

VOLUME I OF THE ROO
ORGANISATIONAL AND OPERATIONAL
PROCEDURES

I.17. Rules for organising student events

The Senate, by its Resolution No. SZ-138.a/2016/2017 (27 June 2017), supported the adoption of the Regulation on the organisation of student events.

Preamble

1. §

- (1) The Senate of the Corvinus University of Budapest (hereinafter: University), pursuant to Subparagraph II.1. of Annex 2 of Act CCIV of 2011 on National Higher Education, hereby establishes the rules for the organisation of student events and services for students (hereinafter: Regulation).
- (2) The purpose of this Regulation is to ensure that student events are planned, organised and realised in such a way that:
 - a) the aims of the event are compatible with the University's reputation and the interests of students,
 - b) to achieve the objectives of the event,
 - c) the protection of legality, orderly and safe conditions, the life, health, physical integrity, human dignity and other moral rights and belongings of participants, and the ideological and political independence, reputation, economic and other interests of the University is ensured.

Chapter I

General provisions

Related documents

2. §

- (1) Related legislation and regulations:

Act CCIV of 2011 on National Higher Education (hereinafter referred to under the Hungarian abbreviation: Nftv.),

Government Decree No. 23/2011 (8 March) on making the operation of music and dance events safer;

Decree No. 5/2006 (7 February) of the Minister of Health on rescue;

Decree No. 15/1990 (14 May) of the Minister of the Interior on police duties related to ensuring order at events;

Decree No. 54/2014 (5 December) of the Minister of the Interior on the National Fire Safety Regulation;

Government Decree No. 16/1999 (5 February) on the provision of services for consideration by the police;

Regulation on Commitments;

Public Procurement Regulation;

Programme Cost Accounting Regulation;

Money Management Regulation;

Rules on the Treatment of Irregularities in Financial Management;

Integrated Risk Management Regulation;

Internal Control Regulation;

Regulation on the Treatment of Irregularities;
Code of Ethics;
Employment Regulation;
Student Disciplinary and Compensation Regulations;
Data Processing Regulation;
Document Management Regulation;
Student Requirements; Regulations on Student Fees and Benefits.

Definitions

3. §

(1) For the purposes of this Regulation:

- a) the name of the University: for the purposes of this Regulation, the name of the University shall be understood to mean the official name of the University as given in the University's founding charter and the legally protected names of the University;
- b) student event: any gathering for students, held at the request of the University or using the name of the University, in whole or in part, for a predetermined purpose, at a specific place and time, which, according to its functional content, primarily serves the purpose of social recreation of the participants, in particular music and dance gatherings, artistic events (festivals), sports programmes, team-building and quiz game gatherings, regardless of the economic purpose of the student event;
- c) student music and dance event: an event organised by or for students, either regularly or on a specific occasion or at a specific time, providing a public (not private) selected record release or live performance of music as a main service, where participants do not need to have a reserved seat to attend;
- d) regular event: an event held several times a week, weekly or monthly at a given location;
- e) occasional event: an event held on a single occasion at a given location for up to ten consecutive days;
- f) licensed music and dance event: an occasional or regular music and dance event which
 - ea) is held in a structure or on a structure, in a structure containing such a structure or in a room suitable for a mass gathering of more than 300 persons at any one time, or
 - eb) is held outdoors and it is expected that there will be times during the event when the number of participants will exceed 1000.
- g) university citizens: lecturers, researchers, teachers and other staff members not classified as teachers or lecturers, and students;¹
- h) authorised number of participants: the number of participants who can safely leave the premises in the time allowed by law, taking into account evacuation calculations;
- i) evacuation calculation: the determination of the time interval during which the event venue can be evacuated in the event of a disaster, taking into account the capacity of the doors, windows and gates to allow the evacuation of the premises or event area and the number of participants planned;

¹ Subsection (1) of Section 6 of the ROO

- j) the University's territory: the area of the real property listed in Annex 2 to the University's current founding charter and the premises of the structures on it, as well as the real property used by the University under a rental agreement or other civil law relationship;
- k) external venue: any venue that does not belong to the University;
- l) student event organiser: a public service employee of the University or a natural person having other legal relationship aimed at work with the University or a legal entity having a civil law relationship with the University, a natural person who is entitled to act as a legal or transactional representative of the University and who has been notified as the organiser of the student event in accordance with the provisions of this Regulation;
- m) Student event organised by the University: an event organised by a natural person or legal entity other than a natural person or legal entity having a civil law relationship with the University, and the organiser of the student event is a staff member of the University, who is a public service employee;
- n) student event organised by an external party: an event organised by a natural person or legal entity having a civil law relationship with the University, if the natural person authorised to legally or transactionally represent the natural person or legal entity is registered as the organiser of the student event;
- o) health service: the health service providing basic care at the student event venue for the duration of the event;
- p) security staff: persons hired by the student event organiser who are responsible for maintaining order for the duration of the student event, which does not include persons employed by the University to provide security (e.g. porters, security guards, patrols).

The scope of the Regulation

4. §

- (1) The scope of this Regulation shall include all student events, with the exception set out in Subsection (2):
 - a) the rules for planning, initiating and authorising student events, including the authorisation by the authorities;
 - b) the processes related to the organisation of events, including the definition of the rules for the event, the selection of the participants in the realisation of the event, the registration procedures, the communication and financial processes related to the event;
 - c) the procedures for monitoring and reporting on events and the rules for measuring satisfaction, evaluation and complaints handling;
 - d) the procedures for managing and mitigating irregularities and integrity risks;
 - e) the rules on the processing and protection of personal data related to events, as well as the processing and provision of additional data related to the event.
- (2) The following events with functional content are excluded from the scope of this Regulation:
 - a) academic conferences, congresses, lectures
 - b) literary evenings, professional evenings, professional forums;
 - c) academic and professional competitions,
 - d) exhibitions, theatre, cinema, other cultural events,

- e) protocol events, receptions, commemorations,
 - f) trade events,
 - g) social and political events,
 - h) professional programmes, visits, outings (e.g. factory visits)
 - i) a non-public, closed, team-building programme for the membership of the organisation in question.
- (3) The personal scope of this Regulation applies to all public service employees, students and other natural persons and legal entities involved in the preparation and realisation of student events, regardless of their legal relationship in the context of which they participate in organising the event.
- (4) This Regulation shall also apply to cases pending at the time of its entry into force.

Identification of the person responsible for drafting this Regulation

5. §

- (1) The Chancellor is responsible for drafting and the maintenance of this Regulation.
- (2) The preparation and ongoing maintenance of this Regulation is carried out by the Közgáz Campus Director, and legal control is exercised by the Deputy Director for Administration.

Chapter II

Planning of student events, initiating events and the right of the BCE Student Union to comment, agree and decide

6. §

- (1) As a general rule, student events should be initiated within the framework of the annual student events plan. In addition, a student event may be initiated by supplementing the student events plan.
- (2) Any university citizen is entitled to take the initiative. Students may submit suggestions at the BCE Student Union, employees at the Közgáz Campus Directorate.
- (3) The BCE Student Union shall prepare a student events plan (hereinafter: Plan) for the academic year. In the planning process, the BCE Student Union shall contact the faculty student unions and the Közgáz Campus Directorate, if there is one, and the University's contracted provider for event organisation.
- (4) The plan shall be submitted on a form approved by the Chancellor and include at least the following:
- a) the title of the event,
 - b) the functional nature of the event,
 - c) the venue of the event,
 - d) the date and time of the event,
 - e) the expected timetable for the organisation of the event,
 - f) expected participants,

- g) the outline programme of the event, the principles of the professional content of each programme element, including the period of free programmes,
 - h) the event organiser,
 - i) the person responsible for the event within the University (also required if the event is organised by a third party),
 - j) the economic purpose of the event,
 - k) the budget for the event.
- (5) The plan proposed by the BCE Student Union shall be sent by the President of the BCE Student Union to the Közgáz Campus Director by 15 February each year. The Director shall consult the Director of the Campus Director and send the plan, together with his/her opinion, to the Rector and the Chancellor by 15 March.
- (6) When deciding on the plan and the individual student events that form part of it, the following aspects in particular should be taken into account (considerations):
- a) the extent to which the student event is aligned with the academic year's timetable and University-level events;
 - b) whether the nature of the student event is in line with the public service mission of the University as defined in its founding charter;
 - c) whether the student event is primarily for the leisure and social recreation of the University's students;
 - d) how well the student event helps students to become familiar with university rules, to prepare them for university life and to integrate them into the university community;
 - e) whether the student event promotes the building of a student and employee community, the academic, scientific, artistic and cultural enrichment of students, the development of the need for a healthy lifestyle and regular sporting activities;
 - f) whether the student event is for the entertainment of the students of the University in a civilised manner, worthy of a university citizen;
 - g) whether the student event contributes to the promotion of the University and its traditions;
 - h) whether, in addition to the primary target audience, the potential participants are mainly students from other higher education institutions;
 - i) whether the student event is sufficiently prepared and organised;
 - j) no religious, ideological or political recruitment events are allowed;
 - k) no event shall be permitted where the integrity of the University's property is not safeguarded;
 - l) no event shall be allowed where the programme of the event includes activities that violate or endanger the life, physical integrity, health, dignity, personal freedom or other moral rights of the participants.
- (7) In case of a student event organised by the University, the Chancellor shall consider, in addition to the conditions set out in the previous Subsection, in particular the following conditions:
- a) whether the cost plan for the student event is realistic, and the expenditure required for its realisation is planned in full and at a realistic value;
 - b) whether the planned expenditure is covered;
 - c) whether there is sufficient time to ensure that the purchases for the student event are realised properly;

- d) whether the necessary infrastructure is in place for the proper realisation of the student event (especially music and dance events), and whether sufficient time is available to obtain all the necessary official permits for the student event.
- (8) The Rector and the Chancellor decide on the next academic year's plan by 31 March each year. For the adoption of the plan, the agreement of the BCE Student Union is required, it being understood that the BCE Student Union has the right to give its opinion on events which are not financed by the University from the budget of the BCE Student Union.
- (9) Given that the criteria set out in Subsections (6) to (7) are at the discretion of the decision-makers set out in Subsection (8), no appeal shall lie against the decision.
- (10) The decision-making procedures within the BCE Student Union are set out in the Statutes of the BCE Student Union.
- (11) The plan shall be issued by the Rector, the Chancellor and the President of the BCE Student Union.
- (12) Both the BCE Student Union and the University are entitled to initiate a modification of the plan at any time, it being understood that the initiative may be considered on its merits if there is sufficient time, but at least thirty (30) days, for its lawful and structured implementation, in particular with regard to the related procurement. The Közgáz Campus Director is responsible for initiating the modification on behalf of the University. Otherwise, the rules on the adoption of the plan apply to the adoption of the initiative.
- (13) The approval of the plan is the authorisation in principle to organise a student event, on the basis of which an event hosting request under this Regulation can be submitted for the specific student event.
- (14) The organiser of the student event may make a proposal for the plan.

Use of University premises and other University areas

7. §

- (1) Student events shall be held at the time and place specified in the plan.
- (2) The premises and other areas required for student events on the University premises shall be requested in accordance with the University's current rules on the use of its premises. The application may be submitted jointly by the organiser in the plan and the internal manager.
- (3) All applicable University regulations and instructions shall be complied with during the use of the premises.
- (4) Student events held off-site are subject to the rules on civil law contracts for the use of the property.
- (5) The organiser in the plan is responsible for the orderly use of the premises, unless otherwise provided for in the house rules or other regulations of the student event or in a civil law contract for the organisation of the event.

Principles for determining the organiser (responsible organiser) of an event

8. §

- (1) The organiser of the student event, as indicated in the student event plan, is responsible for the lawful and planned preparation and realisation of the student event.

- (2) The internal person responsible for the student event is responsible for ensuring that the organiser of the student event is provided with all the information necessary for the student event to be held in accordance with the contract. The internal person in charge is not responsible for the lawful and planned holding of the event, but is responsible as a contact person for the flow of information between the University and the event organiser. Unless otherwise provided for in this Regulation, the internal person in charge of the event is the Közgáz Campus Directorate.
- (3) As a general rule, the University shall conclude a civil law contract with a separate legal entity for the preparation and realisation of the student event, with the consent of the BCE Student Union. The University shall prepare and organise student events at its own discretion only in exceptional and very justified cases.
- (4) The person in charge of the organisation of events included in the events calendar may only be a natural person having a student status or an employment relationship with the University and any of its organisational units, including the BCE Student Union, in particularly justified cases, if he/she performs this function in this capacity.
- (5) A contract for the organisation of a student event (hereinafter: contract) may be concluded in accordance with the legal provisions on public procurement, procurement and University regulations.
- (6) Given that the University considers it of the utmost importance that the organisation and realisation of student events should be carried out with the best interests of the students in mind, while at the same time adhering to strict security rules and financial accountability, and to the extent permitted by the laws and regulations referred to in the previous Subsection, the following should be taken into account when selecting a contractor for the organisation of student events:
 - a) the contract may only be concluded with a transparent economic operator with an independent legal personality;
 - b) the contracting partner shall be primarily a nonprofit economic operator;
 - c) no contract may be concluded with a person against whom, or whose person in charge designated in accordance with Subsection (7), is the subject of criminal proceedings in connection with any music and dance event, or who has been found guilty of such an offence by a court of law in a final judgment, or whose person in charge designated in accordance with Subsection (7) does not have a clean criminal record;
 - d) he/she shall undertake to provide a declaration in a document with full probative value that the conditions set out in the previous Paragraph are met;
 - e) the contracting partner's instrument of incorporation shall include the organisation of student events as a primary objective;
 - f) for the event of termination, the contracting partner's instrument of incorporation shall stipulate that its assets shall be donated to another university students', lecturers' or public service employees' association;
 - g) it shall undertake to process data in accordance with Annex 6 to the Nftv. and this Regulation;
 - h) it shall undertake to provide the University with information on its financial and economic data in the manner and at the frequency specified in the contract, and to make its economic processes transparent to the University in other ways specified in the contract.
- (7) The legal entity contracted as the organiser of the student event shall name the natural person who can be designated as the organiser of the event (personally responsible person) in accordance with Annex 6 of the Nftv.

- (8) If the contract is for a number of years or for an indefinite period, performance shall be evaluated annually and, as a result of the evaluation, a decision shall be taken to extend, revise or terminate the contract. The deadline for the evaluation shall be fixed in the contract.
- (9) In case of an externally organised event, the use of University premises may only take place on the basis of a contract authorising such use.
- (10) The University does not participate in the preparation and realisation of the externally organised event, but if, exceptionally, it does undertake a part of the work, the terms and conditions of this shall be set out in detail in the contract or other agreement providing for the use. This does not affect the right of the internal person responsible to coordinate and provide information.

Processing rules for the event organiser's data

9. §

- (1) The University shall process the data of the organiser of the student event in accordance with Annex 6 of the Nftv. The University shall process the data referred to in Paragraph c) of Subsection (6) of Section 5 of this Regulation with the consent of the data subject for event security purposes.
- (2) For an externally organised event, the organiser of the student event shall submit the data pursuant to Annex 6 of the Nftv. and Paragraph c) of Subsection (6) of Section 5 of this Regulation to the Közgáz Campus Directorate in a duly signed declaration immediately after the contract comes into force.
- (3) For an event organised by the University, the organiser of the student event shall consent in writing to the processing of the data referred to in Subsection (1). The Human Resources Office shall provide the data to the Közgáz Campus Directorate.
- (4) The organiser of the student event shall notify the Közgáz Campus Directorate immediately of any changes in the data provided.
- (5) The Közgáz Campus Directorate shall keep up-to-date records of the data referred to in Subsection (1) in accordance with the Data Processing Notice, and, as an internal data provider, shall provide data from the database to the authorities and other organisations pursuant to the Nftv., to the Rector, the Chancellor and the executive of the University who needs the data to perform his/her duties.
- (6) The Közgáz Campus Directorate shall process the data referred to in this Section for a period of 5 years in accordance with Annex 6 of the Nftv.
- (7) The data may only be disclosed to the authority authorised by law. After the purpose of the processing has been fulfilled, the Közgáz Campus Directorate shall erase the data after the expiry of the period specified in Subsection (6).

The tasks of the organisations and organisational units involved in the preparation and realisation of student events

10. §

- (1) For externally organised student events, the following organisations and organisational units are involved in the organisation and realisation of student events:
 - a) the event organiser shall
 - aa) contribute to the review of the plan;

- ab) be responsible for ensuring that only approved student events are organised;
 - ac) be responsible for the organisation and realisation of the student event, and, in this context, is unconditionally responsible for the full compliance with the relevant legislation (e.g. fire and property protection requirements), for the contractual performance, and for the achievement of the objectives of the event: e.g. obtaining the necessary official permits, making the necessary official notifications, if relevant, drafting the house rules and other regulations of the student event, the budget of the student event, the text of the invitation to participate, the rules for registration, and the catering services for the student event;
 - ad) remain at the venue throughout the student event to ensure orderly realisation and maintenance of order;
 - ae) liaise with the Közgáz Campus Directorate;
 - af) at the request of the Közgáz Campus Directorate or, if necessary for lawful or contractual performance, by sending a signal to the Közgáz Campus Directorate.
- b) The BCE Student Union shall
- ba) be responsible for the preparation, modification if necessary, and submission of the plan to the Közgáz Campus Directorate;
 - bb) be responsible for drawing up a plan which takes into account the objectives set out in this Regulation and the criteria set out in Subsections (6) to (7) of Section 6;
 - bc) exercise its right of agreement and opinion under this Regulation;
 - bd) continuously monitor student events and contribute to the reporting of the event organiser and the evaluation of student events.
- c) The Közgáz Campus Directorate shall
- ca) be responsible for commenting on the plan or its amendment and submitting it to the Rector and the Chancellor;
 - cb) be responsible, if the BCE Student Union does not submit a plan, for preparing the plan and submitting it to the Rector and the Chancellor, it being understood that the organisation of events is, as a general rule, an externally organised event;
 - cc) be responsible for drawing up a plan which takes into account the objectives set out in this Regulation and the criteria set out in Subsections (6) to (7) of Section 6;
 - cd) assist in the selection of the organisation, in the definition of the professional content of the contract, and perform the tasks of contact person under the contract;
 - ce) liaise with the organisational units involved in the organisation and realisation of student events and with the BCE Student Union;
 - cf) approve, together with the Communications Directorate, the text of the invitation to participate;
 - cg) send, if necessary, a signal to the Rector or the Chancellor, as well as to the organisational units involved in the preparation and realisation of student events;
 - ch) monitor the performance of the contract, evaluate the contract, initiate its extension, amendment, termination, if necessary, and enforce contractual claims;
 - ci) manage the reporting of the event organiser and the evaluation of student events;
 - cj) contribute to the drafting of this Regulation;
 - ck) carry out data processing under this Regulation.

- d) The Directorate for Strategy and Quality Enhancement shall
 - da) contribute to formulating an opinion on the plan.
- e) The Communications Directorate shall
 - ea) contribute to formulating opinions on the plan and, in this context, give its opinion on the PR elements of the student event;
 - eb) approve the invitation to participate together with the Közgáz Campus Directorate.
- f) The Legal and Public Procurement Directorate shall
 - fa) prepare and implement the public procurement process for the organisation of the student event, where relevant;
 - fb) prepare the contract for the preparation and realisation of the student event and any other related contracts based on the content elements defined by the Közgáz Campus Directorate, ensure the conclusion of the contract(s), its extension, amendment, termination based on the indication of the Közgáz Campus Directorate;
 - fc) enforce contractual and other claims related to the student event, act in related proceedings before the authorities and the courts;
 - fd) give its opinion on the process of drafting of the house rules and other necessary regulations for the student event.
- g) The Economic Directorate shall
 - ga) give its opinion on the contract for the preparation and realisation of a student event;
 - gb) at the request of the Legal and Public Procurement Directorate, assist in the enforcement of contractual and other claims related to student events, and in related proceedings before the authorities and the courts;
 - gc) contribute to the drafting of this Regulation;
 - gd) manage the financial and other economic processes related to the contract for the organisation of the student event.
- h) The Directorate for Administration shall
 - ha) ensure the preparation and ongoing maintenance of this Regulation;
 - hb) liaises with the maintainer on regulatory issues;
 - hc) give its opinion on the contract for the preparation and realisation of a student event;
 - hd) give an opinion on the house rules of the student event for an externally organised event;
 - he) monitor the lawful realisation of student events and, if necessary, send a signal to the Rector or the Chancellor, as well as to the organisational units involved in the organisation and realisation of student events;
 - hf) monitor the processing of registered data in relation to the internal data protection officer's responsibilities.
- i) The Technical and Information Technology Directorate shall
 - (ia) prepare and implement the procurement process for the preparation and realisation of the student event, where relevant.
- j) The Internal Audit Office shall
 - ja) at the request of the Chancellor, monitor compliance with the rules on student events.

- (2) For student events organised by the University, the following shall be added to Subsection (1):
- a) The Technical and Information Technology Directorate shall
 - aa) make the necessary notifications, submit the necessary requests for authorisation to the appropriate authorities, where relevant;
 - ab) provide the technical and infrastructural conditions for the student event;
 - ac) ensure that fire and property safety requirements are defined and complied with.
 - b) The Communications Directorate shall
 - ba) prepare the programme plan of the student event and the professional content of each programme element;
 - bb) carry out the PR tasks of the student event.
 - c) The Directorate for Administration shall
 - ca) contribute to the preparation of the house rules of the student event.
 - d) The Economic Directorate shall
 - da) check the budget of the student event.
 - e) The BCE Student Union shall
 - ea) contribute to the preparation of the house rules, other necessary regulations and programme plan of the student event.
 - f) The Közgáz Campus Directorate shall
 - fa) perform the tasks set out in Paragraph a) of Subsection (1);
 - fb) perform all tasks which are not assigned to another organisational unit by this Regulation.

Chapter III

Authorisation and organisation of student events

Submission of the event hosting request

11. §

- (1) The organiser indicated in the plan and the internal person in charge are entitled to submit a student event hosting request (hereinafter: event hosting request) jointly.
- (2) The event hosting request shall be submitted on a form approved by the Chancellor to the Közgáz Campus Director. With the exception provided for in Subsection (3), the event hosting request shall be made in sufficient time to allow for a lawful and structured implementation, in particular with regard to the related purchases, but in any event not less than 60 days, and in particularly justified cases not less than 30 days.
- (3) In case of a musical dance event organised by the University, the event hosting request shall be submitted at least 60 days prior to the day of the event in order to comply with the deadlines set out in Government Decree No. 23/2011 (8 March) on making the operation of music and dance events safer.
- (4) The event hosting request shall include at least the following:

- a) a precise timetable for the organisation of the event;
 - b) the participants;
 - c) the detailed event programme plan, the professional content of each programme element, including the period of free programmes;
 - d) the detailed budget of the event, in particular the amount of the support to be used during the event for cultural activities and sports activities as defined in Paragraph eb) of Section 85/C of the Nftv.;
 - e) any information that the Rector or the Chancellor considers appropriate in the individual case.
- (5) The application for a change of plan and the specific event hosting request may be submitted at the same time.

Conditions for authorising a student event

12. §

- (1) The Közgáz Campus Director shall give a preliminary opinion on the event hosting request, and will consult the heads of the organisational units concerned in advance.
- (2) The Közgáz Campus Director shall send the event hosting request together with his/her opinion to the Rector, the Chancellor and the President of the BCE Student Union within ten (10) days, in urgent cases within five (5) days. The Rector and the Chancellor shall decide jointly on the event hosting request.
- (3) The event hosting request shall be accepted if it is duly and completely filled in, provided that the information contained therein complies with the legal requirements, unless there has been a change in the criteria for consideration under this Regulation that jeopardises the safe and cultural realisation of the event.
- (4) The decision shall be issued by the Rector and the Chancellor.
- (5) The decision shall be communicated in writing (e.g. by email) to the President of the BCE Student Union.
- (6) The organisation of the event may only be started on the basis of an approved initiative.

Timetable for organising the student event

13. §

- (1) A timetable for organising the student event shall be submitted by the event organiser as part of the event hosting request.
- (2) In case of an externally organised student event, the timetable shall include the following:
 - a) the starting and finishing dates for the preparations before the event,
 - b) the starting time of the event,
 - c) the end time of the event,
 - d) in case of events requiring the presence of the University's executives, the duration and purpose of the presence, and the invited executives.
- (3) In case of a student event organised by the University, the timetable shall, in addition to Subsection (2), include the following:

- a) in case of events subject to authorisation by the authorities, the planned date of submission of the application for authorisation;
 - b) the expected date of receipt of the authorisation referred to in Paragraph a);
 - c) the schedule for the procurement of goods and services related to the student event, if not included in the University's public procurement plan or procurement plan;
 - d) the schedule of financial settlements related to the student event.
- (4) In case of student events organised by the University, the timetable shall be designed to meet the deadlines set by the relevant legislation, in particular by Government Decree No. 23/2011 (8 March) on making the operation of music and dance events safer.
- (5) After completing the procurement procedures, when the opportunity arises, the following shall be submitted to the Közgáz Campus Director for approval:
- a) a precise indication of the number of security staff;
 - b) the house rules and any other rules of the student event, where relevant;
 - c) the content of third party marketing and promotional material related to or associated with the student event.

Use of the University name in connection with student events

14. §

- (1) In case of an externally organised student event, the event organiser may only use the name of the event associated with the name of the University for the benefit and in the interests of the University. In case of student events, the event organiser may use any name or terminology referring to the University only with the approval of the Rector, the Chancellor and the BCE Student Union. The event organiser may be charged a fee for the use of the name.

Programme of the student event, definition of the professional content

15. §

- (1) The programme of the student event and the professional content of the individual programme elements are commented on by the Közgáz Campus Directorate with the involvement of the Communications Directorate and the BCE Student Union, and, in case of a student event organised by the University, it shall also prepare the programme.
- (2) The professional content, whether the student event is organised by a third party or by the University, shall be defined in sufficient detail to clearly state the following:
- a) who is the person responsible for which programme element;
 - b) which are the rules of the programme element (e.g. game rules);
 - c) who provides the necessary aids;
 - d) participation in the programme element is voluntary;
 - e) the life, health, physical integrity, dignity and other moral rights of participants are adequately protected when the house rules and the regulations are respected.

Rules for the appearance of third parties at or in connection with the event**16. §**

- (1) The programme of the student event or the content of the marketing and promotional presence of third parties related to it are commented on by the Közgáz Campus Directorate with the involvement of the Communications Directorate and the BCE Student Union, and, in case of a student event organised by the University, it shall also prepare the programme.
- (2) The professional content, whether the student event is organised by a third party or by the University, shall be defined in sufficient detail to clearly state the following:
 - a) which organisations,
 - b) by advertising what product or service,
 - c) for what fee,will appear at the student event.
- (3) The Közgáz Campus Directorate shall keep a record of third parties appearing for marketing and promotional purposes with the content specified in Subsection (2).
- (4) The promotion of a third party shall not be detrimental to the University's reputation, impartiality or independence and shall comply with the University's Code of Ethics.

Selection of participants in the preparation and realisation of student events, processing of their data**17. §**

- (1) For an externally organised student event, the event organiser shall decide on the participation of persons not having an employment relationship with the University in the preparation and realisation of the student event, it being understood that only persons who meet the requirements of Paragraph c) of Subsection (6) of Section 5 may be employed for the form of realisation requiring personal presence at the student event. The University may request a statement or other proof of compliance from the organiser of the student event.
- (2) A person employed by the University may participate in the preparation or realisation of an externally organised student event only as a staff member of an organisational unit specified in this Regulation, within the scope of his/her employment duties.
- (3) Students take part in the preparation and realisation of student events organised by the University on a voluntary basis, as a result of recruitment by the BCE Student Union, it being understood that only students who meet the requirements of Paragraph c) of Subsection (6) of Section 5 may be employed for the form of realisation requiring personal presence at the student event. The student shall make a prior declaration to this effect in a document with full probative value.
- (4) Those involved in the preparation and realisation of a student event shall declare in writing that they are aware of and will comply with the provisions of this Regulation.
- (5) Those involved in the preparation and realisation of the student event shall give their written consent to the University's Közgáz Campus Directorate to process their personal data pursuant to Annex 6 of the Nftv. and Paragraph c) of Subsection (6) of Section 5 of this Regulation, as well as the description of the tasks they have performed and the data concerning the performance of the tasks. The purpose of data processing is to promote event security and to ensure that the lawful preparation and realisation of the event can be monitored.

- (6) The processing of data is based on the data subject's consent, so the data subject shall be clearly informed in advance of the personal data that the event organiser will process, for what purpose and for how long.
- (7) The event organiser shall process the data under this Section only for the purposes set out in Subsection (5) and for a period of five (5) years from the date of the student event concerned.
- (8) The Közgáz Campus Directorate shall keep up-to-date records of the data referred to in this Section in accordance with the Data Processing Notice.
- (9) The data may be disclosed only to the authorities authorised by law and to the Rector, the Chancellor and other staff members of the University and only if the data are necessary for the performance of their duties. Once the purpose of the data processing has been fulfilled, the Közgáz Campus Directorate shall erase the data after the expiry of the period specified in Subsection (7).

Definition of the participants

18. §

- (1) The target audience for student events is primarily:
 - a) citizens of the University,
 - b) where the nature of the event so warrants, the relatives of the persons referred to in Paragraph a), and
 - c) guests invited by the University management and the BCE Student Union.
- (2) Student events may, where the nature of the event so warrants, be attended by persons other than those referred to in Subsection (1) (hereinafter: external participants), in addition to university citizens, provided that, as far as possible, the acquaintance of each external participant with a university citizen can be established. An effort should be made to ensure that a university citizen can bring no more than two external participants to a student event.
- (3) As for university citizens, in particular students, the event organiser may also grant a discount on the participation fee or a total exemption from the payment of the fee, provided that this is indicated in the event hosting request and published in the invitation to participate.
- (4) As for a music and dance event, the event organiser may decide to exclude or restrict the participation of minors, by requiring the presentation of a document proving the age of the participants.

Rules for establishing the house rules of a student event

19. §

- (1) The Rector and the Chancellor, on the recommendation of the Directorate for Administration, shall determine in the plan whether the student event requires the establishment of house rules.
- (2) If the authorities or the event organiser determine an authorised number of participants in a student event, that fact and the authorised number of participants shall be specified in the house rules.
- (3) The house rules shall be prepared by the person responsible according to this Regulation with the assistance of the persons entitled to comment, and shall be approved by the Rector and the Chancellor with the consent of the President of the BCE Student Union together with the event hosting request, it being understood that the BCE Student Union has the right to give its opinion on events which are not financed by the University from the budget of the BCE Student Union.

- (4) The house rules shall be published on the official website of the event organiser or the event's official website and on the official website of the BCE Student Union. The house rules shall be posted at the location of the student event.

Content and publication of the invitation to participate, information to participants, promotion and advertising of the student event

20. §

- (1) The invitation to participate shall be prepared by the event organiser.
- (2) The content of the invitation to participate shall be in line with the content of the approved event hosting request and include at least the following information:
- a) the title of the event;
 - b) the functional nature of the event;
 - c) the location of the event;
 - d) the start and end times of the event;
 - e) the programme of the event;
 - f) the name of the company organising the student event;
 - g) as for music and dance events, if the event organiser restricts the admission of minors, clear information to this effect and that the entry of participants to the venue is subject to the presentation of an identity document proving their age;
 - h) how and by when to apply to participate;
 - i) the participation fee for the student event, if a discount is available, the conditions and amount of the discount, the due date and method of payment of the participation fee, and the services available at the venue that may be used against the participation fee and those that may be used for which a separate fee is charged.
- (3) The text of the invitation to participate is approved by the Közgáz Campus Directorate and the Communications Directorate.
- (4) The invitation to participate shall be published on the official website of the event organiser or the event's official website and on the official website of the BCE Student Union.
- (5) As for an externally organised event, the University may agree in the contract that the event organiser displays information on the University's central and faculty off-line and on-line communication/advertising platforms with previously agreed content without any extra charge.
- (6) If there is a homepage, the following shall be published on the official website of the event organiser or the event, the official website of the BCE Student Union and shall be displayed at the venue of the student event:
- a) the procedures for handling complaints;
 - b) information on the no smoking policy and the availability of designated smoking areas.

How to apply to participate

21. §

- (1) The event organiser shall determine the rules for registration for the student event.

- (2) The Közgáz Campus Directorate shall be informed of the procedure for application for participation.

Special rules for music and dance events

Rules for official notification

22. §

- (1) For student events with music and dancing, the provisions of this Regulation shall apply with the following additions.
- (2) Student events with music and dancing may only be organised by the University in particularly justified cases.
- (3) As for student events with music and dancing, if the event is organised externally, the event organiser shall submit a copy of the necessary official permits and notifications to the Közgáz Campus Directorate.
- (4) As for student events with music and dancing organised by the University, the task of obtaining the necessary official permits and making the necessary notifications is the responsibility of the Közgáz Campus Directorate and the Technical and Information Technology Directorate, which shall involve an organisation with the appropriate expertise in this task.

Rules on the suitability and certification of university facilities

23. §

- (1) As for student events with music and dancing, if the event is organised externally, the event organiser is responsible for checking the suitability of the facilities and obtaining certificates of suitability.
- (2) As for student events with music and dancing organised by the University, the responsibility for checking the suitability of the facilities and obtaining certificates of suitability lies with the Közgáz Campus Directorate and the Technical and Information Technology Directorate.

Responsibility

24. §

- (1) As for student events with music and dancing, the event organiser shall be fully and unconditionally responsible for compliance with the legal requirements and the University's regulations.
- (2) As for an externally organised student event, the contract with the external organiser shall provide for the provisions of Subsection (1).

The event organiser's obligation to provide information

25. §

- (1) The event organiser shall inform the University in writing, through the Közgáz Campus Directorate, of any event that restricts or jeopardises the proper, contractual and planned preparation or realisation of the student event.
- (2) In addition to the provisions of Subsection (1), the event organiser shall inform the Közgáz Campus Directorate of any event that affects the preparation or realisation of the student event.

- (3) The Közgáz Campus Director is entitled to request information from the event organiser at any time, either orally or in writing.
- (4) The Közgáz Campus Director is responsible for ensuring that the Rector, the Chancellor and the organisations and organisational units involved in the preparation and realisation of the student event in accordance with this Regulation have the information necessary to perform their duties in connection with the student event.
- (5) As for an externally organised student event, the contract with the external organiser shall provide for the provisions of Subsection (1).

Deadlines and other legal requirements

26. §

- (1) As for student events with music and dancing, the provisions of this Regulation shall also be applied to the additional requirements set out in Government Decree No. 23/2011 (8 March) on making the operation of music and dance events safer.

Chapter IV

Economic processes related to the organisation of student events organised by the University

27. §

- (1) The rules for the procurement of services required for the organisation of the student event and for the provision of services to participants are set out in the University's Regulation on Commitments.
- (2) The selection of the catering provider and the rules on the services and products to be provided are also set out in the Regulation on Commitments.
- (3) The rules for the determination of the fee to be paid by the service provider (concession fee) or to the service provider shall be set out in the contract concluded for the event.
- (4) The participation fee:
 - a) calculation: on the basis of the University's Regulation on Cost Calculation.
 - b) collection: if cash is used, the conditions for collection shall comply with the regulatory environment and the University's Cash Handling Regulation.
 - c) recognition of receipts: amounts duly collected and paid into the University's appropriation account are recognised in accordance with the regulatory environment, applying the deductions provided for in the budget concept adopted by the Senate.
- (5) The fees for services provided free of charge at the event are determined on the basis of the Regulation on Cost Calculation, and the description of the recognition of receipts is set out in Paragraph c) of Subsection (4).
- (6) The use and recognition of the support provided by an external party for the realisation of the student event shall be in accordance with the legislation in force.
- (7) The fee payable by a third party for appearance (marketing, promotion) shall be determined and its recognition shall be provided for in the contract concluded for the event.
- (8) Integrity risk management and mitigation requirements are set out in the University's Integrated Risk Management Regulation.

- (9) Cash handling and other methods of payment: According to the rules for public finances, the flow of cash should be minimised. In case of cash payment, the University's Cash Handling Regulation shall apply, in case of transfers, the applicable regulatory environment. No other payment method is possible for student events.
- (10) The procedure for the use of the support earmarked as support for cultural activities and sports activities as defined in Paragraph eb) of Section 85/C of the Nftv. and the method of recognition are set out in the Student Requirements, in the Regulation on Student Fees and Benefits.

Chapter V

Rules applicable during and after the student event

Proof of eligibility to participate

28. §

- (1) Proof of eligibility to participate is provided by showing proof of payment of the participation fee.
- (2) At a student event, the identity of participants may be checked only with the consent of the person concerned and for the purposes of ensuring access, providing guarded parking for cars, motorcycles and other means of transport (hereinafter: means of transport) and identifying persons excluded from the event. If the participant refuses the check, his/her participation in the student event may be refused and the participation fee paid will not be refunded. Information on this shall be provided in the invitation to participate.

Rights and obligations of participants

29. §

- (1) The rights and obligations of the participants of the student event are defined in the house rules and other regulations of the student event (e.g. fire and property protection regulations).
- (2) The regulations specified in Subsection (1) shall be published in accordance with this Regulation.
- (3) Student event participants shall respect the regulations set out in Subsection (1) and are entitled to use the services advertised in the invitation to participate.

Processing of participants' data

30. §

- (1) The event organiser processes the personal data of student event participants in the following cases and for the following purposes:
 - a) the name, identity document number and permanent address of the person intending to enter for the purpose of establishing entitlement to a discounted ticket or, in case of a private event, access rights;
 - b) the name of the participant and the registration number of the means of transport (if any) in case of guarded parking;
 - c) in case of exclusion from the event for security reasons, the name, identity document number and permanent address of the excluded participant;

- d) where relevant, the electronic mailing address of the data subject for the purpose of measuring satisfaction.
- (2) The processing of data is based on the data subject's consent, so the house rules shall clearly specify the personal data that the event organiser will process, for what purpose and for how long.
- (3) The event organiser shall process the data under this Section only for the purposes specified in Subsection (1) and for a maximum period of one (1) month from the date of the student event concerned.
- (4) The data may only be disclosed to the authority authorised by law. Once the purpose of the data processing has been fulfilled, the event organiser shall erase the data after the expiry of the period specified in Subsection (3).

Cases of exclusion of participants

31. §

- (1) The event organiser, including the on-site representative of the event organiser, has the right to exclude from the student event any person who:
 - a) violate or endanger the life, physical integrity, health, dignity or other moral rights of other participants or encourage others to engage in such conduct;
 - b) intentionally cause or attempt to cause damage to the property of the event organiser, any event participant, the University or any person otherwise present at the event, or
 - c) otherwise violate applicable laws or the house rules and regulations of the student event; and
 - d) otherwise significantly or repeatedly disturb other participants or hinder or attempt to hinder the successful implementation of the programme of the event by their behaviour or appearance;
 - e) refuse to comply with the organisers' requests to respect the rules and maintain order.
- (2) In case of exclusion, the participation fee will not be refunded.
- (3) Damage shall be governed by the provisions of Section 46.

Exclusion from the organisation of or participation in a student event of a person involved in its preparation or realisation

32. §

- (1) The organiser of the student event shall be responsible for ensuring the legality and regularity of the preparation and realisation of the event.
- (2) As for an externally organised student event, the event organiser decides on the exclusion of any person involved in the preparation or realisation of the event, on condition that he/she is obliged to exclude a person:
 - a) who subsequently has a conflict of interest as defined in this Regulation;
 - b) whose exclusion is initiated by the Rector and the Chancellor in a reasoned request with the agreement of the BCE Student Union.
- (3) In case of an externally organised student event, the event organiser may be excluded from the preparation and realisation of the student event in accordance with the termination or withdrawal rules set out in the contract concluded with the event organiser.

- (4) In case of a student event organised by the University, the following persons shall be excluded:
 - a) who subsequently has a conflict of interest as defined in this Regulation;
 - b) who wilfully, culpably and seriously or repeatedly violates the provisions of this Regulation or the house rules or other regulations of the student event.
- (5) A serious violation of the rules shall be, in particular:
 - a) if the infraction jeopardises the legality of the student event;
 - b) if the infraction harms or endangers the life, physical integrity, health or dignity of the participants;
 - c) public nuisance behaviour that is unworthy of the University's ethos.
- (6) In case of a student event organised by the University, the Rector and the Chancellor shall decide on the exclusion on the recommendation of the Közgáz Campus Directorate.
- (7) In the event of exclusion in connection with a student event organised by the University, the procedure shall otherwise be as set out in the Code of Conduct and the Disciplinary Regulation.

Maintaining fire and property protection standards

33. §

- (1) Fire and property protection requirements for student events shall be posted at the venue of the student event.
- (2) Compliance with fire and property safety requirements shall be the duty and responsibility of all participants.
- (3) In the event of a breach of fire and property protection requirements, the event organiser shall designate and operate a permanent on-site emergency service to ensure immediate action.
- (4) Compliance with fire and property protection regulations is monitored by the event organiser.

Communication with the authorities

34. §

- (1) During the student event, security services shall be in place as deemed necessary by the event organiser, as justified by the applicable legislation and the nature of the event. To this end, the event organiser shall designate and operate a permanent on-site stand-by service. The exact location of the on-site stand-by service shall be clearly posted at the venue. The stand-by service is responsible for communication with the authorities (e.g. police, fire brigade, disaster response directorate, ambulance service).
- (2) The event organiser is responsible for the organisation and continuous provision of security services.

Opportunity for participants to lodge a complaint during and after the student event, investigation of complaints

35. §

- (1) Participants in a student event have the right to lodge complaints and to have them dealt with.

- (2) Complaints may be lodged in relation to matters in respect of which the event organiser, its head or, in case of a student event organised by the University, the Közgáz Campus Director (hereinafter: person authorised to act) is entitled to take action.
- (3) During the event, the complainant may contact the on-site representative of the event organiser, who shall investigate the complaint without delay and, if possible, remedy it, otherwise forward it to the person responsible pursuant to Subsection (4).
- (4) Event participants can lodge complaints as follows:
 - a) in case of an externally organised student event, to the person designated by the event organiser or to the Director of the Közgáz Campus Directorate,
 - b) for events organised by the University, to the Director of the Közgáz Campus Directorate.
- (5) Complainant's requests may be submitted in writing to the person authorised to act, by post, in person or electronically.
- (6) Complainants may submit requests later than fifteen (15) days from the date on which the grievance arises or comes to the attention of the complainant. The complainant's application shall then be rejected by the person authorised to act without any examination of the merits.
- (7) The complainant's request shall be examined within thirty (30) days of receipt of the request.
- (8) If the complaint has not been filed with the person authorised to act, the complaint shall be transferred to the person authorised to act within eight (8) days of its receipt.
- (9) If necessary, the person authorised to act may also hear the complainant in person.
- (10) If the person authorised to act considers that the complaint is not justified, the person authorised to act shall clarify the case orally with the complainant. If the complainant accepts what has been said, no further action or written reply is required. A report shall be drawn up of the handling of the complaint.
- (11) In other cases, the complainant's request shall be answered by an electronic mail from the person authorised to act.
- (12) If the complaint is found to be justified, action shall be taken
 - a) to take the necessary measures,
 - b) to eliminate the causes of the errors found,
 - c) to repair the harm caused, and
 - d) to initiate prosecution in justified cases.
- (13) The measures referred to in Subsection (12) shall be taken by the person authorised to act. In this case, the person complained against shall be informed in such a way that the complainant's personal rights are not violated or disclosed.
- (14) If the problem persists after the complaint has been investigated and the necessary action has been taken, the Rector shall investigate the matter.
- (15) If the complainant has communicated false information in bad faith or if there are reasonable grounds to believe that he/she has caused unlawful damage or other harm to another person and there are indications that a criminal offence or a misdemeanour has been committed, ethical, disciplinary or criminal proceedings may be initiated against the complainant, depending on the nature of the offence, it being understood that the ethical and disciplinary proceedings may be initiated within the time limits set out in the relevant regulation.

- (16) The event organiser shall publish the procedure for handling complaints in accordance with this Regulation.

Participant satisfaction survey

36. §

- (1) In case of a student event, the event organiser may decide to conduct a participant satisfaction survey.
- (2) The aim of the satisfaction survey is to collect the comments and suggestions of participants and to improve the quality of the event based on them.
- (3) The survey is anonymous and is carried out by filling in an online questionnaire with content adapted to the profile of the student event.
- (4) On the first day of the student event, but no later than ten (10) days after the last day of the event, the event organiser shall hand over the questionnaire or send it to the electronic mailing address of the participants voluntarily provided at the registration, or publish it on the event's social networking site.
- (5) Participants will be able to complete the questionnaire during the event or within ten (10) days after the end of the event.
- (6) After the deadline for giving feedback, the event organiser will close the questionnaire, aggregate the results of the satisfaction survey and present the results in the student event report.

Report on the student event

37. §

- (1) The student event organiser shall prepare a report on the student event (hereinafter: report) within thirty (30) days of the end of the event.
- (2) The report shall include information on all the data contained in the event hosting request, with the following deviations:
 - a) planned number of participants instead of their actual number;
 - b) the cost calculation actually made;
 - c) persons excluded, reason for exclusion;
 - d) potential irregularities, related administrative procedures and their existing results;
 - e) any deviation from the event hosting request and the reasons for such deviation;
 - f) the organiser's opinion on the achievement of the goals of the student event;
 - g) the result of the satisfaction survey, where relevant;
 - h) the number of complaints received by the date of submission of the report, the status of their assessment.
- (3) The report shall be supplemented by information on complaints received after its submission and requiring a substantive assessment, as well as on the outcome of the assessment (hereinafter: supplementary report).
- (4) The report and the supplementary report shall be submitted to the Közgáz Campus Directorate.

- (5) The report is reviewed by the Director of the Közgáz Campus Directorate, and the Rector, the Chancellor and the President of the BCE Student Union shall decide on its approval, it being understood that the BCE Student Union has the right to give its opinion on events which are not financed by the University from the budget of the BCE Student Union.
- (6) In case of an externally organised student event, the contract may lay down additional rules on the acceptance of the report.

Chapter VI

Special provisions for student events to help first-year students integrate

Scope and special terms

38. §

- (1) The provisions of this Regulation shall apply to the events referred to in Subsection (2), with the derogations in this chapter.
- (2) For the purposes of this chapter, student events to support the integration of first-year students include: official freshman camp and official freshman prom for first-year students admitted to the University's Bachelor programmes in daytime delivery mode (hereinafter: first-year students), and the coordination programme organised in connection with the enrolment of first-year students in the week preceding the start of an academic year (registration week) (for the purposes of this chapter: events). The aim of these events is to promote the integration of new students into the University by organising cultural, sporting and other activities. The events also aim to help first-year students with some of their initial administrative tasks by taking over some of their responsibilities.
- (3) This chapter does not cover events for first-year students admitted to programmes at the University not mentioned in Subsection (2).

Principles for determining the organiser (responsible organiser) of an event

39. §

- (1) The events can only be organised as externally organised events.
- (2) The event organiser shall have at least five (5) years of verifiable experience in organising freshman camps.
- (3) The event organiser shall be a student association with legal personality, recognised and accredited by the BCE Student Union for at least five (5) years.

Use of the University name in connection with events

40. §

- (1) The University agrees to allow the event organiser to use the name "Közgáz" without charge when organising the event.
- (2) The contact person for the University in relation to the right to use the name is the Communications Directorate.

Compilation and approval of programme elements

41. §

- (1) The programmes of events shall not include:
 - a) programme elements which harm or endanger the life, physical integrity or health of participants, or which are likely to violate or encourage the violation of human dignity or other moral rights;
 - b) sexual or violent conduct or verbal communication of a sexual nature or content;
 - c) unlawful acts or acts that violate or incite violations of University regulations.

Rules for establishing the house rules of a student event

42. §

- (1) The preparation of house rules is compulsory for the events.
- (2) For events, a declaration of liability to be signed by all participants, including those involved in the preparation and realisation of the event, is a mandatory annex to the house rules.
- (3) A model declaration of liability is drawn up by the Legal and Public Procurement Directorate.

Obligations and expectations of the event organiser and those involved in the preparation and realisation of the event

43. §

- (1) The event organiser assumes full, unconditional and unlimited legal, financial and ethical liability in connection with the implementation of the events. The event organiser undertakes to report any serious irregularities to the Director of the Public Campus Directorate immediately if it becomes aware of them and to take all necessary measures to prevent any injury or damage or to prevent further injury or damage. This shall be provided for in the contract with the event organiser.
- (2) The event organiser shall compile the enrolment groups. The groups of first-year students are led by people appointed by the event organiser, who will assist the first-year students in all their activities. In this context, they are supported to meet their administrative obligations related to enrolment.
- (3) Anyone involved in the preparation or realisation of the event declares in the declaration of liability that he/she:
 - a) has a clean criminal record and is not subject to criminal, disciplinary or ethics proceedings, and has not previously been found guilty of disciplinary or ethics offences by the University or other higher education institution;
 - b) accepts and complies with the applicable laws, the house rules and other regulations of the event;
 - c) does not harm or endanger the life, physical integrity, health, human dignity or other moral rights of the participants, in particular the first-year students;
 - d) will do everything in its power to prevent any person from committing any of the acts referred to in the previous paragraph, in this context, he/she will expressly draw the attention of participants to the need to comply with these rules and, if he/she observes any such act, he/she will immediately report it in writing to the event organiser;

- e) undertakes that if the University requests that he/she be heard as a witness in ethics, disciplinary or criminal proceedings in respect of the conduct referred to in Paragraph c), he/she will comply with his/her obligation to testify.
- (4) In their declaration of liability, those involved in the preparation or realisation of events acknowledge that they may be prosecuted for breaches of the above.
- (5) The event organiser shall appoint a chief organiser for the event.
- (6) The position of chief organiser is subject to the possession of an official extract from the judicial record not older than three (3) months. The extract from the judicial record shall be presented by the responsible organiser to the Közgáz Campus Directorate no later than fifteen (15) days before the event.
- (7) During an event, the chief organiser is assisted by the organisers, who are selected by the main organiser through an application process.
- (8) The organisers' work shall be arranged in such a way that at least two (2) persons are on standby duty at all times during the realisation of the events, and that, in particular for freshman camps, an appropriate mental health specialist is on standby duty (0-24) off-site, but within a maximum radius of 20 km, and his/her contact details are widely publicised to the participants.

Content and publication of the invitation to participate, information to participants, promotion and advertising of the student event

44. §

- (1) At the earliest possible time after the start of the event, the event organiser shall inform the participants orally about the house rules and other regulations of the event. In this context, he/she shall draw the attention of participants to the need to respect the rules, in particular the protection of the rights related to human dignity. He/she shall also provide information that any offence against life, physical integrity, health, human dignity or other moral rights, or, in more serious cases, any attempt to do so will be reported to the police.
- (2) Immediately after providing the information described in Subsection (1), the event organiser shall make event participants declare in writing that they are aware of the house rules and other regulations of the event, that they comply with them and that they accept any sanctions and legal consequences for violation thereof.

How to apply to participate

45. §

- (1) The event organiser shall determine the rules for registration for the student event.
- (2) The order of application for participation is approved by the competent Dean's Office.

Rules for official notification

46. §

- (1) The police, fire brigade, disaster response authority and ambulance service shall be informed before the freshman camp.
- (2) In connection with the obligation to pay the tourist tax regulated by the local government of the municipality where the accommodation for the freshman camp is located, the University may, upon

request of the event organiser, issue a declaration that the participants of the freshman camp are applicants and future students admitted to the University.

Processing of participants' data

47. §

- (1) The event organiser processes personal data provided by the University about persons admitted to the University and participating in events for the following purposes:
 - a) assignment to groups for the registration week;
 - b) in connection with the organisation of the freshman camp, to verify the data provided by the freshman camp applicants and to check their eligibility to participate;
 - c) producing statistics and analysis to continuously improve the quality of the organisation.
- (2) The processing of data is based on the data subject's consent, so the invitation to participate shall clearly specify the personal data that the event organiser will process, for what purpose and for how long.
- (3) The event organiser shall process the data under this Section only for the purposes specified in Paragraphs a)-c) of Subsection (1) and for a maximum period of one (1) month from the date of the student event concerned.
- (4) The data may only be disclosed to the authority authorised by law. Once the purpose of the data processing has been fulfilled, the event organiser shall erase the data after the expiry of the period specified in Subsection (3).

Special rules for exclusion from the event

48. §

- (1) Any person who does not sign the declaration referred to in Section 42 shall be excluded from the event.
- (2) In case of reasonable suspicion of a misdemeanour or criminal offence, the event organiser shall make a record of all relevant circumstances of the incident on the spot, in a document with full probative value, and to immediately notify the appropriate authorities and the Director of the Közgáz Campus Directorate or the person designated by him. The record shall also be signed by the offender, and if the offender refuses to sign, the fact of refusal shall be recorded in the report.
- (3) The event organiser shall immediately take measures to ban the offender from the event and to detain the offender outside the event venue after the record has been made. If it is not possible to do so on its own, it shall seek the assistance of the appropriate authority for implementation.
- (4) The event organiser shall also formally report the incident in writing to the Közgáz Campus Directorate within two (2) days.

Participant satisfaction survey

49. §

- (1) Compulsory satisfaction surveys at events.

Chapter VII

Miscellaneous provisions

Monitoring of compliance with the law, regulations and the event permit by the University

50. §

- (1) The Rector, the Chancellor, the President of the BCE Student Union or the person authorised in writing by them, as well as the Director of the Közgáz Campus Directorate may check compliance with the law, regulations and the event permit at any time without prior notice.
- (2) In this context, they are entitled to request any information from the event organiser of the student event or to request the event organiser to present an official permit or other document.

Legal consequences of breaching the rules and specific protection of the right to human dignity

51. §

- (1) In case of an external student event, the responsibility of the event organiser is covered by the contract between the University and the event organiser.
- (2) In case of an external student event, the event organiser is responsible for holding those involved in the preparation and realisation of the event accountable.
- (3) In case of an event organised by the University, the liability of the organisers of the student event is governed by the University's Disciplinary Regulation or the contract establishing the work-related legal relationship. In addition to the University's regulations, the provisions of Act XXXIII of 1992 on the Legal Status of Public Servants, Act I of 2012 on the Labour Code and Act V of 2013 on the Civil Code shall apply to the liability for damages.
- (4) In any organisation (both for external student events and events organised by the University), if the rules of the student event are broken by the participant of the event, and if the participant has a student status with the University, the regulations of the University, in particular the Student Requirements, the Student Disciplinary and Compensation Regulation, shall govern liability procedures and the liability for damages.
- (5) In case of an external student event, if the rules of the student event are broken by the participant of the event, and if the participant is not a student, the organiser of the event is responsible for holding him/her responsible.
- (6) In case of an event organised by the University, if an event participant breaks the rules of the student event, and if the participant is not a student, he/she is liable to the University for the damage caused in accordance with the provisions of Act V of 2013 on the Civil Code.
- (7) If there is a reasonable suspicion of a misdemeanour or a criminal offence in connection with behaviour in violation of the provisions of this Regulation or on the premises of a student event, the event organiser shall immediately notify the Közgáz Campus Director, who shall initiate the necessary official action within the University.

Chapter VIII

Transitional and final provisions

52. §

- (1) This Regulation was adopted by the Senate by its Resolution No. SZ-138.a/2016/2017 (27 June 2017) at its meeting of 27 June 2017. This Regulation shall enter into force on 1 July 2017.
- (2) The Regulation shall also apply to cases already pending at the time of its entry into force in respect of acts after its entry into force, it being understood that:
 - a) for student events already authorised at the time of the entry into force of the Regulation, documentation is not required for completed sub-actions;
 - b) the plan and contract for 2017 shall be reviewed and supplemented in accordance with this Regulation within 60 days of its entry into force.

Dr. András Láncki
Rector

Dr. Lívia Pavlik
Chancellor

In witness whereof:

Dr. Marica Sárközi-Kerecsi
Secretary of the Senate