

PART X

THE RULES OF OPERATION OF THE FACULTY OF AGRICULTURAL AND FOOD SCIENCES AND ENVIRONMENTAL MANAGEMENT

PREAMBLE

The legal predecessor of the Faculty of Agricultural and Food Sciences and Environmental Management of the University of Debrecen is the Faculty of Agricultural Sciences of the Agricultural University of Debrecen (DATE), which was established by way of Act 20 of 1970 on the Establishment of DATE and Government Decision no. 1028/1970. (VIII. 7.) implementing the above act, as the legal successor to the National Upper School of Agriculture, established in 1868, and later the Hungarian Royal Academy of Agriculture in Debrecen, re-established in 1906.

Pursuant to Act CCIV of 2011 on National Higher Education and Section 27 (3) of the Organisational and Operational Rules (hereinafter: OOR) of the University of Debrecen, the Faculty Council of the Faculty of Agricultural and Food Sciences and Environmental Management of the University of Debrecen hereby adopts the present Rules of Operation constituting part of the OOR.

The Organisational and Operational Rules of the University of Debrecen and its supplementation, the Rules of Operation of the Faculty of Agricultural and Food Sciences and Environmental Management, jointly contain and determine the education, research, development, innovation and consultancy tasks of the Faculty of Agricultural and Food Sciences and Environmental Management (hereinafter: Faculty), the human resource policy tasks of the Faculty, the rights and obligations of the teaching staff, researchers and other employees, as well as students of the Faculty, the scope of tasks and powers of the administration of the Faculty, and specifically of the organisations and bodies of self-government and the administrators, the rules applicable to representation and elections at the University, the Faculty of Agricultural and Food Sciences and Environmental Management, and the bodies of the Faculty, the organisational units belonging to the Faculty, the rules of operation, the order for the performance of other tasks specified by the Faculty, as well as other issues prescribed by the OOR of the University of Debrecen to be regulated.

The Faculty manages its financial allocations made available to it by the University independently, for which the economic units of the University 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.

³⁴⁷The Faculty is not an independent legal person; however, in the scope of the activities and tasks of its leader, the Dean, it may act – in case of a written authorisation provided by the Rector and the Chancellor, defining the level and scope of representation – as the representative of the University. In such quality, within the framework defined by 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.

³⁴⁷ Amended by Senate resolution no. 9/A/2015 (IV. 23.); effective from 24 April 2015.

The organisational and operational rules of the University and the Faculty ensure the principles of academic freedom, the freedom of teaching and research, the right of the free expression of opinions, as well as the enforcement of institutional autonomy and democracy. They support the professional development of the employees, the formation of academic schools and the enforcement of the norms of ethics in academic life. They provide students with the opportunity to obtain a comprehensive professional knowledge and proficiency, in line with their interests, to organise themselves independently and to have their interests represented.

These Rules of Operation supplement the corresponding provisions of the Organisational and Operational Rules of the University of Debrecen, by adding regulations specific to the Faculty.

GENERAL PROVISIONS

³⁴⁸(To Section 25 (1) of the OOR)

Section 1

- (1) The (Hungarian) name of the faculty:
Debreceni Egyetem
Mezőgazdaság-, Élelmiszertudományi és Környezetgazdálkodási Kar
In English: University of Debrecen
Faculty of Agricultural and Food Sciences and Environmental
Management
In Latin: Facultas Agriculturae, Scientiae Alimentariae et Oeconomiae Regionalis
- (2) Registered seat: 4032 Debrecen Böszörményi út 138.
- (3) Logo: bronze statue “The Rape of Europa” by Barna Megyeri in the middle, against a green background, with the number 1868 inside and surrounded by the words “Faculty of Agricultural and Food Sciences and Environmental Management,” in Hungarian, English and Latin languages.
The logo of the Faculty may be used on all official documents and objects that are intended to represent the institutional presence of the Faculty. The Dean shall have the right to establish special rules for the use of the logo.
- (4) The circular stamp of the Faculty: the coat of arms of Hungary, surrounded by the words “Faculty of Agricultural and Food Sciences and Environmental Management, Debrecen”.
- (5) The internet domain name of the Faculty: @agr.unideb.hu

³⁴⁸ Amended by Senate resolution no. 9/A/2015 (IV. 23.); effective from 24 April 2015.

THE ORGANISATION OF THE FACULTY

³⁴⁹(To Section 25 (1) of the OOR)

Section 2

³⁵⁰(1) The institutes operating at the Faculty may consist of one or several, administratively and financially non-independent departments, or groups of departments performing the teaching and research activities in the given field of discipline.

The Faculty also engages in training outside of its seat.

³⁵¹b) The practical training of the Faculty shall be conducted at the institute laboratories and practice bases, in the units of the Agricultural Research Institutes and Demonstration Farm (AKIT), at the companies participating in practical training, and on farms in Hungary and abroad.

c) Each of the institutes shall have one stamp. The institute stamp shall be circular in shape, with the coat of arms of Hungary in the middle and the words “Faculty of Agricultural and Food Sciences and Environmental Management” and the full name of the institute around it.

^{352,353,354}(2) The independent organisational units of education and research (institutes and non-independent departments under them) shall be the following:

Institutes:

- Institute of Specialist and Adult Education in Agriculture and Economic Management
- Institute of Agricultural Chemistry and Soil Science
- Institute of Animal Science, Biotechnology and Nature Conservation
 - Department of Animal Nutrition and Food Biotechnology
 - Laboratory of Animal Genetics
 - Department of Animal Husbandry
 - Fish Laboratory
 - Department of Nature Conservation, Zoology and Wildlife Management
- Institute of Food Science
- Institute of Food Technology
- Institute of Land Utilisation, Technology and Regional Development
 - Department of Land Utilisation
 - Department of Agricultural Technology
 - Department of Territorial and Regional Development
- Institute of Horticulture
- Institute of Crop Sciences
 - Department of Agricultural Botany, Crop Physiology and Biotechnology
 - Department of Plant Breeding and Landscape Ecology
 - Genetics Group
- Institute of Plant Protection
- Institute of Water and Environmental Management

³⁴⁹ Amended by Senate resolution no. 9/A/2015 (IV. 23.); effective from 24 April 2015.

³⁵⁰ Amended by Senate resolution no. 9/2015 (X. 2.); effective from 3 October 2015.

³⁵¹ Amended by Senate resolution no. 11/2016 (X. 27.); effective from 28 October 2016.

³⁵² Amended by Senate resolution no. 9/2015 (X. 2.); effective from 3 October 2015.

³⁵³ Amended by Senate resolution no. 35/2016 (IV. 28.); effective from 1 June 2016.

³⁵⁴ Amended by Senate resolution no. 23/2017 (II. 23.); effective from 24 February 2017.

- Agricultural Instrumentation Centre
- Equestrian Academy
- ³⁵⁵Arid Land Research Center (ALRC)

External (off-site) departments:

- *Department of Aquaculture Management (HAKI)
- Department of Production Technology and Selective Breeding (Gabonakutató Kht. Szeged)
- External Department of Forestry (Forestry Research Institute – Püspökladány)
- Department of Environmental Systems (TAKI Budapest)
- *Department of Nagyunság Regional Production (Karcag Research Institute)
- Department of Plant Protection (Hungarian Academy of Sciences, Agricultural Research Centre, Institute of Plant Protection, Budapest)
- *Department of Nyírség Regional Production (Nyíregyháza Research Centre)
- Department of Forestry and Wildlife Management (Nyírerdő ZRt.)
- Department of Hortobágy Nature Conservation and Wildlife Management (Directorate of the Hortobágy National Park)
- Department of Plant Production and Selective Breeding (Hungarian Academy of Sciences, Agricultural Research Centre, Institute of Agriculture, Martonvásár)
- Department of Aggtelek Nature Conservation and Forestry (Directorate of the Aggtelek National Park)
- ³⁵⁶External Department of Animal Breeding and Gene Preservation (Hortobágyi Természetvédelmi Génmegőrző Kht.)
- Department of Specialised Consultancy and Rural Development (National Institute of Agricultural Consultancy, Training and Rural Development)
- Department of Nature Conservation and Species Protection (Nagyerdei Kultúrpark Kiemelten Közhasznú Nonprofit Kft.)
- Department of Renewable Energy Sources (Bükk-Region LEADER Association)
- Department of Biological Foundations (National Food Chain Safety Office)
- Department of Water Resource Management and Environmental Technology (Aquaprofit Kft.)
- External Department of Integrated Fruit Production (NAIK Research Institute of Fruit Production, Újfehértó Research Station)
- Department of Tiszatáj Region Nature and Wildlife Management

(3)³⁵⁷ The functional organisational unit of the Faculty:

- The Deans Office
 - Registrar's Office
 - Museum of Agriculture

In the interest of the preservation of historical artefacts, the Faculty maintains a Museum of Agriculture.
- a) The Dean's Office shall perform the tasks of the Faculty related to administrative affairs.
- b) The head of the Dean's Office, appointed by and reporting directly to the Dean, is the administrative leader of the Faculty.
- c) The tasks of the head of the Dean's Office:
 - directly supervising the work of the Dean's Office;

³⁵⁵ Introduced by Senate resolution no. 8/2016. (IX. 29.); effective from 30 September 2016.

³⁵⁶ Amended by Senate resolution no. 9/A/2015 (IV. 23.); effective from 24 April 2015.

³⁵⁷ Amended by Senate resolution no. 17/2016 (XII. 15.); effective from 16 December 2016.

- assisting the Dean and the Vice-Deans in their work;
 - as secretary to the Faculty Council, participating in the preparation of the meetings of the Faculty Council, organising and checking the implementation of the decisions, ensuring that the organisational units, supervisors, staff and students are informed on the resolutions, decisions and official positions of the Faculty Council.
 - ensuring that the decisions and resolutions adopted at the Faculty are in harmony with the relevant provisions of law;
 - performing all tasks that provisions of law, the Faculty Council or the Dean of the Faculty prescribe for him/her.
- d) The head of the Dean's Office shall report on his/her activities to the Dean on a regular basis.
- e) The organisation and the tasks of the Dean's Office shall be in accordance with its rules of procedures.
- (4) The Agricultural Instrumentation Centre, as a service providing unit at the Faculty, performs soil and plant tests commissioned by external experts and customers, and its tasks also include serving the needs of the high-quality education and research activities conducted at the Faculty.

THE ADMINISTRATION OF THE FACULTY

³⁵⁸(To Section 26 of the OOR)

Section 3

- (1) The leading body of the Faculty shall be the Faculty Council, whose work is prepared by the Dean's Council and assisted in certain specific areas by committees. The Faculty Council shall regulate and supervise the educational, continuing training, academic, economic, human resource management and enterprising activities at the Faculty. The organisational units and the students of the Faculty are represented in the Faculty Council by way of their elected representatives.
- ³⁵⁹(2) The head of the Faculty is the Dean, who is assisted in his/her work by up to three Vice Deans, the Dean's advisor(s) appointed for specific tasks, and by the head of the Dean's Office.
- (3) The administration may be assisted in its work by advising and other bodies.

THE FACULTY COUNCIL

(To Section 29 (1) of the OOR)

Section 4

- (1) The Faculty Council shall, in compliance with the provisions in Section 12 (8) and 29 (3) of the OOR,
- a) decide on:
- the definition of the Faculty's academic programmes and the evaluation of the research results;
 - the members of the boards of trustees of foundations with the Faculty as the beneficiary.

³⁵⁸ Amended by Senate resolution no. 9/A/2015 (IV. 23.); effective from 24 April 2015.

³⁵⁹ Amended by Senate resolution no. 9/A/2015 (IV. 23.); effective from 24 April 2015.

- the awarding of the title of honorary associate professor;
- the Faculty's educational and academic activities, as well as the principles of cooperation with external bodies;
- the principles of the Faculty's international relations;
- ³⁶⁰b) express its opinion on:
 - the appointments and mandates to teaching staff, researchers and supervisors, falling within the Dean's scope of powers;
 - personnel issues directly affecting the Faculty and not falling within the Faculty's scope of powers;
 - the granting of the title of titular university professor;
- c) make recommendations to the Senate:
 - for the establishment of external (off-site) departments.

The operations of the Faculty Council

³⁶¹(To Section 29 (3) of the OOR)

Section 5

- (1) The Faculty Council shall:
 - exercise its powers at its meetings;
 - hold its meetings in accordance with its work plan;
 - ensure that its meetings, the motions for its meetings, as well as its minutes and resolutions are accessible to those affiliated with the Faculty (only the resolutions in case of closed meetings);
 - the resolutions and positions of the Faculty Council shall be made available within 8 working days after the meeting.
- (2) At ceremonious occasions, the Faculty Council shall hold a public council meeting, where the Dean shall wear the regalia of the Dean's position.
- (3) The chairperson of the Faculty Council shall be the Dean, or in case the Dean is unable to be present, the Vice Dean; in case of several Vice Deans, the Vice Dean designated by the Dean.
- (4) The meetings of the Faculty Council shall be convened by the chairperson, at least 4 times a year. The meeting shall be presided over by the Dean, or in case he/she is prevented from being present, by the person Vice Dean designated by the Dean.
- (5) The Faculty Council shall adopt its decisions, opinions and recommendations in the form of decisions at the meetings of the Faculty Council, which decisions shall be drawn up in minutes of the Faculty Council meetings and in separately drawn up written resolutions.
- (6) The Faculty Council shall be convened within 15 days – with the agenda of the meeting identified – if so requested by one-third of the members of the Faculty Council or the teaching staff and researchers of the Faculty, and further in case the Rector so instructs the Dean.

³⁶⁰ Amended by Senate resolution no. 11/2016 (X. 27.); effective from 28 October 2016.

³⁶¹ Amended by Senate resolution no. 9/A/2015 (IV. 23.); effective from 24 April 2015.

- (7) The written invitation to the ordinary meeting of the Faculty Council shall be sent to the members and to invited parties 6 days before the date of the meeting; written motions shall be made accessible electronically (via a web page) at least three days before the date of the meeting. In extraordinary circumstances, the Dean may also convene the members within 24 hours by way of an invitation sent electronically. Members of the Faculty Council may only act in their capacity as such in person, and may not be substituted.
- ³⁶²(8) The Faculty Council shall have a quorum when more than half of the 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. If the Faculty Council convened is inquorate, it may be convened again for a date within 8 days.
- (9) The Faculty Council shall generally pass its resolutions with simple majority.
- (10) The Faculty Council shall generally adopt its resolutions by open voting, with more than half of the members present voting in support of the motion; however, the chairperson shall order a secret ballot to be held when the Faculty Council is to adopt a resolution or express its opinion in connection with an appointment, mandate or other personnel-related issue, of when so requested by one-third of the members with voting rights. The voting by secret ballot shall be conducted by a vote-counting committee, which shall be appointed by the Faculty Council, on the basis of the motion of its chairperson.
- ³⁶³(11) A 2/3 majority of the members of the Faculty Council present (qualified majority) shall be necessary for decision-making in the following issues:
- the adoption or modification of the Faculty's rules of operation;
 - the approval of the Faculty's strategy;
 - the fundamental internal rules of the Faculty's economic management, the principles of the use of internal financial resources.
 - in case of the establishment of a new or the reorganisation or termination of an existing organisational unit of education and research;
 - in all other cases when prescribed by the Rules of Operation.

The unanimous vote of 2/3 of the members of the Faculty Council shall be necessary for making decisions in the following:

- initiating the recall of the Dean.
- (12) In personnel issues, when a recommendation is to be made or opinion provided on more than one person, the Faculty Council shall vote in two rounds, if neither of the candidates received the necessary number of votes in the first round. The two candidates receiving the largest number of votes in the first round shall proceed to the second round. The winner of the second round shall be the candidate who received the necessary number of votes.
- (13) The sound recording and written record of the meetings of the Faculty Council shall be kept for one year. The minutes shall be signed by the chairperson and authenticated by

³⁶² Amended by Senate resolution no. 35/2016 (IV. 28.); effective from 29 April 2016.

³⁶³ Amended by Senate resolution no. 35/2016 (IV. 28.); effective from 29 April 2016.

two elected members of the Faculty Council. At the request of any member of the Faculty Council, his/her words shall be recorded in the minutes verbatim. Copies of the motions, the written minutes and the resolutions of the Faculty Council shall be sent to the Rector. The written minutes, motions and resolutions of the Faculty Council, also including documents related to financial management, shall be accessible to all persons affiliated with the Faculty, and may be inspected in the Dean's Office (exceptions from the above shall be the materials of closed meetings, in which case only the resolutions shall be public). The decisions of the Faculty Council shall be drawn up in the form of resolutions and made accessible via the website of the Faculty.

The composition of the Faculty Council
(To Section 29 (4) of the OOR)

Section 6

- (1) The members of the Faculty Council shall be:
- the Dean as the chairperson of the Faculty Council,
 - members by virtue of their office filled:
 - the Vice Dean of Academic Affairs;
 - the Vice Dean of Research;
 - the president of the student government of the Faculty;
 - members by virtue of being elected:
 - 1 representative of university professors and associate professor from each institute (a total of 11 persons);
 - 1 representative for the other organisational units;
 - 1 representative of assistant professors, instructors and researchers;
 - 1 non-teaching staff member;
 - 1 doctoral student participating in the full-time doctoral programme, as the delegate of the University Doctoral Student Government;
 - 8 student representatives.

The elected 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.

- ^{364,365}(2) Permanent invited parties to the Faculty Council with the right of consultation:
- the Rector of the university;
 - the Chancellor;
 - the representative delegated by the Chancellor's Office;
 - the advisor to the Dean of the Faculty of Agricultural and Food Sciences and Environmental Management;
 - the institute directors / department chairs who are not elected members of the Faculty Council;
 - the head of the Dean's Office, who is also the secretary of the Faculty Council;
 - the head of the Registrar's Office or his/her deputy;
 - the previous dean of the Faculty;
 - the representative of the state employees' interest reconciliation forum (secretary of Labour Union Committee) or the president of the State Employees' Council);

³⁶⁴ Amended by Senate resolution no. 9/A/2015 (IV. 23.); effective from 24 April 2015.

³⁶⁵ Amended by Senate resolution no. 11/2016 (X. 27.); effective from 28 October 2016.

- the dean of the Faculty of Economics and Business, who shall have the right to provide his/her opinion when discussing administrative, educational and economic issues affecting the faculties. The Dean may delegate this power to a substitute;
 - the heads of the doctoral schools operating at the Faculty, provided that they are not otherwise members of the Faculty Council by reason of their offices or by election,
- (3) The Dean may invite stakeholders and experts to the meeting of the Faculty Council, with the right of consultation.
- (4) The mandate of the members participating on the basis of their offices shall be valid for the term of their appointment to the given office. The mandate of the elected members of the Faculty Council shall expire after the expiry of the Dean's term of appointment, when the new Dean is elected and the new Faculty Council is established. Members of the Faculty Council may be re-elected to several consecutive terms. No student may be a member of the Faculty Council who is on a passive semester, or whose student status ended or is suspended for any reason.
- (5) Membership in the Faculty Council shall be personal. All members shall be required to attend the meetings of the Faculty Council, or notify the fact of their absence and its reason prior to the meeting.
- (6) If membership in the Faculty Council ends due to recall, resignation or any other reason before the end of the term according to the Rules of Operation, the position of the member for the remainder of the term shall be filled on the basis of the rules of election.

Rules applicable to the election of the members of the Faculty Council
(To Section 29 (4) of the OOR)

Section 7

- (1) The principles of elections for the Faculty Council:
- the organisation of the elections for the Faculty Council shall be the task of the administration of the Faculty;
 - all teaching and non-teaching staff, researchers and students are entitled to vote and are eligible as candidates who have had a state employee or student status for at least 2 months and will have such status for at least 8 more months;
 - all teaching and non-teaching staff, researchers and students shall have the right to nominate candidates.
 - The members of the Faculty Council shall be elected by the university citizens concerned by way of secret and direct ballot.
 - An election committee consisting of a chairperson and 2 to 6 members shall be established for the task of preparing and conducting the elections; the work of the election committee shall be supervised by the Dean from the point of view of lawfulness.
- (2) The election of the members of the Faculty Council:
- The representative of university professors and associate professors shall be elected by institutes / departments at the institute / department meetings.
 - The representative of assistant professors, instructors and researchers shall be elected at the meeting of teaching staff and researchers.

- The representative of other employees (non-teaching staff and non-researchers) shall be elected at the employee meeting.
 - The representative of PhD students shall be elected by the Assembly of University Student and Doctoral Students.
 - Students shall elect their representatives in accordance with their own rules.
- (3) A meeting convened for the purpose of elections shall be quorate if at least two-thirds with voting rights are present.
The voting shall take place by secret ballot. The ballot paper shall indicate the names of all candidates, as well as the number of persons that may be elected from the candidates. The election committee shall include the names of candidates receiving the largest number of votes on the ballot paper. The number of votes necessary for membership in the Faculty Council shall be 50% + 1 vote. In case of an identical number of votes, the candidate with the longer status as a state employee shall be given the mandate. If a sufficient number of candidates did not receive 50% of the votes + 1 vote in the first round, the voting shall be repeated in a second round among the candidates with the largest number of votes.
- (4) The institute / departmental representatives shall be elected by the institutes / departments, from among the university professors and associate professors, based on voting by all full-time teaching staff, researchers and other employees. The number of votes necessary for membership in the Faculty Council shall be 50% +1 vote. The voting shall take place by secret ballot. A written record shall be drawn up of the voting at the institute / department. If a sufficient number of candidates did not receive 50% of the votes + 1 vote in the first round, the voting shall be repeated in a second round among the candidates with the largest number of votes.
- (5) At the meetings of teaching staff and other employees, the votes shall be collected in a box closed and sealed by the election committee. The committee may open the box after the voting is closed. A written record, signed by the members of the vote counting committee shall be drawn up containing the results of the vote counting. Any ballot on which more names were marked than the number of members that may be elected, or on which no name was marked, or the marking is not clear shall be invalid.
- (6) The representative of employees in other positions shall be elected at the employee meeting. The number of votes necessary for membership in the Faculty Council shall be 50% +1 vote. Membership in the Faculty Council shall be decided on the basis of the number of votes received. If a sufficient number of candidates did not receive 50% of the votes + 1 vote in the first round, the voting shall be repeated in a second round among the candidates with the largest number of votes.
- (7) The election of the students' representative, among students pursuing studies in one of the degree programmes belonging to the Faculty of Agricultural and Food Sciences and Environmental Management, shall be organised by the Student Government, aligning the date with the election of the student government representatives, in accordance with its own rules, but taking into consideration the general rules of elections at the university.
- ³⁶⁶(8) The membership of an elected member of the Faculty shall be terminated if:

³⁶⁶ Amended by Senate resolution no. 23/2017 (II. 23.); effective from 24 February 2017.

- a final (non-appealable) judicial or disciplinary penalty is imposed on the member;
- the member was absent from more than half of the meetings of the Faculty Council in a given academic year without a valid excuse.

³⁶⁷(9)

³⁶⁸(10)

- (11) If the membership of any elected member of the Faculty Council ends for any reason, the Dean shall announce new elections within 30 days. The election shall be held within 30 days of the date of announcement.

The rights and obligations of members of the Faculty Council

Section 8

- (1) Members of the Faculty Council shall have the right an obligation to participate in the work of the Faculty Council, and to contribute their proposals and opinions in order to assist the Faculty Council in its effective work.
- (2) Members of the Faculty Council are entitled to:
- initiate measures to be taken in any issue belonging to the competence of the Faculty Council;
 - address questions or interpellations to leaders of the Faculty at its meetings;
 - obtain any data or information and to inspect any document as necessary for the performance of their tasks as members of the Faculty Council.
- b) Members of the Faculty Council shall:
- participate at the meetings of the Faculty Council, or in case of being prevented, to notify the fact of their absence to the chairperson of the Faculty Council, in writing;
 - comply with the regulations of the University and the Faculty in the course of their operation, to keep official secrets, and to report on their activities in the Faculty Council, when so requested by those electing them;
- (2) Members of the Faculty Council may not suffer any disadvantage as a result of the performance of their tasks and their related activities. In case of such a disadvantage, the member concerned may contact the Faculty Council for remedy.
- (3) A member of the Faculty Council shall submit his/her interpellation to the chairperson of the Faculty Council at least 3 working days before the date of the meeting. The person to whom the interpellation is addressed shall be required to reply to the interpellation. After the answer to the interpellation, the person to whom the interpellation was addressed is entitled to reply again. The Faculty Council shall vote, without a debate, on whether or not the reply to the interpellation is accepted. If the Faculty Council does not accept the reply, it shall put one of its committees in charge of investigating the issue, or it shall set up an ad hoc committee for this purpose.

³⁶⁷ Repealed by Senate Decision no. 23/2017 (II. 23.); ineffective from 24 February 2017.

³⁶⁸ Repealed by Senate Decision no. 23/2017 (II. 23.); ineffective from 24 February 2017.

The committees of the Faculty Council

Section 9

- (1) In issues of great significance from the point of view of the Faculty's operation, with educational, academic, administrative, economic and other aspects, and generally requiring a collective effort, the Dean or the Faculty Council may establish permanent or temporary committees for the drawing up of analyses, the elaboration of recommendations and the preparation of decisions in such issues.
- (2) The Dean shall make a recommendation for the person of the chairpersons of the committees. The chairperson and co-chairperson of the committee shall make recommendations for the person of the members of the committees, in accordance with the principles established by the Faculty Council. The Faculty Council shall approve the members and the internal rules of procedures of the committees.
- (3) The Faculty Council shall establish the committees for the same term as its own term of mandate.
- (4) The Faculty Council may delegate certain powers to the committees.
- (5) The competent leader of the Faculty, as well as the responsible person from the offices of the Faculty shall be invited to the meetings of the committees with the right of consultation.
- (6) The committees shall establish their rules of operation themselves, with attention to the guidelines of the Faculty Council.
- (7) The members of the committees shall be elected by the Faculty Council.
- (8) The committees of the Faculty Council may establish subcommittees. The supervision of the subcommittee shall be provided by the committee establishing it.
- (9) The committees of the Faculty Council may use the services of external experts for the discussion of certain questions.
- (10) The Faculty Council may also establish ad hoc committees.
- ³⁶⁹(11) The Faculty Council has established the following permanent committees:
 - Students' Equal Opportunities and Equal Treatment Committee
 - Credit Transfer Committee
 - Committee of Student Disciplinary Affairs
 - Foreign Affairs Committee
 - Quality Assurance Committee
 - Educational Committee
 - Promotions Committee
 - Academic Affairs Committee
 - Student Research Council.
 - Faculty Committee of DETEP (Talent Management Programme)

³⁶⁹ Amended by Senate resolution no. 18/2016 (II. 11.); effective from 24 April 2015.

- Faculty Committee of Research and Grants
- Faculty Committee of Sport and Healthy Lifestyle
- Economic Committee
- Advisory Body of the Faculty

The DEAN
(To Section 30 of the OOR)
Section 10

- ^{370,371,372}(1) The term of the Dean shall be maximum 5 years, which may be extended once, based on an application procedure, after the applications are ranked by the Faculty Council and its opinion is considered, by the Rector.
- (2) The candidates applying for the position of the Dean shall discuss their professional careers and their proposed management programmes at a meeting of teaching staff and researchers.
- (3) In addition to the tasks prescribed by Section 30 (8) of the OOR, the tasks of the Dean shall also include:
- submitting the strategy and development plan of the Faculty, supervising and controlling the implementation of the approved plan;
 - supervising student admissions to the Faculty, exercising the right to grant admission;
 - approving foreign travel that falls within the scope of the Dean's powers;
 - keeping the Rector informed on any substantial negotiations with external entities;
 - supervise the internal audit, property, civil and fire protection activities at the Faculty;
 - establishing faculty-level committees as defined in the regulations, supervising their work;
 - convening an all-employee meeting of the Faculty at least once per cycle;
 - convening a meeting of teaching staff and researchers at least once annually;
 - initiating the recalling of institute directors / department chairs;
 - appointing the associate professors and senior research associates of the Faculty.
- (4) The principal obligations of the Dean:
- monitoring and regularly updating the development strategy of the Faculty, as well as allocate the human resources necessary for the same;
 - complying with the approved budget appropriations, ensuring that the contracts concluded are performed in an economically efficient way, aligning them with the interests of the basic activity;
 - consistently complying with and enforcing provisions of law and of internal regulations;
 - regularly reporting to the Faculty Council and to the Rector.
- (5) In the course of the performance of his/her tasks and exercising his/her powers, the Dean shall have a general right of giving instructions; however, the Dean may not instruct the Faculty Council or the self-government and interest-representation bodies functioning at the Faculty.

³⁷⁰ Amended by Senate resolution no. 9/A/2015 (IV. 23.); effective from 24 April 2015.

³⁷¹ Amended by Senate resolution no. 35/2016 (IV. 28.); effective from 29 April 2016.

³⁷² Amended by Senate resolution no. 17/2016 (XII. 15.); effective from 16 December 2016.

- (6) The Dean may establish committees for the performance of certain operative tasks and/or tasks prescribed by provisions of law.

MEETING OF SENIOR FACULTY MEMBERS

Section 11

- (1) A body consisting of all university professors and associate professors, as well as the heads of the independent organisational units of education, with the powers to provide opinions, prepare decisions and make recommendations shall operate at the Faculty, by way performing tasks of advising and providing information, which shall participate in the preparation of decision-making by the Faculty Council by making proposals and observations.
- (2) The tasks of the meeting of senior faculty members shall include:
- a) expressing opinions:
 - on the formation of the Faculty's strategy;
 - on the main principles of human resource policy;
 - it may make proposals to the Faculty Council with respect to new curricula, changes in the curricula and other important issues;
- (3) The advisory body shall be convened by the Dean at least once a year. The advisory body shall also be convened when so requested from the Dean by one-third of its members;

THE DEAN'S COUNCIL

Section 12

- (1) The Dean's Council is a body functioning alongside the Dean, with the tasks of preparing decisions, providing opinions and performing other tasks as assigned by the Dean.
- ³⁷³(2) The members of the Dean's Council:
- a) the Dean;
 - b) the Vice Deans;
 - c) the Dean's adviser;
 - d) the secretary of the Labour Union Committee or the president of the State Employees' Council;
 - e) the head of the Dean's Office;
 - f) the head of the Registrar's Office or his/her deputy;
 - g) the Faculty's previous dean or the vice dean for academic affairs;
 - h) the representative delegated by the Chancellor's Office, as an invited member.
- (3) The Dean's Council shall establish its positions in the form of recommendations or written proposals, which the Dean shall take into consideration in the course of making his/her decisions.
- (4) The Dean's Council shall be convened by the Dean. A memorandum of the meetings of the Dean's Council shall be drawn up.

³⁷³ Amended by Senate resolution no. 9/A/2015 (IV. 23.); effective from 24 April 2015.

**THE MEETING OF THE TEACHING STAFF
AND RESEARCHERS OF THE FACULTY
Section 13**

- (1) A meeting of all teaching staff, researchers and other employees in graduate positions, as well as the doctoral students of the University shall be convened by the Dean at least once a year, with the right of consultation, for the purpose of discussing important issues affecting the Faculty.

On the basis of the Dean's report, the meeting of teaching staff and researchers shall discuss the activities of the Faculty at least once a year.

- (3) The meeting shall be convened by the Dean by providing the agenda of the meeting in advance. All teaching staff, researchers and other employees in graduate positions, as well as the doctoral students of the University shall be invited to the meeting. The Dean shall convene the meeting whenever requested by one-third of the Faculty Council or of the teaching staff of the Faculty.
- (4) The Faculty shall examine the recommendations, proposals submitted by the meeting of teaching staff and researchers, and shall inform the interested parties of its official position adopted within 30 days.
- (5) The meeting of teaching staff shall hear the programmes and information on the previous careers of applicants to the position of Dean.
- (6) The meeting of teaching faculty and researchers may submit its proposals to the Faculty Council, which the latter shall be required to discuss and then inform the interested parties of its official position.

**THE VICE DEAN(S) / THE DEAN'S ADVISER
(To Section 31 of the OOR)
Section 14**

- (1) The Vice Dean(s)/the Dean's adviser may represent the Faculty within the frameworks established by the Dean, and shall have the right to make decisions and issue documents in such cases.
- (2) The scope of tasks and powers of the Vice Dean(s)/the Dean's adviser shall not affect the responsibility of the Dean.

HEADS OF ORGANISATIONAL UNITS OF EDUCATION AND RESEARCH

(To Section 32 of the OOR)

Section 15

- (1) In addition to the items mentioned in Section 32 (3) of the OOR, the Faculty Council shall also vote on the application(s) for the position of heads of organisational units. In case of several applicants, if none of them receives sufficient support, a second round of voting shall be held with only the two candidates who received most votes in the first round. The candidate that receives the most votes is then submitted for appointment to the position.
- (2) The institute director / department chair may appoint a substitute in case of his/her absence of not more than one month and to support and facilitate his/her work. In case it is necessary to substitute the institute director / department chair due to his/her absence of not more than one year, the Dean may, after considering the opinion of meeting of the teaching staff and researchers of the institute / department, appoint one of the teaching staff or researchers of the unit concerned or the Faculty to substitute as a substitute. Appointments of substitutes may only be given with the prior approval of the Rector.

THE INSTITUTE / DEPARTMENTAL COUNCIL

(To Section 35)

Section 16

- (1) The institute directors / department chairs shall act as the leaders of the institutes / departments, relying on the opinion of the council of the given organisational unit (institute / department). The chairperson of the institute / departmental council shall be the institute director / department chair, who shall convene the council of the given organisational unit.
- (2) Members of the council of the organisational unit shall include all full-time teaching staff, researchers and other employees of the Faculty in graduate positions.
- (3) The powers of the council of the organisational unit:
 - Making decisions:
 - a) the official position of the institute / department on issues related to the education and research activities at the Faculty of Agricultural and Food Sciences and Environmental Management;
 - b) electing a member from among the university professors and associate professors of the institute / departmental council to represent the organisational unit in the Faculty Council.
 - Expressing its opinion:
 - a) on the appointment or recall of the institute director / department chair;
 - b) on the person of the institute director / department chair;
 - c) on the determination of the programme of courses taught by the institute;
 - d) on the distribution of institute's / department's budget;
 - e) on all essential questions concerning the institute / department and belonging to the competence of higher-level bodies;
 - f) on the employment of visiting teaching staff.
 - Making proposals:

- a) in the issue of the promotion, recognition with awards, granting of prizes to, qualification and disciplinary action against the employees of the institute / department;
- b) on all essential questions concerning the institute / department and belonging to the competence of higher-level bodies;
- c) in other issues concerning the institute / department.

Making comments on:

- a) issues concerning the person of the institute director / department chair and his/her work, for forwarding to the Dean and forums of the Faculty.