repealed by resolution no. 23/0826/2024. of the Senate. Ineffective from: 1 September 2024.

<sup>485</sup> Repealed by resolution no. 23/0826/2024. of the Senate. Ineffective from: 1 September 2024.

<sup>486</sup> Repealed by resolution no. 23/0826/2024. of the Senate. Ineffective from: 1 September 2024.

### **Magistrate**

239. The Magistrate is the body that supports, makes proposals and gives opinions to the University.<sup>487</sup>
240. The composition of the Magistrate is decided jointly by the President-CEO and the Rector, and its tasks and operation are determined by its own Rules of Procedure.<sup>488</sup>

### **Quality Management Committee**

241. The operational management of the University's quality management activities and the definition and prioritisation of tasks aimed at developing activities are carried out by the Quality Management Committee.
242. The Quality Management Committee cooperates:
- a) in defining the mission statement, quality policy, quality objectives and strategy,
  - b) in promoting the creation of partner and student-centredness,
  - c) in improving the quality of educational organisation and services,
  - d) in developing the University's quality culture.
243. The Quality Management Committee is headed by the higher education quality assurance expert.<sup>489</sup> The members of the committee are the Rector, the Vice-Rectors, the Deputy CEO for Customer Relations, the Deans, the Vice Deans, the Legal Director, the Director of Educational Methodology and the Quality Management Officer.<sup>490 491</sup>

### **Arts Council**

244. The Arts Council is a body that assists in the performance of tasks related to artistic creative activities, scientific research and training at the University, makes proposals, prepares decisions, provides opinions and monitors quality.
245. Member of the Arts Council:
- a) Dean of the Faculty of Arts and Creative Industries,
  - b) heads of art institutes and departments.
246. The other members of the Arts Council are appointed by the Rector.<sup>492</sup>

### **International Committee**

247. The International Committee oversees the university-level tasks of the Erasmus+ programme, makes decisions related to the implementation of student mobility and organises the Erasmus+ programme.
248. The tasks and the authority of the International Committee:

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<sup>487</sup> Modified by resolution no. 23/0826/2024. of the Senate. Effective from: 1 September 2024.

<sup>488</sup> Modified by resolution no. 23/0826/2024. of the Senate. Effective from: 1 September 2024.

<sup>489</sup> Modified by resolution no. 3/03.19./2024. of the Senate. Effective from 19 March 2024.

<sup>490</sup> Modified by resolution no. 23/0826/2024. of the Senate. Effective from: 1 September 2024.

<sup>491</sup> Modified by resolution no. 47/2025. (09. 05.) (09. 05.) of the Senate. Effective from: From 6 September 2025.

<sup>492</sup> Modified by resolution no. 23/0826/2024. of the Senate. Effective from: 1 September 2024.

- a) makes proposals regarding the implementation and development of the Erasmus+ programme and the transparency of the application process,
- b) makes decisions on student mobility quotas and other conditions of calls for applications,
- c) decides on the received applications of instructors, staff and students,
- d) gives an opinion on the University's international strategy,
- e) establishes its agenda.<sup>493</sup>

249. The International Committee is chaired by the Vice-Rector for International Relations, and its secretary is the Erasmus institutional coordinator. The other members of the International Committee are the Vice-Rector for Science, Innovation and Arts, the Vice-Rector for Education and the Deans. Depending on the agenda, the chairperson of the International Committee may invite additional participants, including a representative of the Student Union in the case of decisions affecting students.<sup>494 495</sup>

249A. The International Committee determines its order of procedure in its own Rules of Procedure.<sup>496</sup>

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### **University Board of Intellectual Property**

256. The University Board of Intellectual Property is responsible for making decisions in proceedings related to intellectual property, copyrighted works, trademarks and other signs created by students of the University, persons participating in another educational programme and persons in employment or in another legal relationship with the University through their research work or during their legal relationship.

257. Separate regulations govern the composition and operation of the University Board of Intellectual Property.

### **Senate**

258. The Senate is a leading decision-making and supervisory body with the tasks and the authority specified in the Founding Charter and in this OOP, which determines the activities of the

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<sup>493</sup> Enacted by resolution no. 23/0826/2024. of the Senate. Effective from: 1 September 2024.

<sup>494</sup> Modified by resolution no. 23/0826/2024. of the Senate. Effective from: 1 September 2024.

<sup>495</sup> Modified by resolution no. 47/2025. (09. 05.) (09. 05.) of the Senate. Effective from: 1 September 2025.

<sup>496</sup> Enacted by resolution no. 23/0826/2024. of the Senate. Effective from: 1 September 2024.

<sup>497</sup> Repealed by resolution no. 23/0826/2024. of the Senate. Ineffective from: 1 September 2024.

<sup>498</sup> Repealed by resolution no. 23/0826/2024. of the Senate. Ineffective from: 1 September 2024.

<sup>499</sup> Repealed by resolution no. 23/0826/2024. of the Senate. Ineffective from: 1 September 2024.

<sup>500</sup> Repealed by resolution no. 23/0826/2024. of the Senate. Ineffective from: 1 September 2024.

<sup>501</sup> Repealed by resolution no. 23/0826/2024. of the Senate. Ineffective from: 1 September 2024.

<sup>502</sup> Repealed by resolution no. 23/0826/2024. of the Senate. Ineffective from: 1 September 2024.

University, especially its training and research tasks and operations, and monitors their implementation.<sup>503</sup>

259. The Senate has 17 members. The president of the Senate is the Rector, and its secretary is the Legal Director<sup>504</sup>.<sup>505</sup>
260. The Senate's members are the Rector, ex officio, the Vice-Rector for Science, Innovation and Art,<sup>506</sup> the Vice-Rector for International Relations, the Vice-Rector for Education, the Deans, the Head of the Training Centre and the president of the Student Union (8 persons).<sup>507</sup>
261. Elected members of the Senate:
- a) representatives of the University's instructors, researchers and teachers (6 people),<sup>508</sup>
  - b) the representative of employees employed in other positions at the University (1 person),<sup>509</sup>
  - c) Students delegated by the Student Union (2 persons).
262. The term of office of the Senate's members is four years, and the term of office of the representative of the Student Union lasts until the end of their mandate, but not more than three years. Members of the Senate can be re-elected for a further three-year term. Separate regulations govern the rules for electing members and the procedure for the election.<sup>510</sup>
263. Students who are subject to disciplinary action or who have not registered for the given semester cannot be members of the Senate.
264. Members of the Senate may only exercise their rights in person. In connection with the given agenda item, the relevant employee of the University can be invited to the Senate meeting with the right to consult and express an opinion.
265. The Legal Director ensures the performance of administrative and business tasks related to the operation of the Senate, in particular:<sup>511</sup>
- a) prepares the meetings of the Senate,
  - b) ensures the preparation of minutes, participates in the drafting of resolutions,
  - c) assists the Rector in conducting the meetings.
266. The Senate, acting within its exclusive authority as defined by the NHE, approves the University's:
- a) training programme,
  - b) the Organisational and Operational Regulations and the regulations forming its annexes as well as their amendments,
  - c) the regulations referred to its competence in separate legislation and their amendments.
267. The Senate determines:
- a) the student counselling system,
  - b) the quality management regulatory system,
  - c) the procedure for student feedback on teaching work.
268. The decision-making authority of the Senate includes:
- a) developing the University's organisation, establishing, transforming and terminating its management system and organisational units,

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<sup>503</sup> Modified by resolution no. 47/2025. (09. 05.) (09. 05.) of the Senate. Effective from: 6 September 2025.

<sup>504</sup> Modified by resolution no. 3/03.19./2024. of the Senate. Effective from 19 March 2024.

<sup>505</sup> Modified by resolution no. 23/0826/2024. of the Senate. Effective from: 1 September 2024.

<sup>506</sup> Modified by resolution no. 47/2025. (09. 05.) (09. 05.) of the Senate. Effective from: 6 September 2025.

<sup>507</sup> Modified by resolution no. 23/0826/2024. of the Senate. Effective from: 1 September 2024.

<sup>508</sup> Modified by resolution no. 47/2025. (09. 05.) (09. 05.) of the Senate. Effective from: 6 September 2025.

<sup>509</sup> Modified by resolution no. 47/2025. (09. 05.) (09. 05.) of the Senate. Effective from: 6 September 2025.

<sup>510</sup> Modified by resolution no. 23/0826/2024. of the Senate. Effective from: 1 September 2024.

<sup>511</sup> Modified by resolution no. 3/03.19./2024. of the Senate. Effective from 19 March 2024.

- b) adopting the institutional development plan as well as the research-development innovation strategy,
  - c) establishing permanent committees and other councils of the University,
  - d) selecting the person representing the Senate,
  - e) initiating, starting and terminating the establishment of bachelor's (degree) programmes, master's (degree) programmes, postgraduate specialist training programmes and adult education,
  - f) initiating the recall of the Rector,
  - g) decision that the Rector may initiate court proceedings against the maintainer's action within thirty days of notification,
  - h) starting development,
  - i) establishing a business organisation, acquiring a share in a business organisation, cooperating with a business organisation,
  - j) awarding the title of master instructor, master teacher,
  - k) initiating the award of a national higher education scholarship.
269. The Senate, acting within its exclusive authority, accepts the proposals of the Rector:
- a) on appointing and dismissing university professors and college professors,
  - b) on awarding titles and distinctions,
  - c) on the Statutes of the Student Union.
270. The rules of procedure of the Senate and the procedure for electing members of the Senate are specified in separate regulations.

### **Fees, Allowances and Educational Committee**

271. The University has a Fees, Allowances and Educational Committee for the general management of students' social matters, compensations and allowances.
272. The composition and the authority of the Fees, Allowances and Educational Committee are regulated by the Student Requirements System.

### **Scientific Council<sup>512</sup>**

- 272A. The Scientific Council is a body that coordinates, analyses, evaluates, makes recommendations, prepares and makes decisions related to the scientific activities of the University.
- 272B. The Scientific Council is chaired by the Vice-Rector for Science, Innovation and Arts<sup>513</sup>, and its members are the Vice-Rector for International Relations, the Vice-Rector for Education, the Vice Deans of the faculties responsible for scientific matters as well as a habilitated lecturer delegated by each faculty and employed under an employment contract as well as an instructor with an academic degree, delegated by the Rector and employed under an employment contract, who is also the secretary of the Council.<sup>514 515</sup>
- 272C. The tasks of the Scientific Council:
- a) develops the University's scientific strategy, coordinates the implementation of the scientific strategy,

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<sup>512</sup> Established by resolution no. 4/03.25./2024. of the Senate. Effective from 25 March 2024.

<sup>513</sup> Modified by resolution no. 47/2025. (09. 05.) (09. 05.) of the Senate. Effective from 6 September 2025.

<sup>514</sup> Modified by resolution no. 47/2025. (09. 05.) (09. 05.) of the Senate. Effective from 6 September 2025.

<sup>515</sup> Modified by resolution no. 23/0826/2024. of the Senate. Effective from: 1 September 2024.

- b) formulates general evaluation criteria for the University's scientific research areas based on domestic and international standards,
- c) analyses and evaluates the scientific performance of the University, including monitoring international scientific collaborations, research projects implemented at the University and scientific conferences organised with the University's participation,
- d) decides on the launch and termination of research groups operating at the University, evaluates the annual reports of the research groups,
- e) proposes the expansion of domestic and international research cooperation,
- f) proposes to recognise instructors who have performed outstanding scientific work,
- g) supervises the proper presentation of scientific results produced at the university,
- h) develops a strategy to increase the visibility and recognition of the University's research performance,
- i) monitors the development of the indicators measuring scientific performance in international higher education rankings at the University, makes proposals for progress in them,
- j) monitors the work of the Institutional Scientific Student Council, evaluates the University's participation and results in the National Scientific Student Council Conferences.

272D. The Scientific Council also performs all tasks requested by the University's Senate in connection with the scientific activities of the University.

272E. The operations of the Scientific Council are governed by its own Rules of Procedure, which are adopted by the Council at its inaugural meeting.

## **Chapter VI**

### **CERTAIN PROVISIONS RELATED TO THE OPERATION OF THE UNIVERSITY**

#### **The operation of the University**

273. As stated in the Quality Management Manual, the University has set the following goals:

- a) improving the quality of education,
- b) improving the customer experience,
- c) internationalisation,
- d) increasing employee commitment,
- e) developing an infrastructure that encourages practice-based, independent creative activity and
- f) supporting education, decision-making and administration through digital tools.

274. In order to fulfil its training tasks, the University can conduct bachelor's and master's (degree) programmes, higher educational vocational training programmes, postgraduate specialist training programmes, adult education and other training programmes in Hungarian and in foreign language, and after their successful completion it awards a degree or certificate to the participants of the training programme if the legal conditions are met, or issues a certificate or attestation in the case of course-based, market-based training.

275. In addition to what has been listed in Section 268, the University conducts scientific research, organises conferences, exchanges of experience and participates in professional consulting activities appropriate to its fields of expertise.

276. The University cooperates with domestic and foreign higher education institutions, scientific institutes, foundations, domestic and foreign enterprises and other business organisations in its field of expertise. The rules of cooperation are contained in the contracts concluded with the given institutions.

277. The University can establish an innovation park and a technology centre in cooperation with the economic, scientific, civil and local governmental bodies of the region.

### **The order of research activities conducted at the University**

278. The basic principles of research activities:
- a) The University ensures the freedom of scientific research and artistic creative activities for instructors, researchers and students, and provides the conditions for this,
  - b) Within the framework of this OOP, the University's teachers and researchers have the obligation to carry out scientific work, and the instructors and researchers are entitled to submit applications for scientific (artistic) purposes and to research a scientific topic of their own choice in addition to the tasks arising from their job duties,
  - c) Instructors and researchers are entitled to publish their scientific research results in accordance with the provisions of the regulations on the management of intellectual property.
279. The University's instructors and researchers are obliged to keep their publications and works up to date in the database of the Hungarian Science Bibliography.
280. Sources of funding for scientific research and artistic creative activities:
- a) applications,
  - b) normative support,
  - c) maintainer's support,
  - d) income from business activities.

### **Research applications**

281. Organisational units and persons falling within the scope of this OOP and the association established through their cooperation are entitled to prepare applications to be submitted by the University, depending on the call for applications.
282. Tasks related to the implementation of applications must be carried out in accordance with the relevant legislation, the call for applications, the contracts related to the applications, the application procedure established by the Rector in an instruction, and the Senate's resolutions.

### **The University's cooperation with other organisations**

283. The University may cooperate with domestic or foreign organisations or natural persons interested in performing its tasks, based on an agreement, in order to perform the tasks specified in the Founding Charter.
284. The cooperation agreement must be laid down in writing. Cooperation can be aimed in particular at developing training programmes or other programmes or curricula, organising training, practical training, recognising studies, developing and implementing applications as well as solving research and development tasks.
285. The University may conclude a cooperation agreement in particular:
- a) with the Hungarian Academy of Sciences, its institutions and other research institutes to carry out joint research and training tasks,
  - b) with another higher education institution for joint training and for issuing of a joint diploma,
  - c) with a business organisation, foundation, chamber for the financing and support of an educational, scientific, research organisational unit,
  - d) to establish a scholarship.

### **The University's quality management system**

286. The description of the University's quality management system, including the definition of quality policy, quality objectives, recording of measures aimed at creating customer focus and measures taken and procedures applied to improve the quality of education organisation and services are contained in the Quality Management Manual and the Procedure Manual.
287. The concept for developing the quality management system is prepared by the Legal Director<sup>516</sup>, taking into account the recommendations of the quality management officer, and it is adopted by the Senate.

### **The management and financing of the University's operations**

288. The operation of the University is financed from the following financial sources:
- a) assets made available by the maintainer, support provided for individual projects,
  - b) donations, other income and grants received,<sup>517</sup>
  - c) tuition,
  - d) fees for services used by students and participants in training programmes,
  - e) other own revenues,
  - f) revenues from core and business activities,
  - g) central budget support for non-state higher education institutions recognised by the state.
289. The University carries out its tasks of higher education professional training against tuition and as a business activity. The University also performs state-funded professional training tasks based on a separate agreement.
290. It is the responsibility of the maintainer to determine the financial framework available for the operation of the University. The maintainer is responsible for ensuring the material, financial and personal conditions for the autonomous operation of the institution.
291. The maintainer provides the necessary coverage for the University's tasks for one calendar year and financial guarantees for the entire training period.
292. <sup>518</sup>
293. The following special requirements must be taken into account when implementing the university budget:
- a) the University's organisational units operating with independent earmarked allocations may use their allocations planned in the budget or modified during the year in the manner specified in advance,
  - b) the University's organisational units, which operate with an independent earmarked allocation, may not exceed the approved or modified expenditure allocations during the year.
294. Budget implementation must be continuously monitored within the framework of financial management controlling.
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296. The University's financial commitment is valid in accordance with the procedure set out in the regulations of the Budapest Metropolitan University on the representation and signing authority

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<sup>516</sup> Modified by resolution no. 23/0826. of the Senate. Effective from: 1 September 2024.

<sup>517</sup> Modified by resolution no. 3/03.19./2024. of the Senate. Effective from: from 19 March 2024.

<sup>518</sup> Repealed by resolution no. 23/0826/2024. of the Senate. Ineffective from: 1 September 2024.

<sup>519</sup> Repealed by resolution no. 47/2025. (09. 05.) of the Senate. Ineffective from: 6 September 2025.

of its leaders, the University's contract conclusion and commitment procedure, certificates of performance and payment approvals as well as the exercise of employer's rights.<sup>520</sup>

### **The University's entrepreneurial activities**

297. In order to utilise its assets and free capacities, the University may engage in entrepreneurial activities in accordance with the Founding Charter, provided that this does not jeopardise its core activities as defined in the Founding Charter and the fulfilment of its obligations arising therefrom.
298. Entrepreneurial activities are defined as the production, service and sale carried out on a market basis, in a business-like manner for the purpose of generating income from the scope of business activities specified in the Founding Charter and thereby achieving a result (financial benefit) or making a profit.
299. The designation of the University's entrepreneurial activities according to the TEÁOR '08 classification is contained in the Founding Charter.

### **Document management at the University**

300. The organisational structure of the University's document management, the tasks and the authority regarding document management and related activities, the appointment of the head of document management supervision and the document management plan are contained in the Document Management Regulations.

### **Contacts, information, publicity**

301. Information for students is provided through the academic system, information for employees is provided through the intranet, and publicity is available at the University's website.
- 302.<sup>521</sup>

### **Obligation to cooperate, teamwork**

303. All managers and non-managerial employees of the University are obliged to cooperate in the execution of tasks. The heads of the independent organisational units are responsible for establishing cooperation between the independent organisational units. The organisational unit whose responsibility is to handle the matter or which is designated for this purpose by the Rector or the President-CEO is responsible for coordinating and for ensuring that the opinions of the other organisational units involved are enforced in task performance.<sup>522</sup>
304. In order to complete tasks requiring a complex approach and close cooperation between multiple disciplines, the Rector or the President-CEO can order group work to be carried out through the effective cooperation of the managers concerned within their scope of responsibilities and the officers competent for the subject matter. During group work, the managers concerned within their scope of responsibilities and the officers competent for the subject matter have a special obligation and responsibility to cooperate in order to complete the complex task within the appropriate deadline.

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<sup>520</sup> Modified by resolution no. 47/2025. (09. 05.) (09. 05.) of the Senate. Effective from: 6 September 2025.

<sup>521</sup> Repealed by resolution no. 23/0826/2024. of the Senate. Ineffective from: 1 September 2024.

<sup>522</sup> Modified by resolution no. 47/2025. (09. 05.) (09. 05.) of the Senate. Effective from: 6 September 2025.

## Chapter VII

### INTEREST REPRESENTATION BODIES OPERATING AT THE UNIVERSITY

305. <sup>523</sup>

306. <sup>524</sup>

#### Institutional Interest Reconciliation Council

307. An Institutional Interest Reconciliation Council can be operated at the University with the participation of the employer. The Council's organisation and operating procedures are set out in its Rules of Procedure.<sup>525</sup>

#### Student Union

308. All enrolled students of the University form the Student Union (hereinafter: Student Union), regardless of the form of education in which they study.
309. The activities of the Student Union cover all tasks affecting students and specified in the relevant legislation, thus the Student Union exercises the right to express an opinion on the study and examination regulations, the student fees and allowances regulations, the procedure for student evaluation of teaching work and the use of funds provided for student purposes.
310. The Student Union exercises its rights in the manner specified in the NHE.
311. The organisation and operation of the Student Union are determined by the Statutes prepared by it and adopted by the Student Union Delegates' Meeting, and its validity requires the approval of the Senate.
312. The University ensures the conditions for the operation of the Student Union, the framework for its management, monitors the legal use of resources and the lawful operation of the Student Union, and within the framework of this it examines, among other things, whether:
- at least twenty-five percent of the students participating in full-time education verifiably took part in the Student Union elections,
  - the Student Union has the approved Statutes and
  - it elected its officers in accordance with the relevant provisions.

## Chapter VIII

### THE ORDER OF UNIVERSITY CEREMONIES AND COMMEMORATIONS

#### University holidays

313. University holidays:
- the opening of the academic year,
  - anniversary of the founding of the University,
  - presentation of jubilee certificates.

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<sup>523</sup> Repealed by resolution no. 23/0826/2024. of the Senate. Ineffective from: 1 September 2024.

<sup>524</sup> Repealed by resolution no. 23/0826/2024. of the Senate. Ineffective from: 1 September 2024.

<sup>525</sup> Modified by resolution no. 23/0826/2024. of the Senate. Effective from: 1 September 2024.

314. At the opening Senate meeting of the academic year, the Rector gives a ceremonial speech and reports on the previous academic year and outlines the most important tasks for the next academic year. This is when new instructors and first-year students are welcomed, and degree certificates with merits and university distinctions are awarded.
315. On the anniversary of the University's founding – especially on the occasion of round anniversaries – the Protocol and Event Management Office can organise a celebration with the involvement of the Marketing Office and the Communications and PR Office.<sup>526</sup>
316. Outstanding students of the University are honoured and rewarded on the anniversary of the University's founding.
317. Jubilee certificates are awarded once a year by the Rector in the presence of the Vice-Rectors.
318. The University holds a ceremonial Senate meeting on the occasions specified in Section 313. The provisions regarding the ceremonial Senate meeting are contained in the Senate's Rules of Procedure.<sup>527</sup>

### **State and national holidays**

319. <sup>528</sup>
320. Student organisations can hold commemorations and organise events independently. The organisers are responsible for the smooth running of these events in accordance with the provisions of the University's House Rules.

### **Political events**

321. Parties and social organisations cannot initiate political events on the University premises. Such an event cannot be organised at the University, and the University premises cannot be made available to a party or a party-affiliated organisation.

## **Chapter IX THE ORDER OF MEETINGS**

### **The system of meetings**

322. The University operates a meeting system for the purpose of discussing significant theoretical and practical issues related to management and control work, developing professional concepts, preparing and presenting decisions, reporting, providing information, coordination and evaluation.
323. The aim of the meetings is to provide forums where – giving space to differences of opinion and diversity – all aspects can be taken into account, thereby enabling well-prepared and well-founded decision-making. Further objectives:
- a) making the discussion processes more efficient,
  - b) improving the flow of information, ensuring two-way communication and
  - c) establishing and maintaining mutual trust and respect.
324. The President-CEO holds the following meetings:
- a) management meeting.

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<sup>526</sup> Modified by resolution no. 47/2025. (09. 05.) (09. 05.) of the Senate. Effective from: 6 September 2025.

<sup>527</sup> Modified by resolution no. 23/0826/2024. of the Senate. Effective from: 1 September 2024.

<sup>528</sup> Repealed by resolution no. 23/0826/2024. of the Senate.

- b) expanded management meeting,
- c) <sup>529</sup>

325. The Rector holds a Rector's meeting.
326. The Deputy CEO for Finance holds a meeting to prepare annual financial planning, approve its results and share them with the appropriate management team. Depending on the agenda and necessity, this may involve several meetings in terms of implementation.
327. The Rector and the President-CEO jointly hold the Employee Forum.<sup>530</sup>
328. The Dean holds a faculty meeting, and the heads of institutes, departments and individual organisational units hold a work meeting. The agenda of the meeting, except as specified in these instructions, must be prepared in writing. The agenda determines:
- a) the participants,
  - d) the specific name of the topic,
  - e) the time required for the given topic,
  - f) the order of topics,
  - g) the topic manager,
  - h) information and documents related to the preparation,
  - i) any questions or comments on the agenda items.
329. At the meeting, the participants follow the agenda, time frame and topic.
330. The agenda may be modified if justified and the meeting participants agree to this before the start of the meeting. In this case, members whose participation in the meeting is not justified have the opportunity to leave.
331. The start and end of the meeting are determined in the agenda. The consensus of the persons present is required for extending the closing date. The meeting may end earlier than previously scheduled if the discussion has achieved its goal.
332. The meeting may also be held via an electronic device that provides simultaneous audio and video transmission.
333. A report is made at the meeting, which must be made available to the participants and to the persons responsible for implementing the tasks specified at the meeting. The method of storing reports is determined on a case-by-case basis.
334. The participants of the meeting accept and observe the meeting rules.

### **Management meeting**

335. The management meeting is the University's governing body, vested with the right to control, to make decisions and proposals and to form opinions.
336. The members of the management meeting are the Rector, the President-CEO, the Deputy CEOs, the Vice-Rectors, the Legal Director, the Deans and the Director of Human Resources.<sup>531</sup><sup>532</sup><sup>533</sup><sup>534</sup>
337. The management meeting is held monthly, or more often if necessary.

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<sup>529</sup> Repealed by resolution no. 23/0826/2024. of the Senate. Ineffective from: 1 September 2024.

<sup>530</sup> Modified by resolution no. 23/0826/2024. of the Senate. Effective from: 1 September 2024.

<sup>531</sup> Modified by resolution no. 3/03.19./2024. of the Senate. Effective from 19 March 2024.

<sup>532</sup> Modified by resolution no. 3/03.19./2024. of the Senate. Effective from: from 19 March 2024.

<sup>533</sup> Modified by resolution no. 24/2025. (03. 10.) of the Senate. Effective from 10 March 2025.

<sup>534</sup> Modified by resolution no. 47/2025. (09. 05.) (09. 05.) of the Senate. Effective from 6 September 2025.

338. The management meeting may discuss any matter affecting the University.
339. A preliminary agenda is prepared for the management meeting, which is available to the participants on a specific common platform.
340. A report is made about the management meeting, which is available to the participants on a specific common platform.<sup>535</sup>

### **Extended management meeting**

341. The extended management meeting is a body of the University vested with consultative authority.
342. The members of the extended management meeting are the members of the management meeting, the Vice Deans and persons invited by the President-CEO on an ad hoc basis. The extended management meeting is held on a case-by-case basis, as frequently as necessary.<sup>536</sup>
343. Topics and decision-making powers of the extended management meeting:  
a) current tasks affecting the University,  
b) launching new training programmes.
344. A report is prepared about the extended management meeting, and the person preparing the report sends it to those concerned.<sup>537</sup>
345. <sup>538</sup>
346. <sup>539</sup>
347. <sup>540</sup>
348. <sup>541</sup>

### **Rector's Meeting**

351. The Rector's Meeting is body that discusses educational innovations and directions and supports the operation of higher education activities, with the power to prepare decisions, make proposals and form opinions.
352. The members of the Rector's Meeting are the Rector, the Vice-Rectors, the Deputy CEO for Customer Relations, the Legal Director<sup>542</sup>, the Deans, the Head of the Training Centre and the Head of the Career Centre and Training Centre.<sup>543</sup>
353. The Head of the Rector's Cabinet<sup>544</sup> ensures that a report is made about the Rector's Meeting and published on a common platform designated for the participants.

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<sup>535</sup> Modified by resolution no. 23/0826/2024. of the Senate. Effective from: 1 September 2024.

<sup>536</sup> Modified by resolution no. 23/0826/2024. of the Senate. Effective from: 1 September 2024.

<sup>537</sup> Modified by resolution no. 23/0826/2024. of the Senate. Effective from: 1 September 2024.

<sup>538</sup> Repealed by resolution no. 23/0826/2024. of the Senate. Ineffective from: 1 September 2024.

<sup>539</sup> Repealed by resolution no. 23/0826/2024. of the Senate. Ineffective from: 1 September 2024.

<sup>540</sup> Repealed by resolution no. 23/0826/2024. of the Senate. Ineffective from: 1 September 2024.

<sup>541</sup> Repealed by resolution no. 23/0826/2024. of the Senate. Ineffective from: 1 September 2024.

<sup>542</sup> Modified by resolution no. 3/03.19./2024. of the Senate. Effective: from 19 March.

<sup>543</sup> Modified by resolution no. 3/03.19./2024. of the Senate. Effective from: from 19 March 2024.

<sup>544</sup> Modified by resolution no. 3/03.19./2024. of the Senate. Effective from: from 19 March 2024. Modified by resolution no. 23/0826/2024. of the Senate. Effective from: 1 September 2024.

### **Annual financial planning meeting**

354. The purpose of the annual financial planning meeting is to professionally plan the University's budget for the next year.
355. The members of the annual financial planning meeting are the Rector, the President-CEO, the Deputy CEOs, the Director of Human Resources<sup>545</sup>, the Deans and the heads of the organisational units dealing with domestic and international student recruitment.
356. The annual financial planning meeting is held once a year, typically in early autumn.
357. A report is made about the annual financial planning meeting by a person designated by the Deputy CEO for Finance and sent to the persons concerned.

### **Faculty meeting**

358. The governing body of the faculties is the faculty meeting, which is a body endowed with the right to make decisions, make proposals and form opinions.
359. The members of the faculty meeting are the Dean, the Vice Deans, Heads of Departments, Heads of Institutes, Programme Coordinators and occasionally the Rector and Vice-Rectors.<sup>546</sup>
360. The faculty meeting is held quarterly, or more frequently if necessary.
361. A report is made about the faculty meeting by the person designated by the Dean and sent to the persons concerned.

### **Employee forum**

362. The University holds Employee Forums to provide information to its employees and facilitate two-way communication.
363. The Employee Forum is held at least every six months.

### **Work meeting**

364. Independent organisational units hold work meetings at a frequency appropriate to the needs of the organisational unit's tasks, where information is exchanged and tasks are defined.
365. Other work meetings may also be convened on an ad hoc basis. The range of invitees to work meetings is determined by the nature and topic of the discussion. The head of the given organisational unit is authorised to convene the working meeting.<sup>547</sup>
366. A work meeting can also be organised on topics affecting multiple organisational units. These meetings can be initiated by any organisational unit. In the case of a working meeting involving multiple organisational units, the heads of the organisational units have the joint right to convene it.<sup>548</sup>

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<sup>545</sup> Modified by resolution no. 47/2025. (09. 05.) (09. 05.) of the Senate. Effective from: 6 September 2025.

<sup>546</sup> Modified by resolution no. 23/0826/2024. of the Senate. Effective from: 1 September 2024.

<sup>547</sup> Modified by resolution no. 23/0826/2024. of the Senate. Effective from: 1 September 2024.

<sup>548</sup> Modified by resolution no. 23/0826/2024. of the Senate. Effective from: 1 September 2024.

367. In addition to group meetings, the heads of the institution's organisational units hold a meeting with each subordinate colleague at least once per semester, the topic of which is a status report on tasks, feedback on performance and discussion of questions and requests that are not part of the group's public agenda.

### **Management review**

368. The management review meeting is a forum for evaluating the situation of the University, and its purpose is to review information regarding the performance of the quality management system with the participation of the President-CEO, the Rector and the Legal Director.<sup>549</sup>
369. Topics of the management review meeting:
- a) review of actions resulting from previous management reviews,
  - b) overview of changes in external and internal factors,
  - c) review and evaluation of information related to the performance and effectiveness of the quality management system,
  - d) determining development proposals based on the results of internal audits, reviewing and evaluating the quality policy, quality objectives and strategic quality objectives,
  - e) determining resource requirements,
  - f) reviewing and evaluating the effectiveness of measures taken in relation to risks and opportunities,
  - g) identifying development opportunities.

## **Chapter X CLOSING PROVISIONS**

370. Matters not regulated in this OOP are governed by the relevant laws and the provisions contained in other regulations of the University.
371. The following appendices form part of this OOP:
1. Appendix: Organisational chart
  2. Appendix: Quality Management Policy
  3. Appendix: Quality Management Manual
  4. Appendix: Process Manual
  5. Appendix: Procedure for student evaluation of teaching
  6. Appendix: Policy on the management of intellectual property of persons in student or other training status with the University
  7. Appendix: Regulations on the management of intellectual property of persons in employment and other work-related legal relationships with the University
  8. Appendix: Rules of Procedure of the Senate
  9. Appendix: Rules of Procedure for electing members of the Senate
  10. Appendix: Equal Opportunities Policy
  11. Appendix: Equal Opportunities Plan
  12. Appendix: Document Management Policy.
372. This OOP was adopted by the Senate of the Budapest Metropolitan University with its resolution no. 36/1026/2022 of 26 October 2022, and its provisions will enter into force on 1 November 2022.

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<sup>549</sup> Modified by resolution no. 3/03.19./2024. of the Senate. Effective from: from 19 March 2024.

Budapest, 26 October 2022

**Signed: Dr. Bálint Bachmann DLA**  
**Rector**

Clause:

The amendment to the regulations will enter into force on 17 March 2023.

**Signed: Dr. Bálint Bachmann DLA**  
**Rector**

Clause:

The amendment to the regulations will enter into force on 31 March 2023.

**Signed: Dr. Bálint Bachmann DLA**  
**Rector**

Clause:

The amendment to the regulations will enter into force on 26 May 2023.

**Dr. Bálint Bachmann DLA**  
**Rector**

Clause:

The amendment to the regulations will enter into force on 1 October 2023.

**Dr. Bálint Bachmann DLA**  
**Rector**

Clause:

The amendment to the regulations will enter into force on 19 March 2024.

**Signed: Prof. Dr. György Kocziszky**  
**Rector**

Clause:

The amendment to the regulations will enter into force on 25 March 2024.

**Signed: Prof. Dr. György Kocziszky**  
**Rector**

Clause:

The amendment to the regulations will enter into force on 1 September 2024.

**Signed: Prof. Dr. György Kocziszky**  
**Rector**

Clause:

The amendment to the regulations will enter into force on 10 March 2025.

**Signed: Prof. Dr. György Kocziszky**  
**Rector**

Clause:

The amendment to the regulations was adopted by the Senate of the Budapest Metropolitan University on 5 August 2025 by resolution 45/2025. (08. 05.), and the provisions affected by the amendment will enter into force on 6 August 2025.

**Signed: Prof. Dr. Tamás Gergely Kucsera**  
**Rector**

Clause:

The amendment to the regulations was adopted by the Senate of the Budapest Metropolitan University on 5 September 2025 by resolution 47/2025. (09. 05.), and the provisions affected by the amendment will enter into force on 6 September 2025.

**Signed: Prof. Dr. Tamás Gergely Kucsera**  
**Rector**