

## <sup>260</sup>VI. SECTION

### **THE RULES OF OPERATION OF THE FACULTY OF ECONOMICS AND BUSINESS**

#### **Preamble**

Pursuant to Section 27 (3) of the Organisational and Operational Rules of the University of Debrecen (hereinafter: OOR), established in accordance with Section 11 a) of Act CCIV of 2011 on national higher education (hereinafter: the National Higher Education Act), the rules of operation of the faculties, adopted by the Senate in the framework of the relevant provisions of law in effect and the OOR, shall regulate the operation of the faculties of the University.

The Faculty of Economics and Business (hereinafter: Faculty) is an autonomous, independent organisational unit of the University of Debrecen (hereinafter: University), designated in Section 4 (3) of the OOR, which coordinates higher education (tertiary-level vocational training, bachelor's, master's and doctoral (PhD) programmes), as well as continuing (in-service) training, academic research, development, expert activities, innovation and tasks of human resource policy in the area of economics and related fields.

The Faculty manages its financial allocations made available to 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 provide the administration of the University with the necessary and requested information and access.

<sup>261</sup>The 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.

The general frameworks of the organisation and operation of the Faculty shall be defined by the provisions of the OOR of the University of Debrecen. Therefore, in issues not regulated in detail by the present Rules of Operation, the relevant provisions of law and of the regulations of the University shall be applicable. The present Rules of Operation are based on Act CCIV of 2011 on National Higher Education.

The scope of the present Rules of Operation shall extend to all organisational units, the teaching and non-teaching staff, researchers and students of the Faculty.

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<sup>260</sup> Introduced by Senate resolution no. 34/2013 (VI.26.), effective from 1 August 2014.

<sup>261</sup> Amended by Senate resolution no. 9/A/2015 (IV. 23.); effective from 24 April 2015.

**GENERAL PROVISIONS**  
(To Section 26 (1) of the OOR).

Section 1

- (1) The (Hungarian) name of the faculty: Debreceni Egyetem  
Gazdaságtudományi Kar

Names in foreign languages:

In English: University of Debrecen  
Faculty of Economics and Business

In Latin: Universitas Debreceniensis  
Facultas Oeconomia

Registered seat: 4032 Debrecen, Böszörményi u. 138.

<sup>262</sup>Logo: The letters “GTK”, as the acronym for the name of the Faculty, surrounded a blue and a black circle, highlighting in blue the lines of the above letters that symbolise a graph, as the image for economics. 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.

Circular stamp: The coat of arms of Hungary, with the words “Debreceni Egyetem Gazdaságtudományi Kar” written around.

The website of the Faculty: [www.econ.unideb.hu](http://www.econ.unideb.hu)

**THE TASKS OF THE FACULTY**  
(To Section 26 (2) of the OOR).

Section 2

- (1)<sup>263</sup> The primary task and aim of the fundamental educational activity of the Faculty is to train professionals with state-of-the-art professional and general knowledge, in English and in Hungarian, in the areas of economic sciences, humanities, sports sciences and agricultural sciences, in traditional college and education degree programmes, in linear BSc, BA, MSC and MA programmes, tertiary-level vocational education, specialised postgraduate programmes, and in the framework of the Károly Ihrig Doctoral School of Economic and Organisation Sciences. In the framework of life-long learning, the Faculty may also engage in adult education activities, in accordance with the provisions of the Act on Adult Education. Additional tasks of the Faculty include participation in programmes offered by other faculties and institutes of the University.

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<sup>262</sup> Amended by Senate Decision no. 7/C/2014 (IX. 25.), effective from 26 September 2014.

<sup>263</sup> Amended by Senate resolution no. 9/A/2015 (IV. 23.); effective from 24 April 2015.

- (2) The Representatives of the Faculty participate in the work of the Senate, its committees, as well as other committees and bodies of the University.
- (3) In addition to its basic task of providing education for state-financed students, students with state scholarships and partial scholarships, the Faculty may also engage in the training of professionals in a tuition-based or self-financing format. In the framework of its continuing education programmes, the Faculty teaches the new results and methods of the disciplines to practising professionals, and develops their professional knowledge in specialised directions.
- (4) With attention to the rules applicable to vocational training, the Faculty may also engage in vocational education in a tuition-based format.
- (5) Without prejudice to the performance of its basic tasks, the Faculty may also provide educational, research, development, consultant or other services and tasks for external clients for consideration.
- (6) In a unified way with the teaching activities, the Faculty shall also engage in academic research.
- (7) The Faculty shall participate in the preparation of the next generation of academics, in the continuing education of specialists, and in the establishment of academic workshops and doctoral schools.
- (8) The Faculty shall maintain a broad range of external relations, and in the scope of its tasks it shall cooperate with other organisational units of the University, other institutes of higher education, entities engaged in academic research, development and planning, as well as other institutions and economic associations. The terms and conditions of such cooperation shall be established in contracts.
- (9) The Faculty shall develop its international relations, and shall participate in various international cooperation projects in the fields of education, continued training, research and specialised consultancy.
- (10) The Faculty shall issue diplomas in traditional college and education degree programmes, in linear BSc, BA, MSC and MA programmes, tertiary-level vocational education, specialised postgraduate programmes to students who received their pre-degree certificates, prepared their diploma project (thesis), successfully defended it, and passed their final examinations. In accordance with its authorisations, the Faculty shall also issue diplomas to students who have successfully completed specialized postgraduate training programmes.
- (11) In recognition for their efforts, the Faculty may present awards, and may establish and award prizes to excellent students, teaching staff, researchers and other staff affiliated with the Faculty, as well as to other public figures, Hungarian and foreign professionals and institutions that contributed to the development of the Faculty with their activities.
- (12) The Faculty shall carry out and accomplish the above tasks and objectives with the participation of its teaching and non-teaching staff, researchers, students, elected bodies and officials, with the cooperation of the organisations ensuring its operations.

## **THE ORGANISATION OF THE FACULTY**

(To Section 27 (3) of the OOR).

### Section 3

- (1) The highest-level administrative body of the Faculty is the Faculty Council.
- (2) The Faculty consists of the university citizens, who may be state employees or students of the University. The conditions of employment, suitability and promotion shall be defined by the regulations of the University on the rules governing the filling of certain positions, applications and other rules of employment.
- (1) The Faculty shall comprise institutes, which may consist of one or several, administratively non-independent departments, performing the teaching and research activities in the given field of discipline. Institute directors shall have full powers to dispose over the budgetary allocation made available for their institute. The head of a non-independent department belonging to an institute may dispose over the budgetary allocation made available by the institute director with the countersignature of the latter.
- (2) The independent organisational units (institutes) of education and research, as well as the non-independent departments under them shall be the following:
  - a) Institute of Sectoral Economics and Methodology
    - Department of Agricultural Economics
    - Department of Research Methodology and Statistics
  - b) Institute of Applied Informatics and Logistics
    - Department of Agricultural Informatics
    - Department of Logistics Management
    - Department of Business Informatics
  - c) Institute of Business Communication and Professional Language Studies
  - d) Institute of Applied Economic Sciences
    - Department of Farm Business Management and Corporate Planning
    - Department of Enterprise Development
    - Department of Business Economics
  - e) Institute of Economics
    - Department of Micro- and Macroeconomics
    - <sup>264</sup>Department of Risk Management and Econometrics
    - Department of Environmental Economics
    - Department of Public Policy Analysis
  - f) Institute of Marketing and Commerce
    - Department of Commerce
    - Department of Marketing
  - g) Institute of Accounting and Finance
    - Department of Accounting
    - Department of Finance
    - Department of Controlling
  - h) Institute of Management and Organisation Sciences
    - Department of Human Resource Management

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<sup>264</sup> Repealed by Senate Decision no. 8/A/2015 (II. 05.); ineffective from 6 February 2015.

- <sup>265</sup>Department of Organisational Sciences and Communication
  - Department of Management Sciences
  - i) Institute of Rural Development, Tourism, and Sports Management
    - Department of Tourism and Hospitality Management
    - Department of Sports Economics and Management
    - Department of Rural Development and Regional Economics
  - j) Institute of World Economy and International Relations
    - Department of European Integration
    - Department of Business Law
    - Department of World Economy and International Business
- (3) The following external (off-site) departments also operate affiliated with the Faculty:
- a) External Department of Applied Economic Analysis (HAGE Hajdúsági Agráripari Zrt. – Nádudvar),
  - b) External Department of Agribusiness Integration (NAGISZ Zrt. – Nádudvar),
  - c) External Department of Rural Economy (Agribusiness Research Institute – Budapest)
  - d) External Department of Economic Communication (Szaktudás Kiadó Ház Zrt. - Budapest),
  - e) External Department of Food Economic Integration (Master Good Group - Kisvárda),
  - f) External Department of Information Technology Applications and Service Development (CTS Informatika Kft. – Debrecen)
  - g) External Department of Marketing and Commerce (Discimus Business Academy – Debrecen)
  - h) External Department of Farm Business Management (Agrárgazdaság Kft. – Debrecen),
  - i) External Department of Market Research (Szinapszis Kft. – Debrecen),
  - j) External Department of Regional Territorial Development (Bold Agro Kft. – Derecske),
  - k) External Department of Enterprise Development and Innovation Management (XID-XANGA Investment & Development Kft. – Debrecen),
  - l) External Department of Practical Sports Organisation (Debreceni Sportcentrum Közhasznú Nonprofit Kft. – Debrecen),
  - m) External Department of Innovative Gastronomy (T. Nagy Tamás Kft. – Budapest),
  - n) External Department of Economic Sciences (Századvég Gazdaságkutató Zrt. – Budapest),
  - o) External Department of International Accounting and Controlling (National Instruments Hungary Kft. – Debrecen),
  - p) <sup>266</sup>External Department of Rail Cargo Management (Rail Cargo Hungaria Árufuvarozási Zrt. – Budapest)
  - q) <sup>267</sup>External Department of Regional Innovation and Tourism (REGINNOTUR) (Euragro Agrárfejlesztési és Tanácsadó Kft. – Kozárd)
  - r) <sup>268</sup>External Department of Management and Organisation Sciences (Szinergia Projekt- , Működés és Változásmenedzsment Kft.)

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<sup>265</sup> Amended by Senate resolution no. 16/2016 (II. 11.); effective from 24 April 2015.

<sup>266</sup> Introduced by Senate Decision no. 7/C/2014 (IX. 25.), effective from 26 September 2014.

<sup>267</sup> Introduced by Senate Decision no. 7/C/2014 (IX. 25.), effective from 26 September 2014.

<sup>268</sup> Amended by Senate resolution no. 16/2016 (II. 11.); effective from 24 April 2015.

- (4) In the interest of the expedient and efficient performance of the education, research, service provision and other tasks, various forms of cooperation may be established between the Faculty's organisational units of education and research, for the coordination and organisation of the shared tasks and for the joint use of the physical assets and facilities
- (5) The functional organisational unit of the Faculty:  
The Deans Office
- Office of Administrative Affairs
  - Registrar's Office
- a) The Dean's Office shall perform the tasks of the Faculty related to academic and administrative affairs.
- b) The head of the Dean's Office shall be appointed by the Dean.
- c) The tasks of the head of the Dean's Office:
- directly supervising the work of the Dean's Office;
  - 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.

**THE ADMINISTRATION OF THE FACULTY**  
(To Section 29 of the OOR)

Section 4

- (1) The highest-level body of the Faculty shall be the Faculty Council, whose work is prepared by the Faculty Administrators' Meeting and is assisted in certain specified areas by committees. The Faculty Council shall regulate and supervise the educational, continuing training, academic, economic, human resource management and enterprising activities in its field of operation.
- (2) The head of the Faculty shall be the Dean; additional persons performing central tasks related to the administration of the Faculty shall be the Vice Deans and the head of the Dean's Office.
- (3) The administration may be assisted in its work by various advising and other bodies.

**THE FACULTY COUNCIL**  
*The powers of the Faculty Council*  
(To Section 29 (1) of the OOR)

Section 5

- (1) In addition to the items listed in Sections 12 (8) and 29 (3) of the OOR, the Faculty Council shall also decide in the following:
  - a) the definition of the Faculty's academic programmes and the evaluation of the research results;
  - b) the awarding of the title of honorary associate professor;
  - c) the Faculty's educational and academic activities, as well as the principles of cooperation with external bodies;
  - d) the principles of the Faculty's international relations;
  - e) the members of the boards of trustees of foundations with the Faculty as the beneficiary.
- (2) The Faculty Council shall express its opinion on the following:
  - a) the appointments and mandates to teaching staff, researchers and supervisors, falling within the Dean's scope of powers;
  - b) initiating the granting of the title of titular university professor;
  - c) the granting of the title of titular university associate professor;
  - d) the mandates given to heads of degree programmes and heads of divisions;
  - e) personnel issues directly affecting the Faculty and not falling within the Faculty's scope of powers;
- (3) The Faculty Council shall make recommendations to the Senate:
  - a) for the establishment of External departments.

*The operations of the Faculty Council*  
(To Section 29 (4) of the OOR).

Section 6

- (1) The Faculty Council shall:
  - a) exercise its powers at its meetings;
  - b) hold its meetings in accordance with its work plan;
  - c) ensure that its meetings, the motions for its meetings, as well as its minutes and resolutions are accessible to those affiliated with the Faculty;
  - d) the resolutions and positions of the Faculty Council shall be made available within 8 working days after the meeting.
- (2) 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.
- (3) 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 designated by the Dean. Membership in

the Faculty Council shall be specific to the persons concerned, any substitution is only possible without voting rights.

- (4) 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.
- (5) 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.
- (6) The 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 in printed form; 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 chairperson of the Faculty Council may also convene the members within 24 hours by way of an invitation sent electronically. Any member of the Faculty Council may propose to add items to the agenda of the meeting as shown in the invitation; the Faculty Council shall decide whether such item is to be added.
- (7) In case an urgent decision is needed that does not permit the meeting to be called in time, or the topic to be discussed with urgency does not justify the calling of a meeting, in exceptional cases it is also possible to obtain the opinions of the council members electronically. In such a case, the motion shall be sent to each member of the Faculty Council electronically, with specific instructions concerning the time limit (date and hour) and the manner of the voting. The members of the Faculty Council shall be informed of the result of the voting.
- (8)<sup>269</sup> The Faculty Council shall have a quorum when at least 50% 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)<sup>270</sup> The Faculty Council shall generally pass its resolutions with simple majority. The Faculty Council shall decide on initiating the recalling of the Dean with a 2/3 vote of the members of the Faculty Council.
- (10) The Faculty Council shall generally adopt its resolutions by open voting; 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 organised by a vote-counting committee, which shall be appointed by the Faculty Council, on the basis of the motion of its chairperson.

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<sup>269</sup> Repealed by Senate Decision no. 31/2016 (IV. 28.); ineffective from 29 April 2016.

<sup>270</sup> Repealed by Senate Decision no. 31/2016 (IV. 28.); ineffective from 29 April 2016.

- (11) 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. The results of a name-by-name voting shall always be recorded in the minutes. The separately authenticated roster of names shall be attached to the minutes. Persons affected directly or by way of relations may be excluded from the decision-making. Members of the Faculty Council shall have an obligation to report such conflicts of interest. The decision on the exclusion shall be made by the Faculty Council. The member thus excluded shall be taken into consideration for the purposes of establishing the quorum.
- (12) A 2/3 majority of the members of the Faculty Council present (qualified majority) shall be necessary for decision-making in the following issues:
  - a) the adoption or modification of the Faculty's rules of operation,
  - b) establishing a new organisational unit, the changing or the termination of an organisational unit,
  - c) decisions concerning the fundamental internal rules of the Faculty's economic management, the principles of the use of internal financial resources.
- (13) 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 (50% + 1 vote).
- (14) Participants may offer comments on motions submitted also multiple times; however, the chairperson 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.
- (15) The written minutes and sound recording of the meeting shall be kept for one year.
- (16) The minutes shall be signed by the chairperson and authenticated by two elected members of the Faculty Council.
- (17) At the request of any member of the Faculty Council, his/her words shall be recorded in the minutes verbatim.
- (18) Copies of the motions, the written minutes and the resolutions of the Faculty Council shall be sent to the Rector.
- (19) 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. The documents of closed meetings shall be kept in confidence, and only the resolutions of such meetings may be disclosed.
- (20) The decisions of the Faculty Council shall be drawn up in the form of resolutions and made accessible to the members of the Faculty Council via the website of the Faculty.

## The composition of the Faculty Council

### Section 7

- (1) The members of the Faculty Council with voting rights shall be:
- a) the Dean as the chairperson of the Faculty Council,
  - b)<sup>271</sup> members by virtue of their office filled:
    - three Vice Deans;
    - the president of the Student Government;
  - c) members by virtue of being elected:
    - 1 representative of university professors and associate professor from each institute;
    - 1 representative of assistant professors, instructors and researchers;
    - 1 non-teaching staff member;
  - d) members by virtue of delegation:
    - 1 doctoral student participating in the full-time doctoral programme, as the delegate of the University Doctoral Student Government;
    - 8 students.

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.
- (2) Permanent invited parties to the Faculty Council with the right of consultation:
- a) the Rector of the University;
  - b) <sup>272</sup> the Chancellor;
  - c) the head of the Dean's Office, who is also the secretary of the Faculty Council;
  - d) external experts or public figures invited by the Faculty Council;
  - e) the deans of the legal predecessor faculties;
  - f) the representative of the state employees' interest reconciliation forum (secretary of Labour Union Committee) *or/and* the president of the State Employees' Council);
  - g) institute directors and department chairs who are not otherwise members of the Faculty Council by reason of their offices or by election;
  - h) 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;
  - i) the president of the Student Research Council, provided that he/she is not otherwise a member of the Faculty Council by reason of his/her office or by election;
  - j) the persons in charge of degree programmes, provided that they are not otherwise members of the Faculty Council by reason of their offices or election.
- (3) Occasional invited parties to the Faculty Council with the right of consultation:
- a) heads of other organisational units of the University of Debrecen, who have the right of consultation when discussing administrative, economic, education or

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<sup>271</sup> Amended by Senate resolution no. 9/A/2015 (IV. 23.); effective from 24 April 2015.

<sup>272</sup> Amended by Senate resolution no. 9/A/2015 (IV. 23.); effective from 24 April 2015.

research related issues affecting their respective organisational units. The head of the organisational unit may delegate this right to one of his/her substitutes.

- (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 be for the term of the Dean's appointment.
- (5) 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.
- (6) 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.
- (7) 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 or invitation.
- (8) The Dean may invite stakeholders and experts to the meeting of the Faculty Council, with the right of consultation.
- (9) At ceremonious occasions, the Faculty Council shall hold a public council meeting, where the Dean shall wear the regalia of the Dean's position.
- (10) The Faculty Council may establish ad hoc committees in the interest of performing its tasks.

### **Election of the members of the Faculty Council**

#### Section 8

- (1) The principles of elections for the Faculty Council:
  - a) the organisation of the elections for the Faculty Council shall be the task of the administration of the Faculty;
  - b) all teaching staff, researchers and non-teaching staff members are entitled to vote and are eligible as candidates who have worked at the University in state employee status for at least 2 months and have at least 8 more months left from their term of employment;
  - c) all teaching staff, researchers and non-teaching staff shall have the right to nominate candidates;
  - d) the members of the Faculty Council shall be elected by the university citizens concerned by way of secret and direct ballot;
  - e) 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:

- a) the representative of university professors and associate professors shall be elected by institutes at the institute meetings;
  - b) the representative of assistant professors, instructors and researchers shall be elected at the meeting of teaching staff and researchers;
  - c) the representative of employees in other positions shall be elected at the employee meeting;
  - d) the representative of PhD students shall be delegated by the Assembly of University Student and Doctoral Students, based on the recommendation of the Doctoral Students' Government;
  - e) 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.
- (4) 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.
- (5) The voting from among the university professors and associate professors shall take place by institutes, with the participation of the teaching staff and the researchers. 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 of at the institute voting. If none of the candidates received the sufficient number of votes in the first round, a second round of voting shall be held among candidates with the largest number of votes in the first round.
- (6) At the meetings of teaching staff and researchers and of 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.
- (7) 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.
- (8) The election of the students' representative 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.

<sup>273</sup>(9)

<sup>274</sup>(10)

<sup>275</sup>(11)

- (12) 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 9

- (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:
- a) initiate measures to be taken in any issue belonging to the competence of the Faculty Council;
  - b) address questions or interpellations to leaders of the Faculty at its meetings;
  - c) obtain any data or information and to inspect any document as necessary for the performance of their tasks as members of the Faculty Council.
- (3) Members of the Faculty Council shall:
- a) participate at the meetings of the Faculty Council, or in case of being prevented, notify the fact of their absence to the chairperson of the Faculty Council, in writing;
  - b) to 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;
- (4) 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.
- (5) 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.

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<sup>273</sup> Repealed by Senate Decision no. 31/2016 (IV. 28.); ineffective from 29 April 2016.

<sup>274</sup> Repealed by Senate Decision no. 31/2016 (IV. 28.); ineffective from 29 April 2016.

<sup>275</sup> Repealed by Senate Decision no. 31/2016 (IV. 28.); ineffective from 29 April 2016.

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

### Section 10

- (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 recommendations on the members of such committees shall be made by the chairperson of the given committee, in accordance with the general principles established by the Faculty Council, subject to approval by the Faculty Council.
- (3) The Faculty Council shall establish the committees for the same term as its own mandate. The members of the committees shall be appointed by the Dean.
- (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 committees of the Faculty Council may establish subcommittees. The supervision of the subcommittee shall be provided by the committee establishing it.
- (8) The committees of the Faculty Council may use the services of external experts for the discussion of certain questions.
- (9) The committees shall report to the Faculty Council once a year on the activities performed by them.
- (10) The Faculty Council may also establish ad hoc committees.

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

### Section 11

The Faculty Council has established the following permanent committees:

- (1) Committee for the Affairs of Students with Disabilities
- (2) Committee of Student Disciplinary Affairs
- (3) Credit Transfer Committee
- (4) Foreign Affairs Committee
- (5) *Quality Assurance Committee*
- (6) Educational Affairs Committee
- (7) Promotions Committee

- (8) Academic Affairs Committee
- (9) Student Research Council.

**The Dean,**  
(To Section 30 of the OOR)

Section 12

- (1)<sup>276,277,278</sup> 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 programmes as prospective administrators at a meeting of teaching staff and researchers.
- (3) The scope of tasks and powers of the Dean
- a) In addition to those listed in Section 30 (8) of the OOR, the tasks of the Dean include:
- appointing associate professors and senior researchers;
  - submitting the strategic and development plan of the Faculty, supervising and monitoring the implementation of the approved plans;
  - supervising student admissions by way of exercising the powers of admissions;
  - approving foreign travel that falls within the scope of the Dean's powers;
  - informing the Rector of any substantial negotiations with external parties;
  - supervising the internal audit, property, civil and fire protection activities at the Faculty;
  - establishing committees at the Faculty and supervising their work;
  - convening an all-employee meeting at the Faculty at least once per cycle;
  - convening a meeting of teaching staff and researchers at the Faculty at least once annually;
  - may initiate the revocation of the mandate of institute directors.
- b) The principal obligations of the Dean:
- monitoring and regularly updating the development strategy of the Faculty, as well as allocating 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.
- c) 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.

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<sup>276</sup> Amended by Senate resolution no. 9/A/2015 (IV. 23.); effective from 24 April 2015.

<sup>277</sup> Amended by Senate resolution no. 31/2016 (IV. 28.); effective from 29 April 2016.

<sup>278</sup> Amended by Senate resolution no. 15/2016 (XII. 15.); effective from 16 December 2016.

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

**The advisory bodies of the Dean**  
Faculty Administrators' Meeting

Section 13

- (1) The Faculty Administrators' Meeting is a body functioning alongside the Dean, with the tasks of preparing decisions, providing opinions and performing other tasks as assigned by the Dean.
- (2) The members of the Faculty Administrators' Meeting:
  - a) the Dean,
  - b) the Vice Deans,
  - c) the institute directors,
  - d) the head of the Dean's Office,
  - e) the deans of the legal predecessor faculties, for 1 year after the change in the person of the dean.
- (3) The meeting of the Faculty Administrators' Meeting as an advisory body shall be called by the head of the Dean prior to each meeting of the Faculty Council.
- (4) The rules of operation of the Faculty Administrators' Meeting:
  - a) it shall perform tasks of advising and providing information, participating in the preparation of the decisions of the Faculty Council by way of making recommendations and comments;
  - b) it may make proposals to the Faculty Council with respect to new curricula, changes in the curricula and other important issues;
  - c) it shall be convened when so requested from the Dean by one-third of its members;
  - d) a memorandum shall be drawn up at the meetings of the Faculty Administrators' Meeting, which shall be prepared by the head of the Dean's Office.
- (5) The Faculty Administrators' Meeting 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.

**Faculty Meeting**

Section 14

- (1) The Faculty Meeting is a consulting body consisting of the employees and PhD students of the Faculty, which is convened by the Dean at least once a year to discuss the important questions affecting the Faculty.
- (2) On the basis of the Dean's report, the Faculty Meeting shall discuss the activities of the Faculty at least once a year.

- (3) 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 employees 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 Faculty Meeting 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 Deans**

(To Section 31 of the OOR)

#### Section 15

- (1) The Vice Deans may represent the Faculty within the frameworks established by the Dean – which is to be fixed in writing at the time of their appointment – and shall have the right to make decisions and issue documents in such cases.
- (2) The scope of tasks and powers of the Vice Deans shall not affect the responsibility of the Dean.

#### **The institute director (head of organisational unit)**

(To Section 32 of the OOR)

#### Section 16

- (1) In addition to the tasks specified in Section 32 (3) of the OOR of the University of Debrecen, the Faculty Council shall vote on the applications for the position of institute directors (heads of organisational units), on the basis of the opinion of the institute council concerned. If none of the candidates receives the support necessary for the appointment in the first round of voting, a second round shall be held with the participation of the two candidates with the most votes only. The candidate that receives the most votes shall be then submitted for appointment to the position.
- (2) In case it is necessary to substitute the institute director (head of organisational unit) due to his/her absence of not more than one year, the Dean may, after considering the opinion of the institute council, pursuant to the provisions of the regulations pertaining to substitutions, appoint one of the teaching staff or researchers of the unit concerned or the Faculty to substitute the institute director. The institute director may appoint a vice director in case of his/her absence of not more than one month and to support and facilitate the work of the institute director.

**The institute council**  
(To Section 35 of the OOR)

Section 17

- (1) An institute council shall operate at each of the institutes, the chairperson of which shall be the institute director, who may convene a meeting of the institute council to discuss issues belonging in the competence of the latter.
- (2) Members of the institute council shall be the teaching staff, researchers and other employees of the Faculty in full-time, graduate positions working at the given institute.
- (3) The competences of the institute council shall consist of:
  - a) making decisions:
    - on the institutes's position on issues related to the teaching and research activities at the Faculty of Economics and Business;
    - on who is to subsequently represent the institute in the administrative body of the Faculty, election of a member of the Faculty Council from its own ranks.
  - (2) expressing its opinion:
    - on the appointment and recalling of the institute director, as well as the persons of the vice institute director and the department chairs,
    - on the determination of the programme of courses taught by the institute;
    - on the distribution of institute's budget;
    - on all essential questions concerning the institute and belonging to the competence of higher-level bodies;
    - on the employment of visiting teaching staff.
  - c) making proposals:
    - in the issue of the promotion, recognition with awards, granting of prizes to, qualification and disciplinary action against the teaching staff, researchers and other employees of the institute;
    - on all essential questions concerning the institute and belonging to the competence of higher-level bodies;
    - on other issues concerning the institute.
  - d) making comments on:
    - issues concerning the person of the institute director and his/her work, for forwarding to the Dean and forums of the Faculty.