

## **PART I**

### **THE RULES OF OPERATION OF THE FACULTY OF LAW**

#### **Chapter I General provisions**

##### **Section 1**

- (1) The (Hungarian) name of the faculty: Debreceni Egyetem Állam- és Jogtudományi Kar (hereinafter: Faculty)  
In English: University of Debrecen, Faculty of Law.
- (2) The seat of the faculty: 4028 Debrecen, Kassai u. 26. Postal address of the faculty: 4010 Debrecen, P.O. Box 81.
- (3) The Faculty is an autonomous, independent organisational unit of the University of Debrecen (hereinafter: University), which coordinates education, continuing education, research, development and innovation, as well as tasks of human resource policy in all areas of law and related fields.
- (4) The Faculty manages its own finances independently, using the budget made available to it by the University. The economic units of the University shall provide the necessary and requested information for this independent financial management, as well as access to information; at the same time, the Faculty shall also proceed in accordance with the provisions of the Economic Regulations of the University, as well as to provide the administration of the University with the necessary and requested information and access.
- (5) The representative of the Faculty is the Dean. The rules pertaining to substitution shall be contained in Section 19 (2).
- <sup>2</sup>(6) The Faculty is not an independent legal person; however, in the scope of its own operations and tasks – in case of an authorisation provided by the Rector and the Chancellor, defining the level and scope of representation – it acts as the representative of the University. In such quality, on the basis of the authorisation received from the Rector and the Chancellor, the Faculty may make independent legal declarations, up to the limits of its budget, and undertake obligations in accordance with the Economic Regulations.

##### **Section 2**

The tasks of the Faculty include, in particular:

- undivided degree programme in law, bachelor's and master's programmes, as well as continuing education in law;
- doctoral education;
- accredited vocational education, higher-level vocational training;
- general and specialised continuing training;
- the training of the next generation of researchers;

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<sup>2</sup> Amended by Senate resolution no. 9/A/2015 (IV. 23.); effective from 24 April 2015.

- cultivating, renewing and developing the discipline of law, in the service of society;
- building a close relationship with judicial and law enforcement bodies, local governments, administrative institutions, in the fields of education and research;
- building and cultivating international relations, participating in international research projects and in the work of international organisation.

### **Section 3**

- (1) The Faculty carries out its tasks of education in the framework of bachelor's, master's, and undivided degree programmes, higher level vocational training, specialized postgraduate training, as well as doctoral education programmes.
- <sup>3</sup>(2) The Faculty also engages in training outside of its seat.
- <sup>4</sup>(3) In compliance with the rules of education applicable to non-formal education, the Faculty may also offer tertiary and secondary-level training, as well as continuing and retraining courses; It may participate in formal and informal vocational training, and may prepare students for professional and qualifying examinations.

### **Section 4**

The Faculty may perform education, research, development, consultancy, service and other tasks for external customers. These activities, however, may not endanger the basic activities. In the course of its economic management, the Faculty shall proceed in compliance with the University's economic regulations and the university and faculty-level regulations supplementing the above.

### **Section 5**

The Faculty considers participation in Hungarian and foreign academic grant programmes, as well as the Hungarian dissemination and utilisation of research results of particular importance.

## **Chapter II**

### **The composition of the Council of the Faculty of Law**

### **Section 6**

- (1) The Faculty Council is the main decision-making body of the Faculty, which directs the work of the Faculty independently; in addition, in questions defined in university and faculty-level regulations, it also has the right to make recommendations and provide opinions.
- (2) The composition of the Faculty Council:
- a) members with voting rights
    - aa) based on their function:
      - the dean of the Faculty (Dean),
      - the Vice Deans,

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<sup>3</sup> Amended by Senate resolution no. 7/2015 (X. 2.); effective from 3 October 2015.

<sup>4</sup> The numbering modified by Senate resolution no. 7/2015 (X. 2.); effective from 3 October 2015.

- the head of the doctoral school,
  - the persons in charge of the graduate degree programmes,
  - the president of the student government,
- ab) based on being elected:
- 8 teaching staff (including at least 4 senior faculty members)
  - 1 non-teaching staff
- <sup>56</sup>ac) by way of delegation
- 6 students, including at least 1 student who is in charge of representing the correspondence students, delegated by the Student Government of the Faculty,
  - one student delegated by the Doctoral Student Government of the University; an effort should be made for representing students in the bachelor's and master's programmes as well.

The student members of the Faculty Council may be delegated by the general meeting of the Student Government of the Faculty, validly elected at the student government elections. In the course of the delegation, efforts shall be made to ensure the representation of all levels of training, forms of education and financing.

<sup>7</sup>b) participants with the right of consultation:

- the rector of the university,
- the chancellor of the university,
- the head of the Dean's Office
- department chairs who are not members as elected representatives;
- the head of the Institute of Continuing Legal Education;
- the presidents of the permanent committees of the Faculty Council;
- the member of the Social Council.

- (3) The president of the Faculty Council shall be the Dean, or in case the Dean is unable to be present, the Vice Dean designated by the Dean. The secretary of the Faculty Council shall be the head of the Dean's Office.
- (4) Persons invited by the Dean may participate at the meetings of the Faculty Council with the right of consultation.
- (5) Elected membership in the Faculty Council shall be specific to the person, members may not be substituted at the meetings. From among members of the Faculty Council based on function, the president of the student government may be substituted in case he/she is unable to attend.
- (6) No person may be a member of the Faculty Council who is not worthy of representing the Faculty, or students whose status is suspended.
- (7) The appointment of the elected teaching and non-teaching staff members of the Faculty Council shall be for 4 years, while the appointment of student members – subject to the decision of the student government – for 1 to 3 years.

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<sup>5</sup> Introduced by Senate resolution no. 34/2013. (VI.26.), effective from 27 June 2014.

<sup>6</sup> Amended by Senate resolution no. 9/A/2015 (IV. 23.); effective from 24 April 2015.

<sup>7</sup> Amended by Senate resolution no. 9/A/2015 (IV. 23.); effective from 24 April 2015.

**Chapter III**  
**Election of the members of the Faculty Council**

**Section 7**

- (1) Teaching staff members entitled to vote and eligible as candidates include all university professors, university associate professors, assistant professors, instructors and language teachers, as well as researcher professors, research advisers, senior research associates, research associates and research assistants who are full-time employees or working under any other legal relationship at the Faculty.
- (2) Non-teaching staff members entitled to vote and eligible as candidates include all full-time non-teaching employees and other persons working under any other legal relationship at the Faculty in state employee status.
- (3) The active suffrage (right to vote) may only be exercised in person.
- (4) In order to ensure the proportional representation of the departments, the nomination of candidates and the election takes place in districts.  
The voting districts are the following:
  - District "A": Department of Jurisprudence and Legal Sociology; Department of Legal History; Department of Public Policy and Applied Sociology.
  - District "B": Department of Criminal Law and Criminology; Department of Criminal Procedural Law; Department of European and International Law; Specialised Group of International Communication.
  - District "C": Department of Administrative Law; Department of Civil Law; Department of Civil Procedural Law;
  - District "D": Department of Constitutional Law; Department of Environmental and Labour Law; Department of Financial Law and Public Management.
- (5) The elections for the Faculty Council shall be scheduled by the Dean in such a way that a period of at least 21 days should be available until the first meeting of the newly elected Council.
- (6) The Faculty Council shall elect an election committee consisting of 3 to 5 members, the president of which shall be the Dean or a Vice Dean, and the secretary of which shall be the head of the Dean's Office. All document necessary for conducting the elections, including the ballots, shall be prepared by the Dean's Office.
- (7) The Faculty Council shall form a three-member verification committee from among teaching staff members who are not candidates to decide on any complaints or objections related to the elections.

**Section 8**

- (1) The teaching staff and the non-teaching staff candidates shall be nominated separately. Teaching staff candidates may only be nominated by teaching staff members, and non-teaching staff candidates by non-teaching staff members. Only such persons may be nominated for the Faculty Council who are not already members due to their function.

- (2) Teaching staff, as well as staff members eligible to vote, may submit their nomination in writing. Each person may only nominate one candidate on the sheets provided by the Dean's Office. The candidates' declarations accepting the nominations shall also be obtained.
- (3) Votes may only be cast for candidates who have previously accepted the nomination in writing.
- (4) The period open for nominations shall be 10 days from the announcement of the election date; this shall also include the 3 days set aside for nominating any additional candidates.
- (5) The list of teaching staff candidates in each district shall include at least one senior and one junior teaching staff member.
- (6) The election committee shall:
  - acknowledge nominations properly made and reject all others;
  - prepare and publish the list of candidates, and then on the basis of this list also prepares the ballots, in such a way that senior and junior teaching staff are on separate ballots (lists);
  - notify persons eligible to vote (in an announcement and/or a letter addressed to them) about the elections;
  - determines the duration of the voting, which shall be at least 10, but not more than 14 working days, and also establishes the hours within these days when votes may be cast;
  - by way of its secretary, makes arrangements for the voting box to be supervised and protected, stored safely outside of the hours open for voting.

## **Section 9**

- (1) The voting for teaching staff members shall take place at the level of the Faculty. Persons eligible to vote may vote for the candidates of any of the districts. The election of the single non-teaching staff member of the Faculty Council shall take place within the members of the Dean's Office.
- (2) Voting shall be by way of secret ballots, prepared in advance, cast in a previously closed and sealed box. Valid votes may be cast by way of clearly marking the box "yes" or "no" or "abstain" on the ballot.
- (3) After the end of the time period designated for the voting the box(es) shall be opened at the meeting of the election committee. The election committee shall determine the final result of the election by counting the number of valid votes.
- (4) A valid vote cast by a teaching staff shall be for maximum one senior and one junior teaching staff candidate, while a valid vote by a non-teaching staff shall be for a single candidate. Teaching staff may also validly vote for fewer candidates.
- (5) In case of senior teaching staff, the candidate receiving the most votes in each district shall be considered as the candidate elected. In case of an equality of votes, a new voting shall take place among the candidates. In case of junior teaching staff, the candidate

receiving the most votes in each district shall be considered as the candidate elected. In case of an equality of votes, a new voting shall take place among the candidates.

- (6) In each district, the senior teaching staff and junior teaching staff candidate with the highest number of votes but not elected shall be considered as elected alternate members of the Faculty Council. Alternate members become regular elected members of the Faculty Council in case of vacancies among the senior and junior teaching staff elected from the given district.
- (7) The election committee shall publish the result of the voting as soon as possible, but in any case not later than the day following the election, on the website of the Faculty.

### **Section 10**

- (1) A reasoned complaint or objection, addressed to the verification committee may be submitted at the Dean's Office within 3 days after the publication of the election results.
- (2) The verification committee shall decide on the complaint/objection as soon as possible, after investigating as necessary, and shall notify the complainant (the person submitting the objection), the election committee and the Dean.
- (3) Any protracted investigation shall only delay the formation of the new Faculty Council if the complaint/objection affects more than half of the elected members.

### **Section 11**

- (1) On the basis of the results of the election, the Dean shall convene the constitutive meeting of the Faculty Council, where he/she shall hand over to the members of the Faculty Council their letters of appointment.
- (2) The Faculty Council shall be declared to have been formed after hearing the report of the election committee and the verification committee.
- (3) Members elected after a complaints procedure or in follow-up elections shall become members of the Faculty Council upon receiving their letters of appointment.

### **Section 12**

Follow-up elections shall be held if there are not enough elected members as a result of the verification procedure, or the appointment of the elected member is terminated, and no alternate can replace him/her. The above rules shall also apply to follow-up elections for the Faculty Council.

### **Section 13**

The rules applicable to the election of student representatives shall be determined by the student government.

## **Chapter IV**

### **The operations of the Faculty Council**

#### **Section 14**

In addition to the powers delegated by the Senate in Section 12 (8), point a) of the University's Organisational and Operational Rules, as well as in the issues specified in Section 29 (3) of the Organisational and Operational Rules, the Faculty Council shall also formulate its opinion in the following issues:

- on the appointment of the chairs of non-independent departments;
- on the appointment of the head of the Institute of Continuing Legal Education;
- on the appointments of directors and persons in charge of degree programmes, their re-appointment or recalling;
- on the appointment of the head of the Dean's Office.

#### **Section 15**

- (1) The Faculty Council shall have meetings as necessary, but at least six times in each academic year. A Faculty Council meeting shall also be held if one-third of the members of the Faculty Council requests so, by simultaneously also identifying the agenda, or the Rectors orders is. In each case, the Dean shall make arrangements for the calling of the Faculty Council meeting, with the tasks of the preparation performed by the Dean's Office.
- (2) An invitation to the meeting – together with the written materials of the items on the agenda (with the exception of documents concerning personal issues) – shall be sent to the members of the Faculty Council and to invited parties at least five working days before the meeting. In extraordinary cases, the meeting may also be convened at a date within five working days, or materials on certain subjects may be sent subsequently.
- (3) Any proposal for issues not specified in the invitation may only be put on the agenda if at least one half of the voting members present consent.
- <sup>8</sup>(4) The meetings and the resolutions of the Faculty Council are open to employees and students of the Faculty, unless restricted by any provision of law. Resolutions are available to those with the right of inspection at the Dean's Office, where copies may also be requested. A closed meeting may be held upon the request of the Dean or one third of the members of the Faculty Council present. The latter may occur, in particular, in cases concerning personal data or privacy rights (rights inherent to persons).
- <sup>9</sup>(5) The meeting shall have a quorum if more than half of its members with voting rights are present. When ranking applications submitted for the position of the dean, the Faculty Council shall have a quorum if more than 60% of its members are present. The meeting shall be presided over by the Dean, or in case he/she is prevented from being present, by a Vice Dean designated by the Dean.

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<sup>8</sup> Amended by Senate resolution no. 6/2015 (XI. 5.); effective from 6 November 2015.

<sup>9</sup> Amended by Senate resolution no. 26/2016 (IV. 28.); effective from 29 April 2016.

- (6) Participants may offer comments on proposals submitted also multiple times; however, the Council may order restrictions concerning the number and duration of comments. In procedural issues, the number of contributions/comments submitted by those with voting rights cannot be restricted.

### **Section 16**

- (1) The Faculty Council shall generally adopt its resolutions with simple majority and by open voting. If the meeting otherwise has a quorum, simple majority requires a “yea” vote cast by at least 50% of those with voting rights present.
- (2) In personnel issues, and also when motioned by at least half of those with voting rights present, a secret ballot shall be held.
- (3) In personnel issues, when a choice is to be made between more than two persons, and neither of them received the necessary number of votes in the first round of voting, a new round shall be held in which the candidate who received the least number of votes before shall not participate. If two or more candidates have an equal number of least votes received, a voting shall be held on who would participate in the new round. The voting shall be continued along this principle until the number of candidates is reduced to two. If in this round, neither of the candidates receives more than 50% of the votes, the application procedure shall be declared as unsuccessful, and a new call for applicants shall be initiated.
- <sup>10</sup>(4) The votes cast by a two-third majority of those with voting rights present (qualified majority) shall be needed for the decision-making in the following types of issues:
- the adoption or amendment of the Organisational and Operational Rules of the Faculty;
  - the definition of the development objectives of the Faculty;
  - initiating the establishment, termination or reorganisation of organisational units of education;
  - founding or granting of awards;
  - providing opinions on the appointment of heads of organisational units of education for second and subsequent terms, or the revocation of their appointment.
- The Faculty Council shall decide on initiating the recalling of the Dean with a 2/3 vote of the members of the Faculty Council.
- (5) At the motion of the Dean or one-third of the members with voting rights present, a name-by-name voting may also be ordered, with the exception of personnel issues.
- (6) Members of the Faculty Council may direct questions to the Dean, the Vice Deans, the head of the Institute of Continuing Legal Education, the head of the Dean’s Office, or the presidents of the faculty committees. The addressee shall provide a verbal answer immediately or a written one within 15 days.
- (7) A written record shall be drawn up of the meeting. The essence of the comments offered shall be recorded; however, the results of the voting and the text of the resolutions adopted shall be recorded precisely, in the latter case, word by word. The written record

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<sup>10</sup> Amended by Senate resolution no. 26/2016 (IV. 28.); effective from 29 April 2016.



shall be signed by the Dean (or in the absence of the Dean, the Vice Dean designated to substitute) and the keeper of the minutes, and it shall be authenticated by two members appointed from time to time. A sound recording of the meeting shall also be made, which shall be kept for one year.

- <sup>11</sup>(8) In case an urgent decision is needed that does not permit the meeting of the Faculty Council to be convened in time, or the topic to be discussed with urgency does not justify the convening of a meeting, with the exception of personnel issues, it is also possible to obtain the opinions of the council members electronically (via the internet). Electronic voting may be requested by the Dean. The conditions of voting and adopting resolutions electronically are the following:
- in the course of the decision-making, the person of those participating in the voting, as well as the quorum can be established credibly;
  - at least three working days before the starting date of the voting, the agenda and the written documentation for the decisions shall be sent to the members, with at least one working day allowed for the voting itself;
  - the issue is easy to decide on, and on the basis of the written documentation for the preparation no such question emerged from any member of the Faculty Council that could not be handled by way of a single, one-time amendment or modification of the documentation; in case of the amendment or modification of the documentation in accordance with the above, the deadline specified in the passage above shall be calculated from the time when the amended, modified written documentation is sent to the members;
  - no member of the Faculty Council motions – before the starting date and time of the voting – that a physical meeting be convened; and
  - at least sixty percent of the members of the Faculty Council participated in the voting, and the votes of at least half of those voting was unanimous, which was documented and published by the Dean.

## **Chapter V**

### **The committees of the Faculty Council**

#### **Section 17**

- (1) The Faculty Council may establish permanent and temporary committees for the purposes of analysing issues of organisation, education, research and other questions, providing opinions on these, drawing up proposals, preparing decisions, organising and monitoring their implementation; the committees may also be granted decision-making powers.
- (2) The Dean shall submit proposals to the Faculty Council for the setting up of committees. The members of the committees shall be elected by the Faculty Council. The tasks and powers of the committee shall be determined by the Faculty Council, subject to change at any time.
- (3) With respect to the term of appointment of permanent committees, the provisions in Section 6 (7) of the present rules of operation shall be duly applied.

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<sup>11</sup> Introduced by Senate resolution no. 6/2015. (XI. 5.); effective from 6 November 2015.

- (4) The permanent committee shall determine its own work order, while the operating order of temporary committees shall be the competence of the president of the committee.
- (5) If the Faculty Council elects and establishes a permanent committee, its name and tasks shall be specified in Annex A) to the present Rules of Operation.

## **Chapter VI The Dean**

### **Section 18**

- <sup>12</sup>(1) The rules pertaining to the person and the procedure of the appointment of the Dean shall be included in Section 30 of the Organisational and Operational Rules, with the provision that the term of the Dean shall be for three years.
- (2) The powers and the tasks of the Dean shall be determined by provisions of law, as well as university and faculty-level regulations; the Faculty Council may, in addition, also put the Dean in charge of specific tasks.
- (3) The tasks of the Dean shall be included in Section 30 (8) of the Organisational and Operational Rules, in addition to which the tasks of the Dean shall also include the following:
  - supervising the operation of the periodicals “Collectio Iuridica” and “Debreceni Jogi Műhely” published by the Faculty;
  - supervising the operation of the periodical “Pro Futuro”;
  - upon the recommendation of the Vice Dean for Academic Affairs, making decisions on permits for equitable treatment;
  - in issues concerning the activities of the Faculty, initiating that measures be taken by the Senate, the Rector or the Faculty Council;
- (4) The Dean may delegate a part of his/her powers onto the Vice Deans, with the exception of powers originally delegated to the Dean by the Rector. Prior to the permanent delegation of any powers, the Dean shall obtain the opinion of the Faculty Council. In the absence of the Dean, the Vice Dean designated by him/her for this purpose exercises the Dean’s powers.
- (5) The Dean shall report on his/her activities regularly to the Faculty Council and to the Rector, and shall also provide summary information once a year.
- (6) The Dean shall participate at the meetings of the College of Deans, the Rector’s Council and the Senate of the University; when prevented, he/she may designate any of the Vice Deans to substitute.

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<sup>12</sup> Amended by Senate resolution no. 9/A/2015 (IV. 23.); effective from 24 April 2015.

## **Chapter VII The Vice Deans**

### **Section 19**

- <sup>13</sup>(1) The Dean shall be assisted in the performance of his/her tasks by up to three Vice Deans, appointed by the Dean from among the senior teaching staff of the Faculty on the basis of the opinion of Faculty Council, who shall also substitute the Dean in the latter's absence. The Faculty Council shall express its opinion on the applications for the position of Vice Dean. Only such persons may be appointed as a Vice Dean who have received votes of support from at least half of the members of the Faculty Council present. The term of appointment of a Vice Dean shall not be longer than the appointment of the Dean.
- (2) The tasks of the Vice Dean shall be determined by the Dean, after obtaining the opinion of the Faculty Council, and their detailed job description shall be included in their letter of appointment. In the absence of the Dean, the Vice Deans shall exercise the powers of the Dean, within the framework defined by the Dean. In case of the long-term absence of the Dean, all Vice Deans shall be given general rights of substitution by the Dean.
- (3) The scope of tasks and powers of the Vice Deans shall not reduce the scope of tasks and powers or the responsibility of the Dean.

## **Chapter VIII Bodies assisting the Dean's work**

### **A) Administrators' Meeting**

#### **Section 20**

- (1) The Administrators' Meeting shall express its opinion in issues requiring immediate decision at the Faculty, formulate opinions and suggestions on individual tasks, on issues related to the development and operation of the Faculty, prepares the meetings of the Faculty Council, and ensure the implementation of the decisions of the Faculty Council.
- (2) The members of the Administrators' Meeting shall be the Dean, the Vice Deans, as well as the heads of the Institute of Continuing Legal Education and the Dean's Office.
- (3) The Administrators' Meeting shall be held as necessary, but at least once a month during the academic year.

### **B) The Dean's Council**

#### **Section 21**

- (1) The chairperson at the Dean's Council shall be the Dean, and further members of the Dean's Council shall be the Vice Deans, the head of the Institute of Continuing Legal Education, the department chairs, the person in charge of degree programmes, the head of the doctoral school, and the head of the Dean's Office.

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<sup>13</sup> Amended by Senate resolution no. 26/2016 (IV. 28.); effective from 29 April 2016.

- (2) The function of the Dean's Council shall be to advise the Faculty Council, prepare its work, and to check the implementation of its resolutions; it shall not have independent decision-making powers.
- (3) The Dean's Council shall have meetings as necessary, but at least once each semester; the meetings shall be convened by the Dean. A memorandum shall be drawn up of the meetings of the Dean's Council.

### **C) Faculty-level meeting of teaching staff**

#### **Section 22**

- (1) The Faculty-level meeting of teaching staff shall be a body participating in the management of the Faculty, consisting of all (full-time, part-time and invited adjunct) teaching staff of the Faculty.
- (2) The meeting shall be convened by the Dean at least once each year. The meeting shall be convened if more than one-third of the teaching staff of the Faculty request so, by identifying the items of the agenda. The invitations shall be sent to the members at least eight days before the meeting. The Rector shall also be invited to the meeting.
- (3) Non-teaching staff at the Faculty may also be invited to the meeting with the right of consultation.
- (4) The scope of tasks and powers of the meeting:
  - discussing the annual report of the Dean;
  - communicating suggestions, recommendations to the leadership of the Faculty and the University;
  - providing opinions on issues put on the agenda by the Dean.

### **D) Social Council**

#### **Section 23**

- (1) The Social Council shall be the professional advising body of the Faculty which ensures that professional organisations related to the educational profile of the Faculty can express their opinions, formulate recommendations in connection with the education programme of the Faculty and the performance of its objectives, thereby contributing to the alignment of the teaching activity of the Faculty with the professional, social and labour market needs.
- (2) Members of the Social Council shall be elected by the Faculty Council from leading professionals of high reputation, primarily in areas related to the educational profile of the Faculty, at academic, economic organisations, courts, prosecutors' offices, administrative agencies, chambers and public life in the legal profession, for an indefinite term.
- (3) The Dean shall propose the members of the Social Councils. Members of the Social Council may also be proposed with reference not to a specific individual, but to the

person in a certain position or office at any time. Members of the Social Council may be Hungarian or foreign citizens. Nomination is subject to acceptance by the person concerned. The number of the members of the Social Council is not limited.

- (4) The Social Council shall elect a president from among its members. The term of the president general shall be four years. The Council shall be represented by the president.
- (5) The members of the Social Council are entitled to:
  - use the title “Member of the Social Council of the University of Debrecen, Faculty of Law”, also in official documents, correspondence;
  - be present as invited parties at all professional, academic or public life events of the Faculty;
  - participate at the meetings of the Faculty Council with the right of consultation;
  - be informed of the resolutions of the Faculty Council.
- (6) The member of the Social Council shall:
  - assist the educational work of the Faculty with their recommendations and opinions, as well as the alignment of the content of the programmes to professional and labour market needs;
  - enhance the reputation of the Faculty;
  - provide opportunities at their own organisations to promote the educational programmes and the events of the Faculty.
- (7) Membership in the Social Council shall terminate:
  - upon written resignation by the member sent to the Dean;
  - upon termination of the appointment serving as the basis of membership in the Social Council;
  - by way of recall; or
  - upon the death of the member.
- (8) The Faculty Council may recall a member of the Social Council if the latter materially breaches any of his/her obligations identified in paragraph (6) above or becomes unworthy for the appointment for any other reason. A motion for the recalling of a member shall be made by the Dean. The Faculty Council shall vote on the issue of a recall with simple majority.
- (9) The tasks of the Social Council shall include the following activities in particular:
  - monitoring and providing its opinion on the social, academic and educational activities of the Faculty;
  - exercising a right of providing opinions and making recommendations in issues related to the strategy and educational profile of the Faculty (e.g. the proposed launching of new programmes, enrolment strategy, etc.)
  - expressing its opinions at the request of the Dean or the Faculty Council, making recommendations in certain issues as requested;
- (10) If the Social Council exercises its right to provide opinions or make recommendations on an issue, the Faculty Council shall discuss the content of the same at its next meeting, and if necessary, adopt a resolution on the recommendation or motion.

- (11) The Social Council shall have meetings as necessary, but at least once in each academic year. The meeting shall be convened by the president. The meeting of the Social Council shall be convened when requested by the Dean or by one-third of the members of the Faculty Council, by identifying the items of the agenda. The invitation to the meeting of the Social Council shall be sent at least 15 days before the day of the meeting.
- (12) The Social Council shall adopt its resolutions with simple majority and by open voting. In the case of an equality of the votes, the vote of the president shall be decisive. The ordering of a closed meeting shall be subject to the rules applicable to the operation of the Faculty Council.
- (13) The head of the Dean's Office shall be responsible for the preparation of the meetings of the Social Council and the keeping of the written records of the meetings. The written records drawn up for the meetings of the Social Council shall be sent to the members of the Social Council and to the members of the Faculty Council, within 8 days after the meeting.
- (14) The Dean, the Vice Deans, the head of the Institute of Continuing Legal Education, the person in charge of degree programmes, and the head of the Dean's Office may participate at the meetings of the Social Council with the right of consultation.

## **Chapter IX The Dean's Office**

### **Section 24**

- (1) The Dean's Office, under the direct control of the Dean, shall assist in the administration of the Faculty and the administrative activities of the Dean. The tasks of the Dean's Office shall be:
  - the administration of certain academic and scholarship-related affairs of students (in cooperation with the HKSZK, via the Academic Affairs Group);
  - preparation of the meetings of the bodies of the Faculty;
  - filing and archiving of documents;
  - in issues related to grant applications concerning the Faculty, the supply of data and the discharge of administrative tasks;
  - tasks related to human resource policy at the Faculty;
  - on the basis of the budget of the Faculty, monitoring of incomes and expenses;
  - on the basis of the resolution of the Faculty Council, the allocation of funds to the departments;
- (2) The work of the Dean's Office shall be supervised by the head of the office, appointed by the Dean, on the basis of the opinion obtained from the Faculty Council. The appointment of the head of the Dean's Office shall be four years.
- (3) The employer's rights over the staff of the Dean's Office shall be exercised by the Dean.
- (4) The organisation and further tasks of the Dean's Office shall be specified in its own regulations.

**Chapter X**  
**Institute of Continuing Legal Education**

**Section 25**

- (1) For the purpose of organising, coordinating and promoting specialised continuing education courses (lawyers in specialist areas, programmes granting diplomas with legal specialisation) and the in-service training of public servants, an Institute of Continuing Legal Education (hereinafter: Institute) operates at the Faculty.
- (2) The head of the Institute is appointed by the Dean, based on applications to the position, upon obtaining the opinion of the Faculty Council. A university associate professor or full professor who is an employee of the Faculty may be appointed as the head of the Institute.
- (3) The head of the Institute may submit proposals to the Faculty Council for the launching of new programmes, the revision of the curriculum of existing programmes, or in the interest of a decision in any issue related to the programmes under the Institute's supervision.
- (4) The head of the Institute shall give a report on the position of the programmes supervised by the Institute annually, at a meeting of the Faculty Council.
- (5) The rules of organisation and operation of the Institute shall be regulated by its own regulations, to be determined by the Faculty Council.

**Chapter XI**  
**The educational organisational units and their leaders**

**Section 26**

- (1) The teaching and academic activities at the Faculty shall be performed in the framework of departments. There shall be non-independent departments (hereinafter: department) operating at the Faculty, headed by department chairs. The title "department chair" may be used by the persons appointed to this position both within and outside the university.
- (2) The setting up of a new department or the de-merger of an existing department may be initiated if the staff concerned teach and research in the area of the same or closely related disciplines, the department to be newly created has at least three members of which at least one is a senior faculty member.
- (3) The current organisation of the Faculty into departments is shown in Annex *B*).
- (4) The tasks of the departments shall be, in particular:
  - the preparation of the course descriptions of the courses taught by the department, keeping course materials up to date;
  - elaborating the content and formal requirements of the examinations, conducting the examinations;
  - cultivating the academic discipline serving as the foundation of the teaching, talent management among students;

- facilitating the professional development of the teaching staff and researchers at the department, creating the conditions necessary for the continuous supply of the next generation of teaching staff and for the enforcement of the set of criteria for teaching staff and researchers;
- the proper operation of the premises, equipment and other assets made available for use by the department, with attention to the requirements of labour, fire, accident safety and security.

### **Section 27**

- (1) The Dean may appoint persons for the task of coordinating the activities of the non-independent department, which appointment shall be for a fixed term not exceeding 4 years. In the case of the Dean, the appointment for coordinating the department shall be given by the Rector. The person in charge of the coordination of the teaching, research and administrative tasks of non-independent departments shall not have employer' rights. A salary supplement may be paid as compensation for the performance of the tasks.
- (2) It is primarily senior teaching staff (university professor or associate professor) who can be put in charge of the tasks of coordination.
- (3) The person put in charge of the task of coordinating the work of a non-independent departments shall not qualify as a leader, but is entitled to use the title "department chair".

### **Section 28**

The rights and obligations of "department chairs":

- representing the department under his/her supervision vis-à-vis the bodies and the leader of the Faculty;
- the right of providing opinion before the bodies of the Faculty in personnel, educational, academic and other issues related to the operation of the department, as well as making proposals in all such issues;
- the obligation to organise, direct and control the teaching, academic and research activities of the department;
- making proposals for the determination of the course materials and curricula of the subjects taught by the department;
- supervising the domestic and international professional relations of the department;
- making proposals for the use of the budgetary allocation provided by the Faculty for the department;
- preserving and protecting the assets made available for use by the department;
- complying with and enforcing the data supply and administrative rules;
- cooperating with the representatives of the student communities;
- making recommendations to the Dean for employer's measures concerning the staff of the department;
- complying with and ensuring the enforcement of the resolutions and decisions of the university, the bodies and leaders of the Faculty.

### **Section 29**

- (1) The department chair shall be assisted in his work by the department meeting. All teaching staff members of the department may participate at the department meeting.



- (2) The department chair shall convene a department meeting at least every three months, but a department meeting may be held whenever necessary.
- (3) The department meeting:
  - shall participate in the definition of the curriculum and the examination requirements;
  - may express its opinion on any issue concerning the department;
  - may initiate a decision to be made on any issue concerning the department.

## **XII. Chapter Student government**

### **Section 30**

- (1) The student government exercises its right of approval and providing opinion on issues specified by the provisions of law and by regulations at the level of the University and the Faculty.
- (2) Members of the student government of the Faculty shall be elected by students enrolled in the programmes offered by the Faculty.
- (3) The student government and its bodies shall establish their own rules of organisation and operation, which shall be presented to the Faculty Council for approval.

### **Section 31**

- (1) In the interest of settling academic, social and other issues that concern the whole student body and are debated or not address in other regulations, there shall be a students' interest reconciliation forum at the Faculty.
- (2) The members of the students' interest reconciliation forum:
  - a) on the part of the Faculty:
    - the Dean;
    - the Vice Deans;
  - b) on the part of the students:
    - representatives of the Faculty's student government.
- (3) The Dean and the president of the Faculty's student government shall be responsible for the preparation of the meetings of the students' interest reconciliation forum.

## **Chapter XII Closing provisions**

### **Section 32**

- (1) If in any issue, related to the affairs of the Faculty, the present rules of operation contain no provision, then the University's Rules of Organisation and Operation, other internal regulations and the relevant provisions of law shall be applicable.

- (2) There shall be no internal regulations, measures, resolutions or decisions that are contrary to the present rules of operation; the Faculty Council shall have the right and obligation to annul and change any such regulations, measures, resolutions or decisions.

### **Section 33**

- (1) In the interest of ensuring the continuous flow of information and the discharge of faculty and departmental tasks, all staff members of the Faculty shall be required to check their e-mail accounts at least once every three days during periods of coursework and examinations and weekly outside of the above periods.
- (2) All members of the teaching staff at the Faculty shall be available to students at office hours to be held both during the course period and the examination period. Any cancellation of the office hours shall be notified in advance to the department chair. Students shall be informed about the cancellation of office hours in due time, on the faculty's website and at the location where the office hours would have been held.