BUDAPESTI METROPOLITAN EGYETEM

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

EMPLOYMENT REQUIREMENTS SYSTEM

Version of the Employment Requirements System issued on 31 March 2021, effective from 1 January 2026

consolidated with amendments

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

NUMBER OF ISSUE	DATE OF ISSUE	DESCRIPTION
1.0	31 March 2021	1st issue
1.1	1 October 2021	revocation of appointment to a leadership position retirement professional succession art award
1.2	26 May 2023	abolition of the upper age limit for instructors and researchers abolition of the upper age limit for appointing leaders and senior leaders
1.3	31 July 2023	Founding professor of the Budapest Metropolitan University
1.4	1 February 2025	Amendment to the conditions for filling instructor positions
2.0	1 January 2026	Comprehensive review, amendment

Table of contents

Chapter I GENERAL PROVISIONS 4
Scope of the Regulations 4
Chapter II GENERAL PROVISIONS CONCERNING THE LEGAL RELATIONSHIP OF EMPLOYEES .. 5
General conditions for establishing an employment relationship 5
Application procedure 6
Conditions of employment 7
Chapter III SPECIAL PROVISIONS CONCERNING THE LEGAL RELATIONSHIP OF INSTRUCTORS, TEACHERS, SCIENTIFIC RESEARCHERS AND PART-TIME LECTURERS 8
General conditions for filling the instructor, teacher and scientific researcher positions 10
Assistant lecturer 11
Senior lecturer 12
College associate professor 13
University associate professor 14
College professor 16
Rules for appointing a college professor 18
Terminating the employment of a college professor 19
The university professor 19
Rules for appointing a university professor 20
Terminating the employment of a university professor 21
Master instructor 21
Persons employed as teachers 22
Other employee positions in general 23
Persons employed as trainers 24
Persons employed in technical positions 24
Chapter IV CONDITIONS FOR AWARDING TITLES 24
Titles not related to teaching positions 24
Professor Emeritus, Professor Emerita 25
Rector Emeritus, Rector Emerita 25
Founding Professor of the Budapest Metropolitan University 26
Chapter V SPECIAL PROVISIONS APPLICABLE TO UNIVERSITY EMPLOYEES 26
Criteria for other jobs 26
Technical, maintenance and operations employees 26
Chapter VI EMPLOYEE RIGHTS AND OBLIGATIONS 26
General rights and obligations of employees 26
Rights of instructors, teachers and scientific researchers 27
Obligations of instructors, teachers and scientific researchers 28
Special provisions for senior managerial and managerial employees 30
Chapter VII OTHER GENERAL PROVISIONS CONCERNING THE EMPLOYMENT RELATIONSHIP 31
Working hours 31
Working hours of persons employed as instructors and teachers 31
Leave 34
Chapter VIII ALLOWANCE SYSTEM, SUPPORT PROVIDED BY THE UNIVERSITY 34
Wages 34
Determining the instructor's wage 34
Habilitation support 38
Other benefits 38
Other support for teaching and research 38
Forms of university support 39
Chapter IX EMPLOYMENT DATA PROCESSING 39
Chapter X CLOSING PROVISIONS 39

Based on Section 11 (1) and 12 (3) e) eb)[1] of Act CCIV of 2011 on National Higher Education, with regard to the provisions of Act I of 2012 on the Labour Code and Act V of 2013 on the Civil Code, as part of the Organisational and Operational Regulations of the Budapest Metropolitan University, the Senate of the Budapest Metropolitan University has drawn up the Employment Requirements System as follows:

Chapter I
GENERAL PROVISIONS

Scope of the Regulations

1. The purpose of the Employment Requirements System (hereinafter: Regulations) is to regulate:
   a) the requirements for filling individual positions, the order of assessing public applications, the conditions for institutional instructor, researcher scholarships and other benefits, the order of related applications – within the framework specified in the government decree – the requirements and the order of the habilitation procedure,
   b) the conditions for awarding job titles and other titles that can be awarded by the higher education institution and
   c) the requirements system for the employment and performance of instructors, academic researchers and other employees.

2. The scope of the Regulations extends to:
   a) the Budapest Metropolitan University (hereinafter: University) as employer, persons exercising employer rights on its behalf and in the case of other work relationship as the contracting party and the persons acting on its behalf,
   b) all instructors, teachers, scientific researchers employed at the University under an employment contract as well as employees who are not instructors, teachers or researchers and are directly involved in implementing tasks related to the activities of the University as set out in its Founding Charter,[2]
   c) if expressly provided for in the Regulations, persons working under a service contract or in other work relationship with the University.[3]

3. These Regulations shall be applied:
   a) in the case of first employment at the University, for the purpose of assessing aptitude for the position,
   b) during the establishment or modification of an employment relationship,
   c) upon termination of the employment relationship with the University,
   d) during employment at the University, for the purpose of evaluating the activities performed and assessing continued aptitude,
   e) in the case of promotion and

[1] Modified by resolution no. 68/2025. (12.18.) of the Senate. Effective from 1 January 2026.
[2] Modified by resolution no. 68/2025. (12.18.) of the Senate. Effective from 1 January 2026.
[3] Enacted by resolution no. 68/2025. (12.18.) of the Senate. Effective from 1 January 2026.

f) upon the establishment, during its existence and upon the termination of service contract or other work relationship with the University if the Regulations contain a special provision for this legal relationship.

4. For the purposes of these Regulations:
   4.1. *position*: a position held by an employee of the University, with a specific range of tasks and responsibilities;[4]
   4.2. *other employee*: all persons directly involved in the implementation of the University's tasks, who are not employed as instructors, teachers or scientific researchers;[5]
   4.3. *employment:*[6]
   4.4. *appointment*: assignment of an employee to a leadership or senior leadership position;
   4.5. *job role*: a specific way of performing a task, which involves rights and obligations;
   4.6. *employee*: instructors, teachers, scientific researchers and other employees together;[7]
   4.7. *part-time lecturer*: a person performing educational tasks under a service contract with the University, where the time spent on education does not exceed 60% of full-time work;
   4.8. *instructor, teacher and scientific researcher*: all employees employed in the positions of instructor, teacher and scientific researcher.[8]

5. The provisions of these Regulations shall be interpreted together with the provisions of the Organisational and Operational Procedures (OOP), which constitute Volume I of the Organisational and Operational Regulations (OOR).[9]

Chapter II
GENERAL PROVISIONS CONCERNING THE LEGAL RELATIONSHIP OF EMPLOYEES

General conditions for establishing an employment relationship

6. Positions for instructors, teachers and scientific researchers can be established at the University in the categories specified in these Regulations according to the provisions of Act CCIV of 2011 on National Higher Education (hereinafter: NHE).

7. The provisions of these Regulations are governed by the provisions of Act I of 2012 on the Labour Code (hereinafter: the Labour Code) with regard to the employment relationship of instructors, teachers, scientific researchers and other employees – taking into account the relevant provisions of the NHE – and by the provisions of Act V of 2013 on the Civil Code with regard to the service contract of part-time lecturers and teachers and persons assigned for performing other tasks.[10]

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[4] Modified by resolution no. 68/2025. (12.18.) of the Senate. Effective from 1 January 2026.
[5] Modified by resolution no. 68/2025. (12.18.) of the Senate. Effective from 1 January 2026.
[6] Repealed by resolution no. 68/2025. (12.18.) of the Senate. Ineffective from 1 January 2026.
[7] Modified by resolution no. 68/2025. (12.18.) of the Senate. Effective from 1 January 2026.
[8] Modified by resolution no. 68/2025. (12.18.) of the Senate. Effective from 1 January 2026.
[9] Modified by resolution no. 68/2025. (12.18.) of the Senate. Effective from 1 January 2026.
[10] Modified by resolution no. 68/2025. (12.18.) of the Senate. Effective from 1 January 2026.

8. The decision on the employment of employees is made by the person exercising the employer's authority.

9. The person exercising the employer's authority – subject to Sections 34 and 38 of the OOP – may delegate the exercise of the employer's authority and the power to issue instructions as well as all other powers assigned to the employer by the University Regulations to their deputy or to another leader or senior leader of the institution on a case-by-case basis, or in a specific range of cases. The person exercising the assigned power may not pass on that power.[11] [12]

Leaders

9A. A leadership and senior leadership appointment can be given to an employee with a higher education degree or other professional qualifications. Leadership and senior leadership appointments can be given without any upper age limit.[13]

9B. The head of the economic organisational unit must have a master's degree or a bachelor's degree as well as specialised qualification – finance, accounting, economics.[14]

9C. If a person employed by the University in a leader position does not meet the conditions specified in Sections 9A-9B upon the entry into force of these Regulations, the University imposes the obligation to meet the missing conditions by setting an appropriate deadline in the appointment or in its amendment. If the employee in a leader position does not meet the employment conditions even after the deadline, the University may terminate their employment.[15]

Application procedure

10. Positions can be filled through an application.
11. The application can be:
    a) open,
    b) closed, internal, announced exclusively within the University, or
    c) an invited call for applications.
12. The form of the application is decided by the person exercising the employer's authority. The application is announced by the Human Resources Directorate and, depending on its form,

[11] Modified by resolution no. 2/2025. (01. 20.) of the Senate. Effective from 1 February 2025.
[12] Modified by resolution no. 68/2025. (12.18.) of the Senate. Effective from 1 January 2026.
[13] Modified by resolution no. 17/0526/2023. of the Senate. Effective from 26 May 2023. Relocated from Section 106 by decision 68/2025. (12.18.) of the Senate. Effective from 1 January 2026.
[14] Relocated from Section 107 by resolution no. 68/2025. (12.18.) of the Senate. Effective from 1 January 2026.
[15] Modified by resolution no. 68/2025. (12.18.) of the Senate. Effective from 1 January 2026. Relocated from Section 108 by resolution no. 68/2025 (12.18) of the Senate. Effective from 1 January 2026.

a) publishes it on the University's website, on the digital platforms used by the University and, if necessary, on additional job posting portals,

b) publishes it on the University's internal intranet or informs the University's employees in form of an electronic mail, or

c) sends a direct invitation to the person deemed suitable for the position.

Open applications must be announced with a deadline of at least 10 days.[16]

13. University and college associate professor, university and college professor, research professor, senior research advisor and senior research fellow positions for a period of more than one year must be filled based on a public (open) application procedure. The application is announced by the Rector, taking into account the provisions of these Regulations.[17]

14. The call for applications must include:
    a) the name and address of the University and the organisational unit of the position to be filled,[18]
    b) the expected date of filling the position,
    c) the nature of the employment,
    d) the key job requirements, educational and research tasks,
    e) the qualification and other requirements necessary to fill the position,
    f) the required academic degree, language skills,
    g) other conditions for filling the position,
    h) the name and position of the person providing information on the application,
    i) the deadline, place and address for submitting or receiving the application,
    j) the annexes to be attached to the application and
    k) all other information essential for filling the position.

15. In particularly justified cases, any instructor, teacher, scientific researcher and other employee can be employed without a call for applications whose immediate employment is in the interest of the University and the person exercising the employer's authority has consented to filling the position without a call for applications. The employment conditions related to the announced position must also be met in this case.[19]

Conditions of employment

16. The University's instructors, teachers, scientific researchers and other employees are employed by the University on a full-time or part-time basis, for a fixed or indefinite-term, and part-time lecturers are employed based on a service contract. The University may establish a legal relationship with a person employed by it in a research position for further research tasks through a service contract or other civil law contract only if the research task does not fall within the scope of the researcher's job duties and the research is carried out as part of an external service contract or order.[20]

[16] Modified by resolution no. 68/2025. (12.18.) of the Senate. Effective from 1 January 2026.
[17] Enacted by resolution no. 68/2025. (12.18.) of the Senate. Effective from 1 January 2026.
[18] Modified by resolution no. 68/2025. (12.18.) of the Senate. Effective from 1 January 2026.
[19] Modified by resolution no. 68/2025. (12.18.) of the Senate. Effective from 1 January 2026.
[20] Modified by resolution no. 68/2025. (12.18.) of the Senate. Effective from 1 January 2026.

17. The employment relationship is established with the University by signing the employment contract and the service contract relationship is established by signing the service contract at the time specified in the contract.

18. Appointment to a specific job or leader position takes effect on the basis of the appointment document at the time indicated therein or, in its absence, at the date of its issue.

19. The employment contract and the appointment document can also be edited into one document, but they require the written form in all cases.

20. The person exercising the employer's authority determines the place of work and the job to be performed in the appointment document, in the employment contract and in the job description.

21. The employment relationship with the University can be terminated upon the expiration of the fixed-term period, or in the case of an indefinite-term employment relationship by mutual agreement, by notice, by immediate notice, with immediate effect, without justification during the probationary period, and in other cases specified in the Labour Code.[21,22]

21A. Instructors, scientific researchers, teachers and other employees can be employed at the University without any upper age limit.[23]

Chapter III
SPECIAL PROVISIONS CONCERNING THE LEGAL RELATIONSHIP OF INSTRUCTORS, TEACHERS, SCIENTIFIC RESEARCHERS AND PART-TIME LECTURERS[24]

22. The instructor, teacher and scientific researcher – regardless of the number of higher education institutions where they perform teaching duties – can be taken into account in one higher education institution when considering the availability of the institution's operating conditions, except for closed-system electronic distance education. The written declaration of the instructor, teacher and scientific researcher determines the higher education institution where they can be taken into account as defined above, and in the case of a subject announced by another higher education institution, implemented through closed-system electronic distance education and also using a video content manager, the instructor's availability can be accounted at twenty percent per credit based on the instructor's written declaration when considering the existence of the institution's operating conditions. The instructor cannot be taken into account in the lack of this declaration.[25]

22A. If the instructor, teacher and scientific researcher changes or withdraws the declaration given to the University, they must inform the University thereof – through the person

[21] Modified by resolution no. 17/0526/2023. of the Senate. Effective from 26 May 2023.
[22] Modified by resolution no. 68/2025. (12.18.) of the Senate. Effective from 1 January 2026.
[23] Enacted by resolution no. 68/2025. (12.18.) of the Senate. Effective from 1 January 2026.
[24] Modified by resolution no. 68/2025. (12.18.) of the Senate. Effective from 1 January 2026.
[25] Modified by resolution no. 2/2025. (01. 20.) of the Senate. Effective from 1 February 2025.

exercising the employer's authority – immediately, but no later than within 5 working days.[26]

[27]

23. The teaching task is performed in the role of an instructor and teacher. A scientific researcher position can be established to perform research tasks. Other positions not specifically mentioned in these Regulations may also be established to perform tasks related to the University's operations.[28]

24. Teaching positions that can be established at the University:
a) assistant lecturer,
b) senior lecturer,
c) college associate professor,
d) university associate professor,
e) college professor,
f) university professor,
g) master instructor.

24A. Teaching positions that can be established at the University:[29]
a) technical teacher,
b) art teacher,
c) language teacher,
d) physical education teacher,
e) other teachers (e.g. IT teacher, mathematics teacher).

24B. Scientific research positions that can be established at the University:[30]
a) assistant research fellow,
b) research fellow,
c) senior research fellow,
d) Senior Research Advisor,
e) research professor.

25. Employment as an instructor entails the granting of a job title identical to the job position and the right to use this job title.

26. [31]

27. Teaching duties – as a part-time lecturer – can also be performed under a service contract if it is allowed by the nature of the activity performed by the instructor and the time spent on the work performed does not exceed sixty percent of the full working time.

[26] Enacted by resolution no. 68/2025. (12.18.) of the Senate. Effective from 1 January 2026.
[27] The subheading has been repealed. Repealed by resolution no. 68/2025. (12.18.) of the Senate. Ineffective from 1 January 2026.
[28] Enacted by resolution no. 68/2025. (12.18.) of the Senate. Effective from 1 January 2026.
[29] Enacted by resolution no. 68/2025. (12.18.) of the Senate. Effective from 1 January 2026.
[30] Enacted by resolution no. 68/2025. (12.18.) of the Senate. Effective from 1 January 2026.
[31] Repealed by resolution no. 2/2025. (01. 20.) of the Senate. Ineffective from 1 February 2025.

28. A service contract can be concluded for occasional, non-regular teaching tasks as well as, in the case of an internal employee, for performing teaching and other tasks that are not part of the employee's job.

29. [32]

30. Those persons can be employed as part-time lecturers who have at least a master's degree and professional qualifications and have outstanding knowledge in a field of science or art, and in view of this the University entrusts them with teaching a subject. A service contract can be concluded and maintained with a person who has no criminal record and is not subject to a prohibition from pursuing the activity covered by the service contract.[33]

31. Those persons can be employed as part-time lecturers who have a higher education degree and professional qualifications and outstanding knowledge in a field of science or art, and in view of this the University entrusts them with teaching a subject. A service contract can be concluded and maintained with a person who has no criminal record and is not subject to a prohibition from pursuing the activity covered by the service contract.[34]

32. Titles that can be awarded to a part-time lecturer at the University:
    a) private lecturer
    b) honorary college associate professor
    c) honorary university associate professor
    d) honorary college professor
    e) honorary university professor
    f) [35]
    g) master instructor.[36]

General conditions for filling the instructor, teacher and scientific researcher positions

33. A person can be employed as an instructor at the University if:
    a) they have a master's degree and professional qualifications,
    b) they have a clean criminal record,
    c) they are not prohibited from employment that prevents them from continuing the activity,
    d) they have pedagogical skills combined with a high level of professional knowledge,
    e) their general human and moral behaviour is exemplary,
    f) they have a high level of knowledge of professional and scientific public life and actively participate in it,
    g) they conduct scientific research in accordance with their teaching classification and
    h) they meet the teaching and scientific research requirements set out in these Regulations in accordance with their position.

[32] Repealed by resolution no. 68/2025. (12.18.) of the Senate. Ineffective from 1 January 2026.
[33] Modified by resolution no. 68/2025. (12.18.) of the Senate. Effective from 1 January 2026.
[34] Modified by resolution no. 68/2025. (12.18.) of the Senate. Effective from 1 January 2026.
[35] Repealed by resolution no. 68/2025. (12.18.) of the Senate. Ineffective from 1 January 2026.
[36] Modified by resolution no. 68/2025. (12.18.) of the Senate. Effective from 1 January 2026.

34. A person can be employed as a teacher at the University if:
    a) they have higher education and professional qualifications,
    b) they have a clean criminal record,
    c) they are not prohibited from employment that prevents them from continuing the activity,
    d) they have pedagogical skills combined with a high level of professional knowledge and
    e) their general human and moral behaviour is exemplary.

35. A person can be employed as a scientific researcher at the University if:
    a) they have a master's degree and professional qualifications,
    b) they have a clean criminal record and are not prohibited from employment that prevents them from continuing the activity[37]
    c) they meet the University's research requirements in accordance with their position,
    d) they have professional experience appropriate to their research position,
    e) they continuously develop their knowledge and
    f) they carry out scientific work in the fields of education, research and development,

36. g) they hold a PhD degree, except for researchers classified as assistant research fellows.[38] A person must be employed in a scientific researcher position if, in their employment contract, they spend at least eighty percent of their full working time to the scientific activities of the University and also participate in the educational activities of the University as part of their job duties.

37. Teaching duties and scientific research duties can also be performed in the same job position; in this case, the employment contract must specify the proportion of working time in which individual tasks must be performed. As for higher education in arts, from the viewpoint of fulfilling the prescribed employment, contracting and qualification conditions, the award granted pursuant to the law is equivalent to a doctoral degree with respect to the holder of the award, provided that the relevant person has at least a bachelor's degree.[39]

Assistant lecturer

38. A person can be employed as an assistant lecturer at the University if:
    a) they began their doctoral programme,
    b) they have demonstrable professional experience, where student research society activities or student assistant activities can also be taken into account, or preference can be given for such activities,[40]
    c) they have an intermediate level complex language exam in at least one of the following languages: English, German, French, Spanish, Russian, Mandarin Chinese

[37] Modified by resolution no. 68/2025. (12.18.) of the Senate. Effective from 1 January 2026.
[38] Enacted by resolution no. 68/2025. (12.18.) of the Senate. Effective from: from 1 January 2026
[39] Modified by resolution no. 68/2025. (12.18.) of the Senate. Effective from 1 January 2026.
[40] Modified by resolution no. 2/2025. (01. 20.) of the Senate. Effective from 1 February 2025.

and Italian, or equivalent active language skills that enable the study of foreign language literature[41],[42]

d) they are capable of conducting seminars, practical sessions, performing teaching tasks and

e) they are able to participate in professional, scientific research and master the methods of applied research.

39. Additional expectations related to employment as an assistant lecturer:[43]

a) they comply with the publication requirements set during the doctoral programme, and

b) they participate in the professional public service work of the institution and in completing university tasks.

40. The University may, by law, terminate the employment relationship as an assistant lecturer if the employee fails to obtain a doctoral degree within 10 years of starting work. This deadline does not include the period when the employment relationship is interrupted for more than ninety days due to maternity leave, childcare, caring a close relative, illness that renders the employee incapacitated, employment at a higher education institution abroad or a professional study trip.

41. If the assistant lecturer meets the conditions specified in these Regulations, they must be reclassified to a senior lecturer position within three years of obtaining the doctoral degree.

Senior lecturer

42. A person can be employed as a senior lecturer if:

a) they obtained a doctoral degree,

b) they have at least three years of experience or teaching practice in a higher education institution,[44]

c) they have an intermediate level complex language exam in at least one of the following languages: English, German, French, Spanish, Russian, Mandarin Chinese and Italian, or have equivalent active language skills that enable the study of foreign-language literature as well as publishing and giving lectures in a foreign language,[45,46]

d) they are capable of conducting lectures, practical sessions and independently performing teaching tasks and

e) they are able to participate in professional, scientific research, master the methods of applied research and conduct independent research.

43. Requirements for the continued employment of a senior lecturer:

a) studying foreign language literature necessary for high-quality teaching and for regularly conducting practice in the field of the discipline that includes the taught subject,

[41] Modified by resolution no. 2/2025. (01. 20.) of the Senate. Effective from 1 February 2025.
[42] Modified by resolution no. 68/2025. (12.18.) of the Senate. Effective from 1 January 2026.
[43] Modified by resolution no. 2/2025. (01. 20.) of the Senate. Effective from 1 February 2025.
[44] Modified by resolution no. 2/2025. (01. 20.) of the Senate. Effective from 1 February 2025.
[45] Enacted by resolution no. 2/2025. (01. 20.) of the Senate. Effective from 1 February 2025.
[46] Modified by resolution no. 68/2025. (12.18.) of the Senate. Effective from 1 January 2026.

b) regular publishing and academic literary activities according to the requirements of the doctoral programme and

c) participating in professional and public life work at the University.

44. If the University does not wish to terminate the employment of an employee filling the senior lecturer position due to failure to comply with the requirements specified in section 43, the employee may continue to be employed as an assistant lecturer or as a teacher.

College associate professor

45. Those can be employed in the position of college associate professor:

a) who obtained a doctoral degree,

b) who have altogether at least five years of professional experience in a higher education institution, with at least three years of experience as assistant lecturer or senior lecturer,[47]

c) who have an intermediate level complex language exam in at least one of the following languages: English, German, French, Spanish, Russian, Mandarin Chinese and Italian, or have equivalent active language skills that enable the study of foreign-language literature as well as publishing and giving lectures in a foreign language,[48,49]

d) [50]

e) who are suitable for leading courses in Hungarian and foreign languages, giving lectures, supervising the academic, scientific and artistic work of students and faculty members and[51]

f) who are able to conduct independent applied scientific research, lead a research group, prepare and publish domestic and international publications and participate in professional extended training and professional conferences abroad.

46. Additional expectations related to employment as a college associate professor:[52]

a) comprehensive knowledge and creative cultivation of the discipline that includes the taught subject, studying foreign language literature necessary for grouping subjects, independently compiling the subject curriculum and giving high-quality lectures, continuous content and methodological modernisation of the material in the taught field, and managing such activities, especially writing course materials, textbooks and academic books,

b) organising the teaching and scientific work,

c) regular publication and literary activities in domestic and international contexts, also in foreign languages,

d) maintaining regular and diverse contact with the practical activities of their scientific field, managing the completion of scientific tasks, coordinating the activities of application groups, obtaining research/professional assignments,

[47] Modified by resolution no. 2/2025. (01. 20.) of the Senate. Effective from 1 February 2025.
[48] Enacted by resolution no. 2/2025. (01. 20.) of the Senate. Effective from 1 February 2025.
[49] Modified by resolution no. 68/2025. (12.18.) of the Senate. Effective from 1 January 2026.
[50] Repealed by resolution no. 2/2025. (01. 20.) of the Senate. Ineffective from 1 February 2025.
[51] Modified by resolution no. 2/2025. (01. 20.) of the Senate. Effective from 1 February 2025.
[52] Modified by resolution no. 2/2025. (01. 20.) of the Senate. Effective from 1 February 2025.

e) carrying out scientific and science organisation activities, representing the discipline, institution and the country in domestic and international scientific public life,

f) initiating and leading participation in the professional public service work of the institution, in completing university tasks and

g) striving to meet the requirements for appointment as a college professor.

46A. No new college associate professor positions can be filled from 31 December 2025. This provision does not affect existing appointments.[53]

University associate professor

47. A person can be employed as a university associate professor if:

a) they obtained a doctoral degree,[54]

b) they have at least 5 years of professional experience in a higher education institution,[55]

c) [56]

d) they strive for habilitation,

e) they perform coordination tasks related to education and research,

f) based on student reviews of the Teaching work, their teaching quality is high, the overall average is above 4.0 on a scale from 1 to 5 based on the average of the past 4 semesters,

g) they have an intermediate level complex language exam in at least one of the following languages: English, German, French, Spanish, Russian, Mandarin Chinese and Italian, or have equivalent active language skills that enable the study of foreign-language literature as well as publishing and giving lectures in a foreign language,[57,58]

h) [59]

i) [60]

j) they are able to hold lectures upon the invitation of foreign higher education institutions as well as at foreign, international conferences and professional events,[61]

k) they have proven through their teaching, scientific, professional or outstanding artistic activities that they are suitable for managing the academic, scientific and professional work of students and faculty members,

l) they have already prepared students for institutional CSRS (Conference of Students' Research Societies) or SRSA (Student Research Society in Arts) in the field of art and have performed successfully with their students,

m) they strive to become a doctoral thesis supervisor,

[53] Enacted by resolution no. 68/2025. (12.18.) of the Senate. Effective from: from 1 January 2026
[54] Modified by resolution no. 2/2025. (01. 20.) of the Senate. Effective from 1 February 2025.
[55] Modified by resolution no. 2/2025. (01. 20.) of the Senate. Effective from 1 February 2025.
[56] Repealed by resolution no. 2/2025. (01. 20.) of the Senate. Ineffective from 1 February 2025.
[57] Modified by resolution no. 2/2025. (01. 20.) of the Senate. Effective from 1 February 2025.
[58] Modified by resolution no. 68/2025. (12.18.) of the Senate. Effective from 1 January 2026.
[59] Repealed by resolution no. 2/2025. (01. 20.) of the Senate. Ineffective from 1 February 2025.
[60] Repealed by resolution no. 2/2025. (01. 20.) of the Senate. Ineffective from 1 February 2025.
[61] Modified by resolution no. 2/2025. (01. 20.) of the Senate. Effective from 1 February 2025.

n) they are able to conduct independent applied scientific research, lead a research group, prepare and publish domestic and international publications and participate in professional extended training and professional conferences abroad.

o) they possess at least 30 scientific publications or, in the case of artistic and creative fields, at least 10 artistic works that are accepted as publications and are registered in the Hungarian Science Bibliography,[62]

p) they carry out appropriate publication activities also in a foreign language, with at least 10 publications in a foreign language registered with the Hungarian Science Bibliography, and have proven participation in at least 3 international, foreign exhibitions and professional events in the field of art and creativity,

q) [63]

r) they have at least 25 references to their work, at least 3 references to their work in the field of art or creativity,

s) they engage in regular professional public activities,

t) they have a wide-ranging domestic and international network of contacts and professional public recognition,

u) they are active members of professional organisations and

v) they take an initiative and take a leading role in the professional and public service work of the institution and[64]

w) the University has their accreditation statement.[65]

48. [66]

49. The university associate professor is appointed through public applications based on Section 13 of these Regulations.[67,68]

50. The Rector is entitled to assess the institutional conditions of the application on a case-by-case basis and to provide preferential consideration based on conditions other than those set out in paragraph 47. This right can only be exercised if there is a discrepancy between the expected requirements and the applicant's material in no more than 3 of the conditions set out in paragraph 47. The Rector may consider such cases and, if necessary, convene an ad hoc review committee. The conditions set out in the law cannot be deviated from even in the case of preferential consideration. When appointing based on preferential consideration, a deadline must be set – as proposed by the dean of the faculty concerned – for the missing conditions to be met. If the deadline passes without results, the instructor can be reclassified to the position of senior lecturer or, if previously held a college associate professor position, to the college associate professor position.[69]

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[62] Modified by resolution no. 2/2025. (01. 20.) of the Senate. Effective from 1 February 2025.
[63] Repealed by resolution no. 2/2025. (01. 20.) of the Senate. Ineffective from 1 February 2025.
[64] Modified by resolution no. 2/2025. (01. 20.) of the Senate. Effective from 1 February 2025.
[65] Enacted by resolution no. 2/2025. (01. 20.) of the Senate. Effective from 1 February 2025.
[66] Repealed by resolution no. 2/2025. (01. 20.) of the Senate. Ineffective from 1 February 2025.
[67] Modified by resolution no. 2/2025. (01. 20.) of the Senate. Effective from 1 February 2025.
[68] Modified by resolution no. 68/2025. (12.18.) of the Senate. Effective from 1 January 2026.
[69] Modified by resolution no. 68/2025. (12.18.) of the Senate. Effective from 1 January 2026.

50A. Additional expectations related to employment as a university associate professor:[70]

a) comprehensive knowledge and creative cultivation of the discipline or art field that includes the subject taught, the required expertise also in a foreign language to organise a group of subjects, to independently compile the curriculum of the subjects and to give high-quality lectures,

b) continuous content and methodological modernisation of the material in the taught field, and managing such activities, especially writing course materials, textbooks and academic books,

c) organisation of teaching and scientific work,

d) regular publication and literary activities in domestic and international contexts, also in foreign languages,

e) maintaining regular contact with the practical activities of their scientific field, managing the completion of scientific tasks, coordinating the activities of application groups, obtaining research/professional assignments,

f) carrying out scientific and scientific organisation activities, representing their science, institution and the country in the domestic and international scientific public life,

g) initiating and leading participation in professional public service work at the institution, in completing faculty and university tasks, especially educational organisation tasks, and

h) striving to meet the requirements of a university professor.

College professor

51. A person can be employed as a college professor if s/he:

a) has obtained a doctoral degree, and at least 5 years have passed since then,

b) was in a work relationship aimed at providing educational activities at a higher education institution for at least 10 years,

c) worked at the University for at least 5 years or 10 semesters, including work as a part-time lecturer,

d) has a habilitation, which was obtained at least 1 year ago,

e) plays a leading role in education and research,

f) based on student reviews of the Teaching work, their teaching quality is high, the overall average is above 4.5 on a scale from 1 to 5 based on the average of the past 4 semesters,

g) has advanced language skills in English and at least an intermediate level, a complex language exam or its equivalent, certified by the Languages and Student Success Centre and has at least a basic level of language skills in another language or its equivalent, certified by the Languages and Student Success Centre,

h) taught foreign language courses at the University or at another higher education institution for at least 6 semesters,

[70] Modified by resolution no. 2/2025. (01. 20.) of the Senate. Effective from 1 February 2025. The previous numbering was modified by resolution no. 68/2025 (12.18.) of the Senate due to misalignment. Effective from 1 January 2026.

i) regularly performs at the invitation of foreign higher education institutions or at foreign, international conferences and professional events: at least 15 times in the last 10 years, in the artistic and creative field at least 7 times in the last 10 years,
j) has proven through their teaching, scientific, professional or outstanding artistic activities that they are suitable for managing the academic, scientific and professional work of students and faculty members,
k) regularly prepares students for institutional CSRS or SRSA in the field of art and performs successfully with their students, or participated in preparing students for NCSRS (National Conference of Students' Research Societies) or NASC (National Art Students' Conference),
l) supervises the scientific or artistic work of at least one young instructor or researcher in a doctoral programme, i.e. has their own PhD or DLA student,
m) is capable of conducting independent scientific research, leading a research group, conducting regular domestic and international publication activities, participating in foreign professional scientific conferences and carrying out national, regional and international public and professional activities,
n) has at least 60 scientific publications or, in the case of artistic and creative fields, at least 20 artistic works that are accepted as publications and are registered in the Hungarian Science Bibliography,
o) carries out appropriate publication activities also in a foreign language, with at least 20 publications in a foreign language registered with the Hungarian Science Bibliography, and have proven participation in at least 5 international, foreign exhibitions and professional events in the field of art and creativity,
p) is the author of at least 2 academic books or monographs with a reputable publisher, except in art or creative field,
q) has at least 50 references, at least 10 references in art or creative field, to their work, and their Hirsch index is at least 4,
r) engages in regular professional public activity, their professional activity is outstanding and known to authoritative circles in their field,
s) has a wide-ranging domestic and international network of contacts and professional public recognition,
t) is a current or former member or board member of a professional organisation,
u) takes an initiative and takes a leading role in the professional and public life work of the institution, in completing faculty and university tasks and
v) has a Prime Ministerial appointment granting the job title of college professor.[71]

52. Those can apply for the position of college professor who:
a) have a 40-hour weekly employment relationship with the University,
b) have an accreditation statement from the University and
c) do not have a 40-hour weekly employment relationship with another higher education institution or company or organisation.

53. [72]

[71] Modified by resolution no. 68/2025. (12.18.) of the Senate. Effective from 1 January 2026.
[72] Repealed by resolution no. 68/2025. (12.18.) of the Senate. Ineffective from 1 January 2026.

Rules for appointing a college professor

54. The opinion of the Senate must be sought before appointing a college professor.

55. The nomination for the position of college professor is initiated through the publication of the call for applications via the direct mailing list and through announcements posted on the digital platforms used by the University. No promotion to the position of college professor can be made after 31 December 2025.[73,74]

56. The content of the application consists of the annexes from the ministry responsible for higher education for the given year as well as a personal motivation letter. The documentation for applications is made available in the manner specified in the call for applications.

57. The application must be submitted based on the conditions and in the manner specified in the call for applications.[75]

58. [76]

59. The Rector presents the received applications to the Senate, and the decision is made by a simple majority of the Senate members present. In the first round, the Senate decides on ranking the applications by simple majority, in an open vote, as a result of which, in the second round, a secret vote must be held at most on the applications ranked in the top two places.

60. The Rector decides on the employment of the college professor at the University following the previous appointment of the college professor.

61. Additional expectations related to employment as a college professor [77]
    a) comprehensive knowledge and creative cultivation of the discipline that includes the subject taught, the required expertise also in a foreign language to organise a group of subjects, to independently compile the curriculum of the subjects and to give high-quality lectures,
    b) continuous content and methodological modernisation of the material in the taught field, and managing such activities, especially writing course materials, textbooks and academic books,
    c) organising the teaching and scientific work,
    d) regular publication and literary activities in a domestic and international context, also in a foreign language, in accordance with the requirements specified in the general Vice-Rector's instructions,
    e) maintaining regular and diverse contact with the practical activities of their scientific field, managing the completion of scientific tasks, coordinating the activities of application groups, obtaining research/professional assignments,
    f) carrying out scientific and scientific organisation activities, representing their science, institution and the country in the domestic and international scientific public life, and

[73] Modified by resolution no. 2/2025. (01. 20.) of the Senate. Effective from 1 February 2025.
[74] Modified by resolution no. 68/2025. (12.18.) of the Senate. Effective from 1 January 2026.
[75] Modified by resolution no. 2/2025. (01. 20.) of the Senate. Effective from 1 February 2025.
[76] Repealed by resolution no. 2/2025. (01. 20.) of the Senate. Ineffective from 1 February 2025.
[77] Modified by resolution no. 2/2025. (01. 20.) of the Senate. Effective from 1 February 2025.

g) initiating and leading participation in the professional and public life work of the institution, in completing faculty and university tasks.

Terminating the employment of a college professor

62. Pursuant to Section 31(6) of the NHE, employment as a college professor shall cease if the Prime Minister has dismissed the college professor, thereby revoking their right to the position. The dismissal of a college professor is initiated by the Rector.[78]

63. The Rector is obliged to initiate the dismissal of a college professor if:[79]
a) the person concerned requests it,
b) the college professor was permanently dismissed as a disciplinary penalty,
c) the college professor has been legally prohibited by court from practicing the profession, or
d) the person concerned has been sentenced to a final and enforceable prison sentence for an intentional crime.

The university professor

64. The University employs as a university professor any person whom the University intends to employ as an instructor and who was previously appointed university professor by the President of the Republic.

A person can be employed as a university professor if s/he:

a) [80]
b) [81]
c) [82]
d) [83]
e) [84]
f) [85]
g) [86]
h) [87]
i) [88]
j) [89]
k) [90]
l) [91]

[78] Modified by resolution no. 68/2025. (12.18.) of the Senate. Effective from 1 January 2026.
[79] Modified by resolution no. 68/2025. (12.18.) of the Senate. Effective from 1 January 2026.
[80] Repealed by resolution no. 2/2025. (01. 20.) of the Senate. Ineffective from 1 February 2025.
[81] Repealed by resolution no. 2/2025. (01. 20.) of the Senate. Ineffective from 1 February 2025.
[82] Repealed by resolution no. 2/2025. (01. 20.) of the Senate. Ineffective from 1 February 2025.
[83] Repealed by resolution no. 2/2025. (01. 20.) of the Senate. Ineffective from 1 February 2025.
[84] Repealed by resolution no. 2/2025. (01. 20.) of the Senate. Ineffective from 1 February 2025.
[85] Repealed by resolution no. 2/2025. (01. 20.) of the Senate. Ineffective from 1 February 2025.
[86] Repealed by resolution no. 2/2025. (01. 20.) of the Senate. Ineffective from 1 February 2025.
[87] Repealed by resolution no. 2/2025. (01. 20.) of the Senate. Ineffective from 1 February 2025.
[88] Repealed by resolution no. 2/2025. (01. 20.) of the Senate. Ineffective from 1 February 2025.
[89] Repealed by resolution no. 2/2025. (01. 20.) of the Senate. Ineffective from 1 February 2025.
[90] Repealed by resolution no. 2/2025. (01. 20.) of the Senate. Ineffective from 1 February 2025.
[91] Repealed by resolution no. 2/2025. (01. 20.) of the Senate. Ineffective from 1 February 2025.

m) [92]
n) [93]
o) [94]
p) [95]
q) [96]
r) [97]
s) [98]
t) [99]
u) meets the conditions for appointment as a university professor set out in the National Higher Education Act and the requirements for university professors set out by the Hungarian Accreditation Committee (hereinafter: HAC), and[100]
v) holds the appointment by the President of the Republic granting the position of university professor.[101]

65. Only those can apply for the position of university professor who simultaneously meet the following criteria:
a) they have a 40-hour weekly employment relationship with the University,
b) the University has their accreditation statement.[102]
c) [103]

66. [104]

Rules for appointing a university professor

67. The Senate's opinion must be sought before submitting the job title of university professor. A five-member professional review board is involved in preparing the Senate's decision on submitting the university professor application to the minister responsible for higher education.

68. The head of the professional review board is the Rector. The members of the board are invited by the Rector to participate in the board's work.

69. The University can announce applications for the position of university professor once a year. The call for applications is published on the digital platforms used by the University.[105]

[92] Repealed by resolution no. 2/2025. (01. 20.) of the Senate. Ineffective from 1 February 2025.
[93] Repealed by resolution no. 2/2025. (01. 20.) of the Senate. Ineffective from 1 February 2025.
[94] Repealed by resolution no. 2/2025. (01. 20.) of the Senate. Ineffective from 1 February 2025.
[95] Repealed by resolution no. 2/2025. (01. 20.) of the Senate. Ineffective from 1 February 2025.
[96] Repealed by resolution no. 2/2025. (01. 20.) of the Senate. Ineffective from 1 February 2025.
[97] Repealed by resolution no. 2/2025. (01. 20.) of the Senate. Ineffective from 1 February 2025.
[98] Repealed by resolution no. 2/2025. (01. 20.) of the Senate. Ineffective from 1 February 2025.
[99] Repealed by resolution no. 2/2025. (01. 20.) of the Senate. Ineffective from 1 February 2025.
[100] Modified by resolution no. 2/2025. (01. 20.) of the Senate. Effective from 1 February 2025.
[101] Modified by resolution no. 68/2025. (12.18.) of the Senate. Effective from 1 January 2026.
[102] Modified by resolution no. 2/2025. (01. 20.) of the Senate. Effective from 1 February 2025.
[103] Repealed by resolution no. 2/2025. (01. 20.) of the Senate. Ineffective from 1 February 2025.
[104] Repealed by resolution no. 68/2025. (12.18.) of the Senate. Ineffective from 1 January 2026.
[105] Modified by resolution no. 2/2025. (01. 20.) of the Senate. Effective from 1 February 2025.

70. The content of the application consists of the annexes from the ministry responsible for higher education for the given year, the documents specified by the HAC and the personal motivation letter. The documentation for applications is made available in the manner specified in the call for applications.

71. The application must be submitted based on the conditions and in the manner specified in the call for applications.[106]

72. [107]

73. The Rector presents the received applications to the Senate, and the decision is made by a simple majority of the Senate members present. In the first round, the Senate decides on ranking the applications by simple majority, in an open vote, as a result of which, in the second round, a secret vote must be held at most on the application ranked first.

74. The Rector decides on the employment of the university professor at the University after a previous appointment. A university professor is entitled to use the title of professor.

Terminating the employment of a university professor

75. Pursuant to Section 31(6) of the National Education Act, employment as a university professor shall cease if the President of the Republic has exempted the university professor. The Rector initiates the exemption of the university professor.

76. The Rector is obliged to initiate the exemption of the university professor if:
   a) the person concerned requests it,
   b) the university professor was permanently dismissed as a disciplinary penalty,[108]
   c) the university professor has been legally prohibited by a court from practicing the profession, or
   d) the person concerned has been sentenced to a final and enforceable prison sentence for an intentional crime.

Master instructor

77. A person can be employed as a master instructor at the University if s/he:
   a) has a master's degree,
   b) has at least ten years of professional-practical work experience,
   c) verifies their professional knowledge and
   d) is suitable for the practical training of students.

78. Requirements for employment as a master instructor:
   a) studying specialised literature necessary for high-quality teaching and for regularly conducting practice in the field of the discipline that includes the taught subject and
   b) participating in professional and public life work at the University.

79. A master instructor can also be employed on the basis of an employment contract for a period of less than one year.

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[106] Modified by resolution no. 2/2025. (01. 20.) of the Senate. Effective from 1 February 2025.
[107] Repealed by resolution no. 2/2025. (01. 20.) of the Senate. Ineffective from 1 February 2025.
[108] Modified by resolution no. 68/2025. (12.18.) of the Senate. Effective from 1 January 2026.

Persons employed as teachers

80. A person can be employed as a teacher if s/he:
   a) holds a higher education teaching diploma in humanities,
   b) has a thorough and extensive knowledge of the language taught and the required expertise for compiling materials for practical sessions, conducting sessions and examinations,
   c) has the required expertise for compiling materials for practical sessions, conducting sessions and examinations,
   d) is able to participate in further training and to continuously comply with the requirements of professional methodological self-training and
   e) is capable of properly acquiring professional vocabulary and teaching it accordingly.

81. Additional expectations related to employment as a language teacher:[109]
   a) contributing to writing educational aids and course materials,
   b) stimulating interest in languages and language use, supporting the work of students who use foreign languages as a tool and
   c) active involvement in the work of the teaching unit, the language centre and in professional public life.

82. A person can be employed as an IT teacher if s/he:
   a) has a specialised higher education degree,
   b) has the required expertise for compiling materials for practical sessions, conducting sessions and examinations,
   c) is able to participate in further training and to continuously comply with the requirements of professional methodological self-training and
   d) is capable of acquiring professional knowledge and teaching it appropriately.

83. Additional expectations related to employment as an IT teacher:[110]
   a) contributing to writing educational aids and course materials,
   b) raising interest in IT tools and programmes, supporting the work of students who use them as tools and
   c) active participation in university and professional public life.

84. A person can be employed as a mathematics teacher if s/he:
   a) holds a university or master's degree in mathematics,
   b) is appropriately prepared for compiling materials for practical sessions and lectures, conducting sessions and examinations,
   c) is able to participate in further training and to continuously comply with the requirements of professional methodological self-training and
   d) is capable of acquiring professional knowledge and teaching it appropriately.

85. Additional expectations related to employment as a mathematics teacher:[111]
   a) contributing to writing educational aids and course materials,
   b) raising interest in the mathematical and statistical subjects, supporting the work of students who use them as tools and

[109] Modified by resolution no. 2/2025. (01. 20.) of the Senate. Effective from 1 February 2025.
[110] Modified by resolution no. 2/2025. (01. 20.) of the Senate. Effective from 1 February 2025.
[111] Modified by resolution no. 2/2025. (01. 20.) of the Senate. Effective from 1 February 2025.

c) active participation in university and professional public life.

86. A person can be employed as an art teacher if s/he:
a) has a higher education, specialised diploma,
b) is an expert in the subfields of an art or science,[112]
c) is appropriately prepared for compiling materials for practical sessions, conducting sessions and examinations,
d) is able to participate in further training and to continuously comply with the requirements of professional methodological self-training and
e) is capable of acquiring professional knowledge and teaching it appropriately.

87. Additional expectations related to employment as an art teacher:[113]
a) contributing to writing educational aids and course materials,
b) raising interest in art subjects, supporting the work of students who are active in the given field and
c) active participation in university and professional public life.

87A. [114]

Persons employed in scientific research positions[115]

87B. Employment in a scientific research position entails the granting of a job title identical to the position and the right to use this job title.

87C. Scientific research tasks may be performed exclusively under a service contract if the nature of the activity allows it and the time spent on the work does not exceed sixty percent of the full working time.

Other employee positions in general

87D. Other employees of the University perform the University's administrative, legal, organisational, financial, economic, technical, communication, marketing, sales and service activities.[116]

87E. Other employees of the University can be persons who have the appropriate expertise to perform the tasks required by the position to be filled and can prove this with a diploma or relevant professional experience, and who have no criminal record and are not

[112] Modified by resolution no. 2/2025. (01. 20.) of the Senate. Effective from 1 February 2025.
[113] Modified by resolution no. 2/2025. (01. 20.) of the Senate. Effective from 1 February 2025.
[114] Enacted by resolution no. 2/2025. (01. 20.) of the Senate. Effective from 1 February 2025. Relocated to Section 94A. by resolution no. 68/2025 (12.18) of the Senate. The relocation is effective from 1 January 2026.
[115] Enacted by resolution no. 68/2025. (12.18.) of the Senate. Effective from 1 January 2026.
[116] Relocated from paragraph 104. Relocated by resolution no. 68/2025. (12.18.) of the Senate. Effective from 1 January 2026.

subject to a ban on employment that would prevent them from continuing their activities.[117]

Persons employed as trainers[118]

88.

89.

Persons employed in technical positions[119,120]

90.

91. [121]

Chapter IV
CONDITIONS FOR AWARDING TITLES

Titles not related to teaching positions

92. The Senate may grant the title of private lecturer to a part-time lecturer if the lecturer holds a doctoral degree.

93. The honorary college associate professor, honorary university associate professor, honorary college professor and honorary university professor title can be awarded to an outstanding, nationally recognised expert who is not employed by the University or to a part-time lecturer who has continuously or outstandingly assisted the activities and development tasks of the University since its foundation, and the Senate approves to award the title to them by exempting them from certain requirements. These titles can also be awarded posthumously.[122]

94. The Senate may award the title of master instructor to a part-time lecturer who is not employed by the University and performs outstanding practical teaching work.[123]

94A. The Senate may award the title of master teacher to an instructor or teacher employed at the University and performing outstanding practical teaching work.[124]

94B. The University determines the conditions and order of granting additional titles not regulated in these Regulations and not related to teaching positions as well as recognitions established by the University in the regulations titled “Regulations on Awarding University Honours and Titles at the Budapest Metropolitan University”.

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[117] Relocated from paragraph 105. Relocated by resolution no. 68/2025. (12.18.) of the Senate. Effective from 1 January 2026.
[118] Repealed by resolution no. 68/2025. (12.18.) of the Senate. Ineffective from 1 January 2026.
[119] Modified by resolution no. 2/2025. (01. 20.) of the Senate. Effective from 1 February 2025.
[120] Repealed by resolution no. 68/2025. (12.18.) of the Senate. Ineffective from 1 January 2026.
[121] Repealed by resolution no. 2/2025. (01. 20.) of the Senate. Ineffective from 1 February 2025.
[122] Modified by resolution no. 2/2025. (01. 20.) of the Senate. Effective from 1 February 2025.
[123] Modified by resolution no. 2/2025. (01. 20.) of the Senate. Effective from 1 February 2025.
[124] Relocated to paragraph 87A. Relocated by resolution no. 2/2025. (01. 20.) of the Senate. Effective from 1 February 2025.

Professor Emeritus, Professor Emerita

95. The Senate can award the title of Professor Emeritus or Professor Emerita to a person who simultaneously meets at least 4 of the following conditions:
    a) has at least 10 years of teaching experience as a college or university professor at a professionally relevant university,
    b) participated in creating a master's degree programme at the University as the founder, programme coordinator and active leader, or has done outstanding work for the University,
    c) worked successfully as a doctoral thesis supervisor and
    d) has carried out recognised professional and educational activities for several decades
    and
    e) their employment is terminated due to their retirement.[125]

96. The University counts on the professional knowledge of the Professor Emeritus or Professor Emerita even after their retirement, primarily by using their domestic and international prestige and network of contacts to the benefit of the University and helping to maintain the high quality of the university with their decades of teaching experience.

97. During their work, the Professor Emeritus or Professor Emerita:
    a) contributes to teaching and research work, the education of future scientists and teachers and the development of a high-level educational culture,
    b) actively participates in raising the standard of relevant master's degrees by undertaking thesis supervision or partial thesis supervision tasks,
    c) participates as an active member in the work of professional committees – especially final examination, admission and application committees,
    d) promotes the establishment, maintenance and development of the University's domestic and international relations,
    e) undertakes the protocol tasks expected by the University and actively participates in them,
    f) consents to the University using their name, titles and professional biographical data without restriction in professional and accreditation documents and
    g) participates in professional education for 2 hours a week per semester; the mandatory number of hours according to the service contract can be replaced by other education-related activities through a special agreement.

98. The Professor Emeritus or Professor Emerita is employed under a service contract.

Rector Emeritus, Rector Emerita[126]

99.
100.
101.
102.
103.

[125] Enacted by resolution no. 2/2025. (01. 20.) of the Senate. Effective from 1 February 2025.
[126] Repealed by resolution no. 68/2025. (12.18.) of the Senate. Ineffective from 1 January 2026.

Founding Professor of the Budapest Metropolitan University[127]

103A.
103B.
103C.

Chapter V
SPECIAL PROVISIONS APPLICABLE TO UNIVERSITY EMPLOYEES[128]

104. [129]
105. [130]
106. [131]
107. [132]
108. [133]

Criteria for other jobs[134]

109.
110.
111.
112.
113.
114.

Technical, maintenance and operations employees[135]

115.

Chapter VI
EMPLOYEE RIGHTS AND OBLIGATIONS[136]

General rights and obligations of employees

116. The University employees are obliged to comply with the laws, professional rules, university regulations and other regulations applicable to them as well as the provisions

[127] Repealed by resolution no. 68/2025. (12.18.) of the Senate. Ineffective from 1 January 2026.
[128] Modified by resolution no. 34/0731/2023. of the Senate. Effective from 31 July 2023.
[129] Relocated to paragraph 87C. Relocated by resolution no. 68/2025. (12.18.) of the Senate. Effective from 1 January 2026.
[130] Relocated to paragraph 87D. Relocated by resolution no. 68/2025. (12.18.) of the Senate. Effective from 1 January 2026.
[131] Relocated to paragraph 9A. Relocated by resolution no. 68/2025. (12.18.) of the Senate. Effective from 1 January 2026.
[132] Relocated to paragraph 9B. Relocated by resolution no. 68/2025. (12.18.) of the Senate. Effective from 1 January 2026.
[133] Relocated to paragraph 9C. Relocated by resolution no. 68/2025. (12.18.) of the Senate. Effective from 1 January 2026.
[134] Repealed by resolution no. 2/2025. (01. 20.) of the Senate. Ineffective from 1 February 2025.
[135] Repealed by resolution no. 2/2025. (01. 20.) of the Senate. Ineffective from 1 February 2025.
[136] Modified by resolution no. 68/2025. (12.18.) of the Senate. Effective from 1 January 2026.

of the employment contract, job descriptions and leader's instructions and to contribute to the continuous operation of the University with their work.

117. The employee is obliged to inform the Human Resources Directorate within 15 days if:
   a) there is a change in their personal data,
   b) they obtain a new qualification, certification, academic degree or language exam and
   c) there is a change in their family life, such as the birth of a child or the death of a family member, which affects the number of days off.

118. Every employee of the University has the right to
   a) make suggestions on any issue related to the life of the University and receive a substantive response within 30 days of the request,
   b) participate – directly or through a representative, as specified in the Organisational and Operational Regulations – in making decisions affecting their interests and in the Senate's governing body,
   c) use the University's facilities, equipment and tools in compliance with the University's rules and other regulations and
   d) contact the person exercising the employer's authority with any comments or complaints.

119. The employee is obliged to keep trade secrets accessed during work performance. In addition, the employee may not disclose to incompetent persons any data that they obtained in connection with their job and the communication of which could be detrimental to the employer or to another person.

Rights of instructors, teachers and scientific researchers

120. All instructors, teachers and scientific researchers of the University have the right:
   a) to determine – within the framework of the educational programme – the curriculum and choose the applied teaching and training methods in accordance with the qualification requirements, educational and exit requirements, curriculum specifications and the division of labour established in the organisational unit,
   b) to continuously perform the applied research activities,
   c) to participate in the development of research projects and research applications,
   d) to learn about the domestic and international results of the given discipline,
   e) to cooperate with other research institutions, universities, colleges and other economic organisations in building and maintaining professional and scientific relationships,
   f) to participate in public life at the workplace, in the institute and at the department,
   g) to obtain an academic degree in accordance with their job classification,
   h) to participate in university education and assist the work of students' research societies,
   i) to participate in developing subject education programmes and curriculum,
   j) to evaluate students' academic work and performance,
   k) to submit applications for scientific purposes,
   l) to research a scientific topic of their choice in addition to scientific research tasks arising from their job duties and
   m) to publish the results of scientific research.

Obligations of instructors, teachers and scientific researchers

121. The University's instructors, teachers and scientific researchers are obliged to:
   a) to comply with the applicable laws, professional rules, university regulations and other regulations as well as job descriptions and leader's instructions, so that they can set an example and contribute to strengthening the institutional organisational culture, preserving and enhancing the good reputation of the University,
   b) to participate in the teaching and educational work of the University, especially in the management of educational activities – lectures, practical sessions, trainings, consultations – and in assessment (assessment and evaluation of student work and assignments, student reporting, individual consultations, active participation in the entrance exam, participation in the semester and annual exam periods, administration and evaluation of final exams),
   c) to hold their classes at the place and time specified in the timetable, to conduct exams on the specified exam days, to inform the workplace manager in the event of any impediment and to ensure that missed classes are made up and a substitute teacher is appointed, who is adequately prepared to teach the given subject,
   d) to convey knowledge objectively and multilaterally, to teach and assess according to the approved curriculum,
   e) to respect the human dignity and the rights of the students and to take into account the students' individual abilities, talents and disabilities during the educational activities,
   f) to spend the time specified in their job description or in other regulations issued by the Senate, Rector or President-CEO at the University by performing the tasks specified in the job description,
   g) to develop and improve subject programmes and syllabuses as well as educational supplementary materials and course materials, taking into account parallel syllabuses and programmes in order to eliminate any overlaps or deficiencies in necessarily related topics in order to create a unified curriculum,
   h) to have up-to-date knowledge of the subjects taught and to follow topics in related scientific fields,
   i) to know academic literature in foreign languages and to process and utilise it in their own field of expertise,
   j) to carry out educational activities in postgraduate specialist training programmes, non-degree studies and higher educational vocational training programmes upon the instructions of their leader,[137]
   k) to actively contribute to scientific life, to conduct scientific research, to publish in the name and on behalf of the University,[138]
   l) to perform all tasks related to education and research assigned by their leader or supervisor at work,
   m) to actively participate in the activities of working forums convened to develop the organisational and operational structure of the institution by undertaking tasks and completing them by deadline,

[137] Modified by resolution no. 68/2025. (12.18.) of the Senate. Effective from 1 January 2026.
[138] Modified by resolution no. 68/2025. (12.18.) of the Senate. Effective from 1 January 2026.

n) to continuously educate themselves, to make the acquired knowledge available to the institution during events organised for students and teachers, thereby helping to strengthen the institutional character of the learning organisation,

o) to actively participate in institutional programmes – with particular attention to student events – thereby strengthening the development of the institutional community and the formation of organisational cohesion,

p) to use the equipment entrusted to them or used by them for their intended purpose and to protect their condition and

q) to apply the tools and software used at the University in order to support education and administration and to participate in training to prepare for their use.

122. Instructors and teachers employed under a fixed-term employment contract of less than one year are obliged:[139]

a) to comply with the applicable laws, professional rules, university regulations and other regulations as well as job descriptions and leader's instructions, so that they can set an example and contribute to strengthening the institutional organisational culture, preserving and enhancing the good reputation of the University,

b) to participate in the teaching and educational work of the University, especially in the management of educational activities – lectures, practical sessions, trainings, consultations – and in assessment (assessment and evaluation of student work and assignments, student reporting, individual consultations, active participation in the entrance exam, participation in the semester and annual exam periods, administration and evaluation of final exams),

c) to hold their classes at the place and time specified in the timetable, to conduct exams on the specified exam days, to inform the workplace manager in the event of any impediment and to ensure that missed classes are made up and a substitute teacher is appointed, who is adequately prepared to teach the given subject,

d) to convey knowledge objectively and multilaterally, to teach and assess according to the approved curriculum,

e) to respect the human dignity and the rights of the students and to take into account the students' individual abilities, talents and disabilities during the educational activities,

f) to spend the time specified in their job description or in other regulations issued by the Senate, Rector or President-CEO at the University by performing the tasks specified in the job description,

g) to have up-to-date knowledge of the subjects taught and to follow topics in related scientific fields,

h) to perform all tasks related to education and research assigned by their leader or supervisor at work,

i) to use the equipment entrusted to them or used by them for their intended purpose and to protect their condition and

j) to apply the tools and software used at the University in order to support education and administration and to participate in training to prepare for their use.

[139] Modified by resolution no. 68/2025. (12.18.) of the Senate. Effective from 1 January 2026.

Special provisions for senior managerial and managerial employees

123. University employees can be assigned to senior leader and leader positions. Employees in senior managerial and managerial positions manage professional, scientific, administrative, legal, economic, organisational, administrative and other work of the University.

124. In the event of a vacancy in a senior leader or leader position, the person exercising the employer's authority decides on the method of filling the position and on the person suitable for the position and – taking into account the nature of the activity – on concluding an employment or service contract with them.

125. The scope of senior leadership and leadership positions established at the University is determined by the Organisational and Operational Procedures, which constitute Volume I of the University's Organisational and Operational Regulations, including both leadership positions by name and those assigned to individual organisational units.[140]

126. [141]

127. The Vice Deans assist the Dean in their educational, scientific, international and other key responsibilities.[142]

128. The Programme Coordinator is responsible for developing professional planning and training programmes related to the operation of the given department, and continuously ensures the training of the organisational unit's new leaders in addition to the recruitment of new teaching staff. The Programme Coordinator must be a full-time instructor, whose primary place of employment is the University.[143]

129. The head of the institute is the responsible head of the organisational unit of the faculty, vested with the authority to organise education and research, and carries out the tasks assigned to them according to their job description in order to support teaching activities. The head of the institute performs tasks related to educational administration, represents the institute, manages the work of the faculty members assigned to them, ensures the preparation of institute meetings, the implementation of the resolutions made there and continuously ensures the training of the organisational unit's new leaders in addition to the recruitment of new teaching staff.[144]

130. The head of department is the responsible head of the organisational unit of the faculty, vested with the authority to organise education and research, and carries out the tasks assigned to them according to their job description in order to support educational activities. The head of the department ensures the organisation, coordination and control of teaching the subjects belonging to them, the coordination of the activities of the instructors, researchers and other employees of the subjects supervised by the

[140] Modified by resolution no. 68/2025. (12.18.) of the Senate. Effective from 1 January 2026.
[141] Repealed by resolution no. 68/2025. (12.18.) of the Senate. Ineffective from 1 January 2026.
[142] Modified by resolution no. 2/2025. (01. 20.) of the Senate. Effective from 1 February 2025.
[143] Modified by resolution no. 2/2025. (01. 20.) of the Senate. Effective from 1 February 2025.
[144] Modified by resolution no. 68/2025. (12.18.) of the Senate. Effective from 1 January 2026.

department and continuously ensures the training of the organisational unit's new leaders in addition to the recruitment of new teaching staff.[145]

131. If a full-time instructor is appointed to a senior leadership position, they may suspend their teaching activities, in whole or in part, for the duration of the appointment, as specified in their employment contract.

132. The position of Rector is a fixed-term, renewable appointment in accordance with the provisions of the National Higher Education Act.

133. The positions listed in Sections 127-128 can be assigned for an indefinite period.

134. Both fixed-term and open-ended employment contracts can be concluded with instructors. A fixed-term contract is for a period of one year or less.

135. Employees in senior managerial and managerial positions may receive a managerial allowance at the discretion of the employer.

Chapter VII
OTHER GENERAL PROVISIONS CONCERNING THE EMPLOYMENT RELATIONSHIP

Working hours

136. Full-time working hours – unless otherwise specified or agreed – are eight hours a day, i.e. forty hours a week.[146]

137. The provisions of the Labour Code apply to further provisions regarding working hours.

Working hours of persons employed as instructors and teachers

138. Instructors and teachers shall, on the average of two academic semesters, devote at least the amount of time specified in Section 140 from their weekly full-time working hours to delivering lectures, seminars, practical classes and consultations aimed at preparing students (hereinafter collectively teaching time)[147]

139. The instructor conducts scientific research and creative activities for at least 20% of their weekly full working time, and also performs, as a job task, all tasks requiring the instructor's expertise and related to the operation of the higher education institution, according to the employer's instructions, in working hours not devoted to dealing with students, scientific research or creative activities.[148]

140. The minimum mandatory teaching time, averaged over two consecutive semesters, by teaching positions:[149]

INSTRUCTOR AND TEACHING POSITIONS	WEEKLY TEACHING LOAD (CONTACT CLASS)

[145] Modified by resolution no. 68/2025. (12.18.) of the Senate. Effective from 1 January 2026.
[146] Modified by resolution no. 68/2025. (12.18.) of the Senate. Effective from 1 January 2026.
[147] Modified by resolution no. 68/2025. (12.18.) of the Senate. Effective from 1 January 2026.
[148] Modified by resolution no. 68/2025. (12.18.) of the Senate. Effective from 1 January 2026.
[149] Modified by resolution no. 68/2025. (12.18.) of the Senate. Effective from 1 January 2026.

University Professor	8
College professor	10
University associate professor (habilitated)	10
University associate professor (without habilitation)	12
College associate professor	12
Master instructor	14
Senior lecturer	14
Assistant lecturer	14
[150]	
Teacher (language, IT, mathematics)	16
[151]	
[152]	

141. The University may deviate from the time spent on teaching set out in Section 140 based on an agreement with the instructor.[153]

142. The University may deviate from the time spent on teaching set out in point 140 based on an agreement concluded with persons employed in teaching positions.[154]

143. [155]

144. If the instructor or teacher is employed part-time by the University, the time spent on teaching or its reduction must be determined in proportion to the part-time work.[156]

145. [157]

146. Upon the indicative calculation of the number of weekly hours for instructors in connection with semester planning, it is necessary to take into account the weekly hours (in the recommended curriculum) for subjects in full-time courses and the weekly hours converted from the semester hours of part-time courses. The number of semester hours is to be converted as follows. The indicative weekly number of hours may differ from the values used as the basis for determining the overload pay. [158]

Part-time semester teaching hours	**Converted to weekly teaching hours**
From 8 to 15	1
From 16 to 23	2
From 24 to 31	3

[150] Repealed by resolution no. 68/2025. (12.18.) of the Senate. Ineffective from 1 January 2026.
[151] Repealed by resolution no. 68/2025. (12.18.) of the Senate. Ineffective from 1 January 2026.
[152] Repealed by resolution no. 68/2025. (12.18.) of the Senate. Ineffective from 1 January 2026.
[153] Modified by resolution no. 2/2025. (01. 20.) of the Senate. Effective from 1 February 2025.
[154] Modified by resolution no. 2/2025. (01. 20.) of the Senate. Effective from 1 February 2025.
[155] Repealed by resolution no. 68/2025. (12.18.) of the Senate. Ineffective from 1 January 2026.
[156] Modified by resolution no. 68/2025. (12.18.) of the Senate. Effective from 1 January 2026.
[157] Repealed by resolution no. 68/2025. (12.18.) of the Senate. Ineffective from 1 January 2026.
[158] Modified by resolution no. 68/2025. (12.18.) of the Senate. Effective from 1 January 2026.

From 32 to 48	4
From 49 to 65	5
From 66 to 82	6

147. [159]

148. [160]

149. [161]

150. For instructors with leadership appointment, the mandatory teaching time for the entire duration of their appointment is reduced as follows:

LEADERSHIP APPOINTMENT	TEACHING LOAD REDUCTION (HOUR/WEEK)
Rector[162]	8[163]
Vice-Rector for Science, Innovation and Arts[164]	6
Vice-Rector for International Relations	6[165]
Vice-Rector for Education	6[166]
dean	6[167]
Vice Dean	6[168]
Head of Institute, Head of Department	4
Head of the Doctoral School	4[169]
Secretary of the Doctoral School[170]	2[171]

150A. If the instructor has multiple leadership appointments, maximum 8 hours of reduction can be taken into account.[172]

[159] Repealed by resolution no. 68/2025. (12.18.) of the Senate. Ineffective from 1 January 2026.
[160] Repealed by resolution no. 68/2025. (12.18.) of the Senate. Ineffective from 1 January 2026.
[161] Repealed by resolution no. 68/2025. (12.18.) of the Senate. Ineffective from 1 January 2026.
[162] Enacted by resolution no. 68/2025. (12.18.) of the Senate. Effective from 1 January 2026.
[163] Enacted by resolution no. 68/2025. (12.18.) of the Senate. Effective from 1 January 2026.
[164] Modified by resolution no. 68/2025. (12.18.) of the Senate. Effective from 1 January 2026.
[165] Modified by resolution no. 2/2025. (01. 20.) of the Senate. Effective from 1 February 2025.
[166] Modified by resolution no. 2/2025. (01. 20.) of the Senate. Effective from 1 February 2025.
[167] Modified by resolution no. 2/2025. (01. 20.) of the Senate. Effective from 1 February 2025.
[168] Modified by resolution no. 2/2025. (01. 20.) of the Senate. Effective from 1 February 2025.
[169] Enacted by resolution no. 68/2025. (12.18.) of the Senate. Effective from 1 January 2026.
[170] Enacted by resolution no. 2/2025. (01. 20.) of the Senate. Effective from 1 February 2025.
[171] Modified by resolution no. 68/2025. (12.18.) of the Senate. Effective from 1 January 2026.
[172] Enacted by resolution no. 68/2025. (12.18.) of the Senate. Effective from 1 January 2026.

Leave

151. The provisions of the Labour Code regarding leave shall apply.

Chapter VIII
ALLOWANCE SYSTEM, SUPPORT PROVIDED BY THE UNIVERSITY

Wages

152. University employees receive wage for the performance of their duties, which can consist of a basic wage and managerial allowance.

153. An employee who is entitled to wage under more than one legal title receives wage based on the legal title that provides the higher wage.

154. The wage of a part-time employee is the portion of the wage of a full-time employee of similar classification determined in proportion to the part-time work.

Determining the instructor's wage

155. In the case of instructors employed under an indefinite employment contract, the wage includes – in addition to what is specified in Section 138 – the performance of the following tasks in particular:[173]
    a) education organisation, leadership and other (e.g. organisation development) activities,
    b) scientific work that does not necessarily have to be carried out at the place of education, but the results of this scientific work can be used by the University,
    c) participation in the University's admission process and
    d) participation in other University events.

156. Instructors and teachers in senior leadership and leadership positions may, based on a special order from the person exercising the employer's authority, perform their duties differently from those specified in the leader's instructions.[174]

157. [175]

158. Full-time instructors may, at the decision of the Rector, be required to participate in part-time work to the extent of 30% of the classes they are to teach or in other programmes organised at the University.[176]

159. Those holding the title of Professor Emeritus or Professor Emerita are entitled to a regular monthly allowance. Its amount is 30% of the guaranteed remuneration for university professors set out in the State Budget Act per month, but at least gross HUF 100,000. The allowance for the title of Professor Emeritus or Professor Emerita is due from the first day of the month following the award of the title. In the event of expectations unfulfilled for three semesters, the concluded service contract will be reconsidered, which will not affect the right to hold the title.

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[173] Modified by resolution no. 68/2025. (12.18.) of the Senate. Effective from 1 January 2026.
[174] Repealed by resolution no. 68/2025. (12.18.) of the Senate. Ineffective from 1 January 2026.
[175] Repealed by resolution no. 68/2025. (12.18.) of the Senate. Ineffective from 1 January 2026.
[176] Modified by resolution no. 68/2025. (12.18.) of the Senate. Effective from 1 January 2026.

160. The holder of the title Rector Emeritus or Rector Emerita is entitled to a regular monthly allowance for 5 years following the termination of their rectorship, the amount of which is 3.6 times the allowance of those holding the title Professor Emeritus.

General order of calculating extra teaching hours[177]

160A. Extra hours for instructors or teachers arise in relation to the instructor's or teacher's courses if the instructor or teacher teaches additional contact classes in the given semester, taking into account teaching load reductions in addition to the obligatory number of hours.[178]

160B. The basis for calculating extra hours resulting from holding courses (hereinafter: rate base) is the comparison of the sum of the actual semester hours belonging to the instructor's or teacher's courses with the mandatory number of hours and teaching load reduction converted to the semester value. [179]

160C. The mandatory number of hours for the instructor or teacher and the amount of the teaching load reduction that the instructor or teacher is entitled to must be identified based on the records kept by the HR Directorate.[180]

160D. The actual number of contact classes of the courses is to be determined based on the records of the study system and the organisational unit responsible for organising education.[181]

160E. The teaching load reduction must be subtracted from the mandatory number of hours. The semester rate of the mandatory number of hours is the product of the above result and the full-time teaching weeks of the Faculty employing the relevant instructor or teacher.[182]

160F. The number of full-time teaching weeks of the Faculty is to be determined based on the academic year schedule and the study system in a manner that only those weeks can be considered teaching weeks for which full-time lecture or practical courses have been announced with an independent timetable.[183]

160G. In addition to the actual number of semester hours, the rate base also includes the number of exam and consultation courses held by the instructor or teacher in a manner that one such course is considered 6 contact classes. Project week courses are included in the rate base at the semester value of their hours under the recommended curriculum. The hours of consultations in the case of distance learning are to be counted in the extra hour base as practical hours in Hungarian.[184]

160H. The overload pay per contact class can depend on:

a) the academic classification of the instructor or teacher;
b) the type of subject taught (practice or lecture);
c) the language of instruction of the subject taught (Hungarian or English).

[177] Enacted by resolution no. 68/2025. (12.18.) of the Senate. Effective from 1 January 2026.
[178] Modified by resolution no. 68/2025. (12.18.) of the Senate. Effective from 1 January 2026.
[179] Modified by resolution no. 68/2025. (12.18.) of the Senate. Effective from 1 January 2026.
[180] Modified by resolution no. 68/2025. (12.18.) of the Senate. Effective from 1 January 2026.
[181] Modified by resolution no. 68/2025. (12.18.) of the Senate. Effective from 1 January 2026.
[182] Modified by resolution no. 68/2025. (12.18.) of the Senate. Effective from 1 January 2026.
[183] Modified by resolution no. 68/2025. (12.18.) of the Senate. Effective from 1 January 2026.
[184] Modified by resolution no. 68/2025. (12.18.) of the Senate. Effective from 1 January 2026.

160I. When identifying the fee for extra hours, contact classes are counted in the following order:

a) part-time lectures in Hungarian;
b) part-time practical classes in Hungarian;
c) full-time lectures in Hungarian;
d) full-time practical classes in Hungarian;
e) lectures in English;
f) practical classes in English.

160J. The amount of the instructor's or teacher's overload pay in the semester is the product of the courses that make up the rate base and the corresponding overload pay.

160K. The full overload pay in the semester will be distributed and payrolled proportionally among the teaching months of the semester based on the number of teachings weeks held in that month. Payroll is processed by the 20th day of the month following the relevant month. Prior to payroll, the relevant instructors and teachers must be notified of the results of the calculation via e-mail.

160L. If the instructor's or teacher's teaching load in the autumn semester does not reach the obligatory number of hours, the obligatory number of hours must be corrected by the difference upon the calculations due in the spring semester.

Calculation of extra hours resulting from exams[185]

160M. If, in the given semester, the number of students who took the exam in the case of the instructor's or teacher's courses (lectures) ending with an examination exceeds 500 and the instructor's or teacher's teaching load resulting from the courses has reached or exceeded the mandatory number of hours, the instructor/teacher is entitled to additional remuneration corresponding to the following number of hours, calculated on the basis of the practical overload pay in Hungarian language.

a) between 501 and 699 persons the number of faculty teaching weeks multiplied by 2,
b) between 700 and 999 persons, the number of faculty teaching weeks multiplied by 3,
c) between 1000 and 1299 persons, the number of faculty teaching weeks multiplied by 4,
d) 1300 persons or more, the number of faculty teaching weeks multiplied by 5.

160N. The number of students who took the exam is to be determined based on the records of the study system. A student who obtains the offered grade is considered to have passed the exam.

160O. The extra hours resulting from examination activities are payrolled after closing the examination period and before the next full-time teaching period.

Extra hours resulting from thesis supervision and evaluation at the Faculty of Business, Communication and Tourism[186]

[185] Enacted by resolution no. 68/2025. (12.18.) of the Senate. Effective from 1 January 2026.
[186] Enacted by resolution no. 68/2025. (12.18.) of the Senate. Effective from 1 January 2026.

160P. The thesis score assigned to the instructor or teacher at the Faculty is calculated as follows.

a) Thesis adviser review in Hungarian: 1 point / thesis.
b) Thesis adviser review in English: 2 points / thesis.
c) Internal review of the thesis in Hungarian: 0.5 point / thesis.
d) Internal review of the thesis in English: 1 point / thesis.

The data underlying this score are to be identified based on the records of the study system.

160Q. If the instructor's or teacher's thesis score exceeds 11 in the given semester and the instructor's or teacher's teaching load from courses has reached or exceeded the mandatory number of hours, the instructor or teacher is entitled to extra payment corresponding to the following number of hours, calculated at the practical overload pay in Hungarian language.

a) From 11 points to 15 points: the number of faculty teaching weeks multiplied by 1.
b) From 16 points to 19 points: the number of faculty teaching weeks multiplied by 2.
c) In case of 20 points and above: the number of faculty teaching weeks multiplied by 3.

160R. Extra hours resulting from the thesis point value are payrolled after the end of the examination period and before the next full-time teaching period.

Extra hours arising from thesis supervision and evaluation and from diploma work supervision at the Faculty of Arts and Creative Industries[187]

160S. At the Faculty, the points for thesis supervision, reviews and final project supervision belonging to the instructor or teacher are calculated as follows.

a) Thesis adviser review in Hungarian: 1 point / thesis.
b) Thesis adviser review in English: 2 points / thesis.
c) Internal review of the thesis in Hungarian: 0.5 point / thesis.
d) Internal review of the thesis in English: 1 point / thesis.
e) Diploma work supervision for bachelor's degree programmes in Hungarian: 1 point / thesis.
f) Diploma work supervision for master's degree programmes in Hungarian: 1.5 points / thesis.
e) Diploma work supervision for bachelor's degree programmes in English: 2 points / thesis.
f) Diploma work supervision for master's degree programmes in English: 3 points / thesis.

The data underlying this score are to be identified based on the records of the study system.

160T. If the instructor's or teacher's thesis score exceeds 11 in a given semester and the instructor's or teacher's teaching load has reached or exceeded the mandatory number of hours, the instructor, teacher is entitled to extra payment corresponding to the following number of hours, calculated at the practical overload pay in Hungarian language.

a) From 10 points to 13 points: the number of faculty teaching weeks multiplied by 1.
b) in case of 14 points and above: the number of faculty teaching weeks multiplied by 2.

[187] Enacted by resolution no. 68/2025. (12.18.) of the Senate. Effective from 1 January 2026.

160U. The extra hours resulting from thesis supervision, evaluations and diploma work supervision are payrolled after closing the examination period and before the next full-time teaching period.

Language allowance[188]

160V. Anyone who meets the language exam and academic requirements set out in a separate description by the HR Directorate and teaches classes in English in the given semester is entitled to an English language allowance.

160W. Eligibility is determined based on the records of the academic system and the HR Directorate.

160X. The amount of English language allowance is 25 percent of the English language overload pay corresponding to the instructor's or teacher's classification and to the type of course.

160Y. The English language allowance applies to all courses taught in English by the instructor or teacher, regardless of whether they are included in the mandatory number of hours or in the eventual rate base.

160Z. The English language allowance is calculated in accordance with the provisions of Section 161K.

Habilitation support

161. Habilitation support can be awarded at the University through an individual application. The application must include the habilitation material prepared for submission, a declaration of its acceptance and the applicant's professional (research, teaching) work plan, which they intend to implement at the University in the next three years. The request for habilitation support must be submitted electronically to the Rector of the University.[189,190]

162. The habilitation support can be used to pay the fee for the habilitation procedure.[191]

163. The amount of the habilitation support is equal to the fee of the habilitation procedure.[192]

Other benefits

164. The scope and amount of other benefits are determined by the University in a separate instruction.

Other support for teaching and research

165. In order to meet the requirements set towards lecturers and scientific researchers, the Rector of the University may support the lecturers and scientific researchers of the University within the framework specified in these Regulations, depending on the

[188] Enacted by resolution no. 68/2025. (12.18.) of the Senate. Effective from 1 January 2026.
[189] Modified by resolution no. 2/2025. (01. 20.) of the Senate. Effective from 1 February 2025.
[190] Modified by resolution no. 68/2025. (12.18.) of the Senate. Effective from 1 January 2026.
[191] Modified by resolution no. 68/2025. (12.18.) of the Senate. Effective from 1 January 2026.
[192] Modified by resolution no. 68/2025. (12.18.) of the Senate. Effective from 1 January 2026.

available financial resources. The amount and conditions of support must be recorded in writing.

Forms of university support

166. In addition to the forms of support specified in the NHE, university support provided for fulfilling employment requirements may include:
   a) permitting the assistant lecturer, the senior lecturer, the assistant research fellow and the research fellow – if they regularly participate in education – to have one research day per week without teaching obligations in order to conduct research work that can be integrated into the University's research programme,
   b) allowing the University's lecturers and researchers to be absent for half a day twice a week through maximum two semesters for language study purposes, in order to participate in an intensive language course,
   c) working time allowance and study leave for the purpose of organised professional further training during the training period under the training curriculum, as stipulated in the relevant legislation,
   d) a total of maximum 6 months of language study leave to participate in a language course,
   e) granting extraordinary leave of absence for a study trip abroad or for further training abroad according to the needs of the study trip or further training,
   f) reimbursement of tuition fee and textbook prices in the event of participation in organised professional further training according to the conditions specified in the study contract,
   g) travel expense reimbursement for the performance of educational and research tasks and for the fulfilment of related publication obligations for those employees who participate in forums, events and conferences related to university educational and research or other professional programmes and
   h) reimbursement of costs related to registration and other participation fees to ensure participation in professional events.

Chapter IX
EMPLOYMENT DATA PROCESSING[193]

167.
168.
169.

a)

Chapter X
CLOSING PROVISIONS

170. These Regulations were adopted by the Senate of the Budapest Metropolitan University on 31 March 2021 with resolution no. 18/0331/2021, and its provisions shall

[193] Repealed by resolution no. 68/2025. (12.18.) of the Senate. Ineffective from 1 January 2026.

apply from 31 March 2021. At the same time, the Employment Requirements System, Volume III of the Organisational and Operational Regulations of the Budapest Metropolitan University, published on 24 July 2020, becomes ineffective.[194]

Budapest, 29 September 2021

Signed: Dr. Bálint Bachmann DLA
Rector

Clause:
The amendment to the regulations enters into force on 26 May 2023.

Dr. Bálint Bachmann
Rector

Clause:
The amendment to the regulations enters into force on 31 July 2023.

Dr. Bálint Bachmann
Rector

Clause:
The amendment to the regulations enters into force on 1 February 2025.

Prof. Dr. György Kocziszky
Rector

Clause:
The amendment to the regulations enters into force on 1 January 2026.

Prof. Dr. Tamás Gergely Kucsera
Rector

[194] The numbering of the provision was modified by resolution no. 68/2025 (12.18.) of the Senate due to previous misalignment. Effective from 1 January 2026.