

Regulation on Students' Scientific Associations of the Corvinus University

The Regulation on Students' Scientific Associations was adopted by the Senate at its meeting of 22 September 2020 under Resolution No. SZ-35/2020/2021. (22 September 2020).

At the same time, the previous regulation on the subject has been repealed.

CORVINUS UNIVERSITY OF BUDAPEST REGULATION ON STUDENTS' SCIENTIFIC ASSOCIATIONS

The aim of the present regulation is to define the framework of the activities of the students' scientific associations constituting one of the pillars of quality intellectual education and talent fostering at the Corvinus University of Budapest.

General provisions

1. §

- (1) The activities of the students' scientific associations is an outstanding area of talent fostering, of quality education in higher education.
- (2) The aim of the activities of the students' scientific associations is:
 - a) introducing and involving students in theoretical and practical research and the professional community,
 - b) scientific self-learning that goes beyond the compulsory curriculum and deepens it,
 - c) supporting the scientific and professional development of students,
 - d) developing scientific thinking and debate styles,
 - e) developing skills related to writing scientific publications,
 - f) promoting involvement in doctoral education.
- (3) The activities in students' scientific associations are carried out under the professional supervision of the Vice Rector for Faculty, coordinated by the operational working organisation of the Teacher Training and Digital Learning Centre (hereinafter: TDK Office), in cooperation with the following actors:
 - a) sections of students' scientific associations (hereinafter referred to as: TDK sections),
 - b) Councils of Students' Scientific Associations according to discipline,
 - c) University Council for Students' Scientific Associations (UCSSA),
 - d) the UCSSA Cabinet operating as part of the UCSSA.

Sections of students' scientific associations

2. §

- (1) The activities of the University's students' scientific associations are organised in sections (hereinafter referred to as "section"), which shall be managed by the secretary of the section.
- (2) The Secretary of a Section may be a lecturer, researcher or, in justified cases, a PhD student employed by the University and experienced in the promotion of academic talent. The head of the educational-research unit announcing the section shall decide on the person to fill the secretary's position. The Secretary of Section is entrusted by the Head of the Institute.
- (3) Duties of the Secretary of Section:
 - a) encourage activities of students' scientific associations related to its field of expertise, provide information to interested students and lecturers involved in the activities,
 - b) prepare and submit the section's description to the TDK Office by the requested deadline;

- c) decide on the admission of entries and essays to a section, and, if necessary, propose to the UCSSA Cabinet the possible regrouping of sections and the transfer of papers in accordance with the Competition Notice,
- d) work with the UCSSA Cabinet to move rejected entries to another section and to establish the final section structure;
- e) invite the assessors and jury members, inform them of their tasks and deadlines;
- f) monitor the preparation of the assessments and meet the deadlines for the assessment;
- g) organise the oral round, provide the TDK Office with information on the oral round by the requested deadline,
- h) ensure that the rules on TDK are respected
- i) encourage and support students' participation in the National Conference of Students' Scientific Associations (OTDK),
- j) inform the UCSSA Cabinet and the TDK Office of HR and other changes related to the section.

(4) One of the section secretaries of the institute is responsible for the TDK within the institute, who brings together and coordinates the sections announced by the institute and actively participates in the community-building activities related to the TDK. The Head of Institute entrusts the person in charge of TDK within the institute.

Organisation of sections

3. §

(1) A proposal for establishing a section may be submitted to the University Council for Students' Scientific Associations by any of the University's teaching and research organisational units. The proposal is valid if it includes the name and contact details of the section secretary, a brief description of the topics of the papers expected to be included in the section, a list of the supervisors and the topics proposed by them.

(2) Section descriptions are submitted to the UCSSA by the section secretaries for approval by the deadline and in the format specified by the UCSSA.

(3) When announcing sections, UCSSA will only consider valid proposals.

Councils of Students' Scientific Associations according to discipline

4. §

(1) The Disciplinary Council of Students' Scientific Associations (DCSSA) is responsible for organising the activities of the students' scientific associations in the disciplines represented by the University.

(2) The members of the DCSSA shall be the secretaries of the sections in the field of the given discipline.

(3) The Chairperson of the DCSSA shall be appointed by the Chairperson of the UCSSA for a period of three years from among its full-time academic staff with a PhD degree and significant experience in talent fostering in the field of the discipline concerned. In the event of his/her incapacity or termination of his/her employment, his/her mandate as Chairperson shall automatically terminate. In this case, a new chairperson must be appointed within one month. The Chairperson shall be deemed to be prevented

from attending to his/her duties if he/she is unable to perform his/her duties for more than 60 days and the incapacity is declared by the Vice-Rector for Faculty with the agreement of the UCSSA Chairperson.

(4) Duties of the Chairperson of the DCSSA:

- a) encourages and supports student activities of the students' scientific associations related to the discipline in question, their participation in the university-level and the National Conference of Students' Scientific Associations (OTDK);
- b) encourages the involvement of University staff in talent fostering in the given discipline;
- c) supports and supervises the TDK work related to the discipline, the activities of the section secretaries, and the proper conduct of the sections;
- d) liaises with the secretaries of the sections in the discipline;
- e) attends UCSSA meetings;
- f) represents the disciplinal TDK Council in the forums of the National Conference of Students' Scientific Associations, in the competent professional committees, and in case of his/her absence, he/she will arrange for his/her substitution.

(5) The Chairperson of the DCSSA shall be assisted by a Secretary. The DCSSA Secretary shall be a full-time lecturer, researcher or doctoral student of the University with experience in talent fostering in the given discipline, and shall be appointed by the UCSSA Chairperson on the recommendation of the DCSSA Chairperson.

(6) The Secretary of the DCSSA shall liaise with the secretaries of the sections of the discipline and with the students and lecturers participating in the TDK competitions, and shall assist in providing them with information. He/she shall encourage and support the participation of students in the field in OTDK competitions. If the Chairperson of the DCSSA is prevented from attending to his/her duties, he/she represents the discipline at the forums of the National Council of Students' Scientific Associations (NCSSA) and the competent professional committees. The NCSSA takes care of the aggregation and management of the OTDK entries of students in the discipline in the NCSSA system according to the relevant competition notice.

(7) The Chairperson and the Secretary of the DCSSA may use the administrative support of the TDK Office in the performance of their duties.

University Council for Students' Scientific Associations (UCSSA)

5. §

(1) Tasks and powers of the UCSSA:

- a) encourages and supports the participation of the University's students in the University TDK and the OTDK activities,
- b) encourages and supports the involvement and participation of University staff in the talent management process,
- c) encourages and supports the publication of TDK papers.
- d) approves the annual TDK competition notice, including the deadlines and announced sections for the academic year, the detailed rules of the competition and the conference,
- e) decides on the final structure of sections on the basis of a proposal from the Cabinet,
- f) participates in the development of the student scientific motivation scheme, on the basis of the Cabinet's recommendations,
- g) acts as an appeal body for decisions taken by the Cabinet,
- h) decides whether to increase or decrease the number of disciplines related to UCSSA,

- i) makes proposals for the members of the Scientific Assessment Committee
- (2) The UCSSA shall have 12 members, its members being
- a) the Chairperson of the UCSSA,
 - b) the Secretary of the UCSSA,
 - c) Chairperson of the Business and Management DCSSA,
 - d) Chairperson of the Economics DCSSA,
 - e) Chairperson of the Social Sciences DCSSA,
 - f) Secretary of the Business and Management DCSSA,
 - g) Secretary of the Economics DCSSA,
 - h) Secretary of the Social Sciences DCSSA,
 - i) Head of the Teacher Training and Digital Learning Centre (TTDLC),
 - j) the University Student Union's appointee for science,
 - k) two representatives of the University's colleges for advanced studies,
 - l) one representative of the other accredited student associations of the University.

In the case of subparagraphs (i), (j) and (k), only a person with an accepted TDK paper or scientific publication may be a student member (or, in case of his/her incapacity, a substitute) of the UCSSA.

- (3) The members of the UCSSA may designate a voting alternate member, with the exception of its Chairperson and Secretary.

Rules of replacement:

- a) Only a full-time lecturer in the discipline concerned may replace the chairperson and secretary of the disciplinal CSSA,
- b) a person delegated by the Student Union may only be replaced by a representative of the Student Union,
- c) only students who are members of a college for advanced studies may replace the representative of the colleges for advanced studies,
- d) a member delegated by a student association may only be replaced by a member of an accredited student association.

The replacement is for one meeting. The UCSSA member requesting a replacement must inform the UCSSA Chairperson in writing of the fact of the replacement and of the designated alternate at least three days before the UCSSA meeting. Compliance with the rules on replacement is checked by the UCSSA Chairperson.

- (4) The Vice-Rector for Faculty and a member of staff from the TDK Office are permanent guests of the UCSSA. Persons invited to the UCSSA meetings by the CSSA Chairperson shall participate in an advisory capacity.
- (5) The rules governing the election and duties of student members of the UCSSA are set out in the Statutes of the University Student Union.
- (6) The Chairperson of the UCSSA is a full-time academic (PhD) lecturer or researcher at the University, employed as an associate professor or a full professor. The Chairperson is entrusted by the Rector. The UCSSA Chairperson is also the Chairperson of one of the DCSSAs. His/her mandate is for 3 years. In the event of his/her incapacity or termination of his/her employment, his/her mandate as Chairperson shall automatically terminate. In this case, a new chairperson must

be appointed within one month. The Chairperson shall be deemed to be prevented from attending to his/her duties if he/she is unable to perform his/her duties for more than 60 days and such incapacity is declared by the Rector.

- (7) The Chairperson of the UCSSA shall:
 - a) convene and chair UCSSA meetings;
 - b) chair the meetings of the UCSSA Cabinet;
 - c) represent the University at the appropriate NCSSA fora,
 - d) contribute to the preparation of the university budget for the TDK,
 - e) inform the University's management about the activities of the University's students' scientific associations.
- (8) The UCSSA Chairperson is assisted by the UCSSA Secretary. The UCSSA secretary is entrusted by the UCSSA Chairperson. The UCSSA Secretary may be a full-time employee or doctoral student of the University.
- (9) The UCSSA has a quorum if more than half of its members are present. If this is not the case, the meeting must be reconvened within eight days with the same agenda, and a quorum shall exist regardless of the number of members present.
- (10) The UCSSA shall take its decisions by open ballot, except for HR matters and those for which a secret ballot is ordered. It may, by unanimous decision, lift the confidentiality on a given HR matter.
- (11) The UCSSA adopts its decisions by simple majority.
- (12) On urgent matters, UCSSA members can also take decisions by voting on an online platform. This is done in such a way that the members make their views known to each other via the online platform or, in the case of e-mail, using the "Reply to all" button.
- (13) The UCSSA meets as often as necessary, but at least three times a year (at the beginning of the academic year to discuss the tasks for the year and to adopt the Competition Notice, before the TDK conference to discuss current issues, after the TDK conference to evaluate the results and to prepare for the OTDK participation). An item may be added to the agenda of an UCSSA meeting in addition to the announced agenda if a simple majority of those present agrees.
- (14) The meetings of the UCSSA shall be convened and chaired by the Chairperson. The UCSSA Secretary is responsible for organising the meetings. Invitations are sent to UCSSA members in electronic form at least one week before the meeting, and the detailed agenda and related materials at least three days before the meeting.
- (15) Minutes of the UCSSA meetings are drawn up and then signed by the UCSSA Chairperson and Secretary. The minutes shall contain the names of the participants, the items on the agenda and all decisions taken at the meeting, together with the proportions of votes cast. If there is a debate on an item on the agenda, the minutes shall also include positions which differ substantially from the decision adopted. The minutes will be sent electronically by the UCSSA Secretary (or his/her delegate) to the UCSSA members and, if necessary, to the other stakeholders within one week.

The DCSSA Cabinet

6. §

- (1) The UCSSA is assisted by a Cabinet.
- (2) The UCSSA Cabinet: its duties and powers:
 - a) prepares the UCSSA meeting and its agenda;
 - b) prepares and submits to the UCSSA the TDK competition notice;
 - c) prepares and supervises the TDK competition and related events;
 - d) decides on comments, requests, complaints coming from students and lecturers, except for the application of the rules of the Competition Notice,
 - e) makes a proposal to the UCSSA with regard to the development of a student scientific motivation scheme,
 - f) liaises with the National Council of Students' Scientific Associations,
 - g) encourages and coordinates the participation of University students in the National Conference of Students' Scientific Associations;
 - h) is responsible for the editing and content of the TDK website.
- (3) The voting members of the UCSSA Cabinet are: the UCSSA Chairperson, the UCSSA secretaries and one student representative of UCSSA, its permanent invitee being a staff member of the TDK Office.

The rules for the selection and the duties of the student members of the UCSSA Cabinet are laid down in the Statutes of the University Student Union, under Section 5(2).

- (4) The UCSSA Chairperson may invite guests in an advisory capacity to the UCSSA Cabinet meetings.
- (5) The UCSSA Secretary is responsible for the operational functioning of the UCSSA Cabinet. In the course of its activities, the Cabinet cooperates with the TDK Office and benefits from its support.

The UCSSA Advisory Board

- (6) The mission of the UCSSA Advisory Board (hereinafter referred to as UCSSA AB) is to support the preservation and transfer of knowledge and experience related to the activities of the students' scientific associations, to provide professional support for the work of the UCSSA at a strategic level, and to communicate the values related to talent fostering and the activities of the students' scientific associations.
- (7) The members of the UCSSA AB are entrusted by the UCSSA Chairperson from among the former chairpersons of the disciplinal or faculty chairpersons of the DCSSA, the winners of the NCSSA Master Teacher Gold Medal, outstanding lecturers of the University in the field of scientific talent fostering, current and former students awarded with the NCSSA's Pro Scientia Gold Medal.
- (8) The UCSSA AB members may be invited by the Chairperson of the UCSSA to UCSSA meetings on strategic issues and/or to important discussions, as appropriate.

The Conference of Students' Scientific Associations

7. §

- (1) The Conference of Students' Scientific Association (hereinafter: TDK) provides a public forum for student work that goes beyond the curriculum and is of scientific interest. As in the case of scientific conferences, students submit entries (TDK papers) to be presented in a pre-announced section. The organisers of the TDK, as defined in this Regulation and in more detail in the Competition Notice, shall classify the entries into the final sections and arrange for their peer review. Papers and presentations will be assessed by a professional jury according to the standards and requirements for scientific publications. The aim of the TDK is to promote the scientific and professional development of the authors, to develop their scientific thinking, presentation skills and debating style.
- (2) Application for the TDK conference is possible with papers based on independent research performed in addition to academic obligations. Further restrictions on the paper and authorship are set out in the Competition Notice.
- (3) Participation in the TDK conference is subject to consultation. The student will be assisted by a supervisor in the preparation of the paper. The supervisor must be a person holding a university degree. The UCSSA may set more stringent conditions in the Competition Notice.
- (4) The deadlines and other conditions and rules related to the TDK are set out in the Competition Notice for the academic year in question. The UCSSA publishes the Competition Notice at the beginning of each academic year on the University website and other forums.
- (5) The preparation and implementation of the TDK conference and related events, the organisation of the activities of the students' scientific associations at the University are the responsibility of the section secretaries under the professional guidance of the Vice-Rector for Faculty and the UCSSA. The section secretaries, the TDK Office and UCSSA will cooperate in the preparation and implementation.

The Competition Notice

8. §

- (1) THE UCSSA sets the rules and deadlines for the TDK in the competition notice. The competition notice must be in accordance with this regulation.
- (2) The Competition Notice shall include:
 - a) the list of announced sections,
 - b) the deadline for applications,
 - c) the information to be provided during the application process,
 - d) the restrictions on the person and the appointment of the supervisor;
 - e) the content and format requirements of preparing the papers,
 - f) the method and deadline for submitting the papers,
 - g) the criteria for evaluating the papers,
 - h) the rules on the launching, possible splitting, merging and reorganisation of sections;
 - i) the date of publication of the final section schedule
 - j) the date of the oral rounds,
 - k) the criteria for assessing the oral round,
 - l) the date of the prize-giving ceremony.

- (3) The UCSSA publishes the Competition Notice on the University's TDK website with the assistance of the TDK Office. The publication of the Competition Notice is notified to the citizens of the University.
- (4) By submitting an application, all authors of a paper agree that the TDK Office may automatically make the relevant data provided at the time of application available to the relevant section secretaries via the TDK electronic system:
 - a) to the competent body of the University, if this is necessary for the payment of fees
 - b) to an outside body, if the remuneration offered by the outside body makes this necessary
 - c) to the University Library, if this is necessary for the storage of the papers
 - d) to the National Council of Students' Scientific Associations, if the paper has been nominated for OTDK competition

Management of data generated in the entries and during the TDK

9. §

- (1) TDK entries are open to the public. In papers, authors can ensure the anonymity of the persons concerned, if necessary.
- (2) The University ensures the conduct of the TDK conference, including the uploading and management of the papers, the electronic management of the assessment process, and the operation of the IT system that helps to record the results. The system is managed by the staff of the TDK Office.
- (3) Students upload their essays to the electronic system of the TDK in the manner and by the deadline specified in the competition notice. After all the papers in the section have been marked, but at the latest 72 hours before the start of the oral round, the papers will be made public for the participants of the TDK.
- (4) The TDK Office will produce a conference programme booklet in electronic format of the papers submitted to the TDK.
 - a) The programme booklet lists the venue and date of the oral round, the jury members, the titles and authors of the papers.
 - b) The programme booklet must be available on the official website of the TDK no later than the third working day before the earliest oral round.
 - c) The programme booklet will be sent electronically by the TDK Office to the National Council of Students' Scientific Associations and the Central Library of the University.
- (5) The TDK Office will send an electronic copy of each accepted paper to the University Central Library within 30 days after the last oral round. The Library archives the papers and publishes them in its electronic repository of student papers.

Legal remedy options

10. §

- (1) The UCSSA decides on questions concerning the application and interpretation of the rules included in the Competition Notice.
- (2) An appeal against the decision of the UCSSA may be lodged if it violates this regulation or the provisions of the Competition Notice. The appeal must be lodged within 5 working days of receipt of the negative decision. The decision on the appeal is taken by the Vice-Rector for Faculty within 7

working days of receipt of the appeal. The decision of Vice-Rector for Faculty is not subject to further appeal.

Miscellaneous and final provisions

11. §

- (1) The present Regulation was adopted by the Senate at its meeting of 22 September 2020 under Resolution No. SZ-35/2020/2021. (22 September 2020). The Regulation shall enter into force on the day following its adoption by the Senate. At the same time, the previous regulation on the subject has been repealed.