

# 8. Employment Requirements System (FKR 2022)

## 8.1. General Provisions

### 8.1.1. Scope of the Regulation

8.1.1.1. The Dharma Gate Buddhist College (hereinafter: the College) establishes its Employment Requirements System within the framework of this regulation for instructors, researchers, teachers, and persons employed in other positions (hereinafter collectively: employees) who are in an employment relationship with the College,<sup>138</sup> or, in the case of persons in a clerical relationship with The Dharma Gate Buddhist Church (hereinafter: Maintainer) that is considered equivalent to employment in higher education,<sup>139</sup> (hereinafter collectively: employment relationship).

8.1.1.2. The College defines the following in the Employment Requirements System:

- a) the requirements related to filling individual positions, the procedure for evaluating public applications, the conditions for institutional teaching and research scholarships and other benefits, the procedure for related applications – within the framework defined by government decree – as well as the requirements and procedure for the habilitation process,
- b) the conditions for job titles and other titles that may be awarded by the higher education institution,
- c) the system of requirements regarding the employment and performance of instructors, scientific researchers, and other employees, the principles of income distribution based on quality and performance differentiation, the evaluation of meeting the requirements and its publicity, as well as the consequences of non-compliance with the provisions of the requirements system,
- d) the procedure for evaluating research grant applications announced for instructors and researchers,
- e) the participation of instructors in the decision-making process of the higher education institution, and the procedure for evaluating appeals submitted by instructors, researchers, and other employees against institutional decisions.

8.1.1.3. The College's Employment Requirements System must be interpreted and applied in accordance with the legislation governing employment relationships in higher education—particularly Act CCIV of 2011 on National Higher Education (Nftv) and Act I of 2012 on the Labour Code (Mt), as well as other relevant regulations—with due regard to them.

### 8.1.2. Subjects of the Employment Relationship

8.1.2.1. Subjects of the Employment Relationship:

- a) the College as the employer, and the persons exercising employer rights on behalf of the College as the employer,
- b) persons employed under an employment contract with the College,
- c) in cases where this Regulation contains a relevant provision, persons engaged with the College under a commission contract or other legal relationship aimed at performing work;
- d) persons who are in a legal relationship with the Maintainer of the College but are considered to be in an employment relationship with the College for the purposes of higher education employment.

### 8.1.3. Fundamental Rights and Obligations of the Subjects of the Employment Relationship

8.1.3.1. The College is obliged to act in accordance with the applicable laws in force at all times and within the framework of this regulation, in accordance with the principles of proper exercise of rights and equal treatment, when establishing the employment relationship, and when modifying or terminating it. Within this framework, it is entitled to issue work-related instructions to the subjects of the employment relationship, monitor the performance of work, reward outstanding performance, and sanction breaches of obligation. The College is obliged, to the extent of its capabilities, to support the further training of its employees.

8.1.3.2. Every employee has the right to:

- a) to make proposals in connection with the operation of the College and to receive a substantive response within thirty days from the date of the request,
- b) to participate, as defined by law and this regulation, in the election of the College's bodies, and, if elected, in the work of the respective body,
- c) to turn to the Ministerial Commissioner for

Educational Rights,

d) /repealed/.

8.1.3.3. Every employee is obliged to,

a) comply with the provisions of this regulation,

b) perform their duties as defined in their job description and the employer's information notice (or in their civil law contract),

c) refrain, both during and outside working hours, from any behaviour (including public expression of opinion) which—especially considering the nature of the employee's job or duties, and their position within the College's organization—is directly and actually capable of endangering the good reputation of the College, its legitimate economic interests, or the purpose of the employment relationship,

8.1.3.4. Every subject of the employment relationship is obliged to perform the tasks entrusted to them to the best of their knowledge, at the highest possible standard, and with conscientiousness. The specific rules pertaining to the legal status of instructors, researchers, teachers, and employees in executive positions are set out in Chapter 8.3 of the Employment Requirements System. 8.1.3.5. Every subject of the employment relationship is obliged to act in mutual cooperation with one another throughout the duration of the relationship.

#### **8.1.4. General rules for the exercise of employer's rights**

8.1.4.1. With respect to the employees of the College—except for those whose appointment and dismissal fall under the authority of the Prime Minister—the employer's rights are exercised by the Rector, who may delegate these rights as specified in Section 8.1.4.2. 8.1.4.2. The heads of the College's organizational units exercise the Rector's employer rights within the scope of authority delegated to them as defined in a Rector's instruction. The authority thus delegated may not be further delegated.

8.1.4.3. In the absence of the person exercising the employer rights vested in the head of a College organizational unit, these rights shall be exercised by a deputy authorized in writing by the head, with the agreement of the Rector.

8.1.4.4. In the course of exercising employer rights, the Senate and the College bodies designated by the Senate shall exercise the right to provide opinions and make proposals in the cases specified in this regulation.

8.1.4.5. For certain specified positions (functions), the Senate may designate another person to exercise employer rights.

8.1.4.6. If the Maintainer assumes the exercise of employer rights by resolution, all employer rights defined in this Regulation that would otherwise be exercised by the Rector, the Senate, and the heads of the College's organizational units shall be exercised by the Maintainer's Higher Education Committee.

8.1.4.7 In the event of changes in the exercise of employer rights—including the delegation of employer rights by Rector's instruction—the affected person must be notified directly in writing, and the instruction must be published in the same manner as the organizational and operational regulations.

#### **8.1.5. Legal Remedies Related to the Employment Relationship**

8.1.5.1. Any subject of the employment relationship may file an internal appeal—within fifteen days from the communication of the decision or, in its absence, from becoming aware of it—against a decision or measure, or the failure to take a measure, made in connection with their employment relationship by the person or body authorized to make such decisions, if the decision, measure, or omission is contrary to the provisions of this Regulation or violates legal regulations.

8.1.5.2. The internal appeal must be submitted to the Rector, who shall evaluate it within thirty days and, if found to be well-founded, may annul the decision or measure of the person or body complained against—if necessary, instructing a new procedure to be conducted and a new decision to be made—or may instruct the defaulting party to make a decision or take appropriate action.

8.1.5.3. If the internal appeal is directed against a decision, measure, or omission by the Rector or the Senate, the Rector shall, within thirty days, initiate the Maintainer's legal compliance review procedure. 8.1.5.4. If the Maintainer has assumed the exercise of employer rights by resolution, the subject of the employment relationship may file an internal appeal—within fifteen days from the communication of the decision or, in its absence, from the date it became known to them—against a decision or measure made by the Maintainer in connection with the employment relationship, or the failure to take such a measure, if the decision, measure, or omission is contrary to the provisions of this Regulation or violates legal regulations.

8.1.5.5. The internal appeal must be submitted to the legal representative of the Maintainer, who shall evaluate it within thirty days and, if found to be well-founded, may annul the decision or measure of the person or body complained against—if necessary, instructing that a new procedure be conducted and a new decision made—or may instruct the defaulting party to make a decision or take appropriate action.

8.1.5.6. If the legal representative of the Maintainer does not grant the request contained in the appeal, they are obliged to submit the appeal to the Maintainer's Ecclesiastical Council within eight days. The appeal submitted to the Maintainer's Ecclesiastical Council must be accompanied by the written opinion of the Maintainer's Higher Education Committee. The Maintainer's Ecclesiastical Council shall evaluate the appeal at its next meeting.

8.1.5.7. No further internal appeal is available against the decision made by the Rector or the Maintainer regarding the internal appeal, nor in the event that the Rector or the Maintainer refuses or fails to conduct the appeal or legal compliance review procedure.

8.1.5.8. Exhausting the internal appeal process is not a prerequisite for turning to the courts; therefore, a labour dispute may be initiated before a court under the relevant provisions of the Labour Code (Mt.), either in parallel with or independently of the internal appeal process. 8.1.5.9. The specific rules of legal remedy related to the evaluation of employees are set out in Chapter 8.2.7 of this Regulation.

### **8.1.6. Positions That May Be Established at the College**

8.1.6.1. At the College, tasks related to education may be performed in instructional, research, and teaching positions (functions).

8.1.6.2. At the College, a scientific research position (function) may be established for the performance of independent research tasks. 8.1.6.3. At the College, instructional and scientific research tasks are generally performed within a single position. In such cases, the employment contract must specify what proportion of the employment—whether full-time or part-time—is to be devoted to each task.

8.1.6.4. In the college

- a) those supporting instructional, research, and teaching work, and
  - b) those supporting students, as well as
  - c) administrator-expert or departmental engineer,
  - d) administrative staff (financial, technical, administrative),
  - e) clerical staff, or
  - f) professional service or technical service
- positions may be established.

8.1.6.5. For those employed in the organizational units of the College, the provisions of the laws applicable to the given sector, task, or activity shall be applied.

8.1.6.6. The detailed employment rules applicable to individual positions (functions) are set out in Annex 1 of this Regulation.

## **8.2. General Rules for the Establishment, Modification, and Termination of the Employment Relationship**

### **8.2.1. Fundamental Principles of the Establishment and Termination of the Employment Relationship**

It is prohibited to establish, modify, or terminate an employment relationship with retroactive effect, even with the consent of the employee. The person exercising employer rights shall be held responsible for any violation of this provision.

### **8.2.2. Conditions for the Establishment of the Employment Relationship**

8.2.2.0.1. Except in the cases specified in Sections 8.2.2.2 and 8.2.2.3, an employment relationship is generally established through an open-ended employment contract.

8.2.2.0.2. A fixed-term employment relationship may be established by an employment contract or a commission contract for

- a) substitution,
- b) the performance of specific instructional, research, or teaching work or tasks,
- c) filling a visiting instructional or teaching position for a maximum of one

academic year.

8.2.2.0.3. To support the work of instructors, scientific researchers, and teachers, and to carry out tasks related to the operation of the College, an employment relationship may be established—either for a fixed or indefinite term—under a commission contract, business contract, or other civil law contract for financial-economic, technical-service, or professional-service work or task performance.

8.2.2.0.4. The duration of fixed-term employment must be specified by calendar dates or in another appropriate manner. The termination date of the employment relationship may not depend solely on the will of one party if the duration of the employment relationship has not been specified by calendar dates. In such cases, the employer is obliged to inform the employee of the expected duration of the employment relationship. The duration of a fixed-term employment relationship—including any extended period and the duration of any new fixed-term relationship established within six months following the termination of the previous fixed-term relationship—may not exceed five years. The extension of a fixed-term employment relationship or its re-establishment within six months following its termination is only permitted if there is a legitimate interest on the part of the employer. The agreement must not be aimed at infringing the legitimate interests of the employee.

8.2.2.0.5. An employment relationship at the College may only be initiated if the College has the necessary wage coverage for filling the position (function) and

a) the employment relationship serving as the basis for the given position (function) has ended (vacant position), and it is demonstrably necessary to fill the position for the operation of the respective organizational unit, or

b) a change in the responsibilities of the respective organizational unit, as certified by the Rector in agreement with the Maintainer, justifies the creation and filling of a new position (function), or

c) the creation of a new position (function) is justified by the establishment of a new organizational unit.

8.2.2.0.6. An employment relationship at the College may only be established with a person who

a) has legal capacity,

b) has no criminal record and is not subject to a disqualification from practising the relevant profession,

c) possesses the educational qualifications and professional expertise required for the position (function),

d) accepts in writing the contents of the College's Mission Statement,

e) has successfully participated in the application procedure announced in accordance with the provisions of this Regulation for filling the position (function),

f) has undergone the mandatory occupational health examination and, based on its results, is deemed fit to perform the duties of the position (function).

8.2.2.0.7. The specific rules on the prerequisites and requirements for filling instructional, research, and teaching positions are set out in Chapter 8.3.

#### **8.2.2.1. The Application Procedure**

8.2.2.1.1. In general, an application procedure is not required for filling College positions (functions). Based on a decision of the Senate, a position may be filled as the result of an application procedure

a) instructional or teaching positions for a period longer than one academic year,

b) research and scientific advisory positions,

c) executive positions defined in Chapter 8.3.

8.2.2.1.2. The call for applications for the positions specified in points a)–c) of Section 8.2.2.1.1 must be published on the College's website and in other public forums designated by the Senate. 8.2.2.1.3.

If the College announces a call for applications for a position specified in points a)–c) of Section 8.2.2.1.1, it shall always be signed by the Rector, except in the case of an application for the position of Rector, which shall be announced by the representative of the Maintainer.

8.2.2.1.4. In addition to the content requirements prescribed by legislation and the Senate's decision, the call for applications for the positions specified in points a)–c) of Section 8.2.2.1.1 must always include

a) the exact title of the position,

b) the required educational qualifications and expertise,

c) the nature and duration of the required professional experience,

d) in the case of a fixed-term appointment, the duration of the legal relationship,

- e) the content requirements for the application,
- f) the annexes to be attached to the application, in particular copies of diplomas and certificates, the professional curriculum vitae, and, if necessary, the list of publications and citations,
- g) the deadline and place for submitting the application, as well as the identification of the person to whom the application must be submitted to.

8.2.2.1.6. In all cases specified in Section 8.2.2.1.1, the publication of the call for applications must be initiated with the Rector, who shall forward it to the place of publication through the Rector's Office.

8.2.2.1.7. The call for applications must be submitted to the Rector at such a time that—taking into account the time required for publication, the deadline for submitting applications, and the potential need for conducting any required reviews prior to establishing the employment relationship — the application process can be carried out effectively.

8.2.2.1.8. The period available for submitting the application may not be shorter than 30 days. For the formulation of opinions related to applications for executive positions, at least 30 days must be provided, counted from the first working day following the date the application is handed over to the reviewer.

8.2.2.1.9. The Senate ranks the applications according to the procedure it determines, and then, taking the ranking into account, the person exercising employer rights decides on the establishment of the employment relationship, with the provision that if there is an applicant already in an employment relationship with the College, they must be given preference in the ranking.

### **8.2.2.2. Rules Related to the Contract Establishing the Employment Relationship**

8.2.2.2.1. An employment relationship may only be established through a written contract specifically for this purpose: a mutually agreed agreement prepared in at least two original copies, signed by both the employer and the employee. It is the responsibility of the employer to ensure that the agreement is put in writing.

8.2.2.2.2. Before preparing the contract, it must be verified that the conditions set out in Section 8.2.2 are met. Accordingly, the following documents must be collected—for inclusion in the personnel file of the employee to be hired:

the official certificate of good conduct verifying the absence of a criminal record,  
the original copies of diplomas and certificates verifying the qualifications and expertise required for the position (function), from which the administrator shall make copies and certify them as true to the originals by adding a statement of conformity, signature, stamp, and date,  
if necessary, the certificate attesting to the employee's suitability for employment.

8.2.2.2.3. The provisions of Section 8.2.2.2.2 do not need to be applied if the position (function) was filled through an application procedure and the required documents were already attached to the application or are otherwise available to the College.

8.2.2.2.4. The contract must be prepared with the content specified by the applicable legal regulations. The employment contract must be accompanied by the job description and the employer's information notice, both signed by the employee, using the templates provided in Annexes 6/a and 6/b of this Regulation as applicable. The job description and the employer's information notice do not form part of the contract; they may be unilaterally modified by the person exercising employer rights. However, the employee must be notified in writing of any such unilateral modification.

8.2.2.2.5. The remuneration of the employee

for those holding instructional, teaching, or scientific research positions, shall be determined in accordance with the provisions of Annex 2 of this Regulation,

for those employed in other positions (functions), as well as under a fixed-term employment relationship, it shall be determined based on the provisions of Annex 3 of this Regulation.

8.2.2.2.6. At the time of signing the contract, the employee must be informed about the provisions set out in the applicable legal regulations, as well as the employer's directives related to their employment. This information must also be provided to the employee in writing within 30 days, using the document template established in Annex 6/b of this Regulation. The employee confirms receipt of the information with their signature.

8.2.2.2.7. Of the original copies of the contract,

a) one copy must be given to the employee,

b) the other copy must be placed in the employee's personnel file,

8.2.2.2.8. The human resources (preparatory and administrative) tasks related to the contract are carried out by the Rector's Office.

8.2.2.2.9. The draft contract must be prepared at such a time prior to the start date of the employment relationship that the Rector's Office can ensure the submission of the social security registration no later than the day before the first day of the social security relationship. 8.2.2.2.10 If the deadline

specified in Section 8.2.2.2.9 is missed, the contract may only be signed with the starting date indicated in the draft if this does not result in the establishment of the legal relationship with retroactive effect and if the registration deadline can still be met.

### **8.2.2.3. Employment in an Additional Employment Relationship**

8.2.2.3.1. If the tasks and workload of the given organizational unit (in the case of instructional units: teaching load) justify it, the person exercising employer rights is entitled to establish an additional employment relationship with an employee who is already in an employment relationship or another work-related legal relationship with another employer.

8.2.2.3.2. An additional employment relationship may generally be established in the form of part-time or full-time employment. If this requires authorization or notification from the other employer, it may only be established if the employer of the employee to be hired has given consent (authorization) or acknowledged the establishment of the relationship in accordance with the applicable regulations. It is the responsibility of the person to be employed in the additional employment relationship to obtain and submit the written statement from the other employer. The duration of part-time employment (monthly working hours) is determined by the volume of tasks to be performed, but—if the other employment relationship is full-time—it may not exceed half of the statutory working hours. An additional employment relationship may, in exceptional cases, also be established under a civil law contract.

8.2.2.3.3. An additional employment relationship may be established for an indefinite term, or for a fixed term to perform specific work, carry out specific tasks, or for substitution purposes, provided that the employee meets the requirements for filling the given position.

8.2.2.3.4. If, under this Regulation, the given position is to be filled through an application process, an additional employment relationship may only be concluded with an employee who participated in the application process and met the application requirements.

### **8.2.2.4. Substitution**

8.2.2.4.1. In the event of a prolonged absence of an employee employed by the College—whether based on legal provisions or authorized by the person exercising employer rights—the tasks belonging to their position (function) must be covered through substitution.

8.2.2.4.2. On the grounds of substitution, for the purpose of performing the tasks detailed in the job description, a substitution may be established for the duration of the absence of the substituted person: a fixed-term employment relationship may be established with a new employee using the prescribed document template,

the person exercising employer rights may order a substitution based on legal authorization, using the prescribed document template.

8.2.2.4.3. For substitution purposes, no more than the salary budget of the substituted person may be used.

### **8.2.3. General Rules for the Modification of the Employment Relationship**

8.2.3.0.1. The parties may modify the contract establishing the employment relationship by mutual agreement. The rules applicable to the signing of the contract \[8.2.2.2] shall apply accordingly to its modification.

8.2.3.0.2. /Repealed/

8.2.3.0.3. /Repealed/

8.2.3.0.4. Of the original copies of the modified contract,

a) one copy must be given to the employee,

b) the other copy must be placed in the employee's personnel file,

8.2.3.0.5. The human resources (preparatory and administrative) tasks related to the contract modification are carried out by the Rector's Office.

#### **8.2.3.1. Modification of the Job Position**

8.2.3.1.1. If the modification of the employment relationship involves a change of position (function) or a substantial modification of the original position (function), the procedure set out in Sections 8.2.3.0.1–8.2.3.0.5 of this Regulation must be followed, and prior to the modification, it must be verified whether the employment conditions are met for the new or modified position (function) as well.

8.2.3.1.2. Based on Section 8.2.3.1.1, if required by legal regulations or College rules with respect to the new or modified position, the following must be collected—for inclusion in the employee's personnel file:

a) copies of the diplomas and certificates verifying the qualifications and expertise required for the new or modified position, as specified in point b) of Section 8.2.2.2.2 of this Regulation,

b) if necessary, the certificate attesting to the employee's suitability for employment.

8.2.3.1.3. The provisions of Section 8.2.3.1.2. do not need to be applied if the new position (function) was filled through an application procedure and the required documents were already attached to the application or are otherwise available to the College.

8.2.3.1.4. It is not considered a modification of the position (function), nor the assignment of additional tasks, if the person exercising employer rights unilaterally assigns (instructs) the employee to perform a partial position (partial task) that is specified in the job description but is not currently being performed by the employee.

### **8.2.3.2. Assignment of Additional Tasks (Reassignment, Business Trip, Secondment)**

8.2.3.2.1. To ensure the completion of an unassigned task within one of the College's organizational units, the person exercising employer rights may conclude an agreement with a College employee for the performance of an additional task—one not included in their position (function)—for a specified period, in exchange for a monthly supplementary payment. This does not include additional tasks performed in the form of substitution (8.2.2.4), or those assigned as reassignment, business trip, secondment, or extraordinary work as regulated by law.

8.2.3.2.2. The additional task may be assigned for a specified period, which must be defined according to the nature of the task (e.g., calendar year/month; academic year/semester; or another designated period).

8.2.3.2.3. The condition for assigning an additional task is that its budgetary coverage must be demonstrably available.

8.2.3.2.4. Instructional or research tasks may also be assigned as additional tasks by the heads of departments, with the agreement of the Rector.

8.2.3.2.5. An additional task may be assigned using the prescribed document template, and the supplementary payment shall be charged to the College's budgetary appropriation.

8.2.3.2.6. The person exercising employer rights is obliged to review any additional task assignments exceeding one year annually and report the results of the review to the Senate.

8.2.3.2.7. As an additional task, the employee may be assigned to perform any duty not included in their position (function),

a) that falls within the scope of the College's activities;

b) whose performance as an additional task is, from the perspective of the College's interests, expedient and economical in this form;

c) whose performance is not part of another employee's position at the College, or cannot be adequately performed by the respective employee.

d) for the performance of which the employee concerned possesses the necessary professional qualifications and expertise.

8.2.3.2.8. If the additional task defined in Section 8.2.3.2.1 is an instructional task, it may only be assigned—even if the conditions specified in Section 8.2.3.2.1 are met—if

a) the instructor has fully performed the duties defined in their job description (instruction, research, College public service, and other related tasks), particularly having fully utilized their mandatory teaching hours;

b) if the instructional duties referred to in point a) have only been partially fulfilled, the instructor's teaching activity may only be recognized as an additional task to the extent (in terms of teaching hours) that it actually exceeds the mandatory teaching hours after aggregation.

8.2.3.2.9. If the person exercising employer rights increases the time allocated for teaching based on the provisions of Section 8.3.5.2.12 of this Regulation, then all additional tasks assigned prior to this adjustment must also be reviewed, and any further additional tasks may only be assigned taking into account the time allocated for teaching as determined for the given academic year.

### **8.2.3.3 Foreign Assignment**

8.2.3.3.1 the person exercising employer rights authorizes

a) the participation of employees in foreign assignments, including study trips and international conferences, financed partially or entirely from institutional resources, and

b) the service-related foreign travel of instructors and researchers during the teaching and examination periods, regardless of the source of funding.

If the assignment is ordered by the person exercising employer rights, no separate authorization is required. 8.2.3.3.2 For employees in executive or senior executive positions, continuous foreign residence exceeding two months in a calendar year may not be authorized during the term of their executive assignment.

8.2.3.3.3 Employees are required to account for any advance payments without delay after returning,

using appropriate receipts, and to submit a report on their authorized foreign stay to the person exercising employer rights within one month of their return.

8.2.3.3.4.1 The request must be submitted to the person authorized to order the assignment at least 20 working days before departure.

8.2.3.3.4.2 The request for foreign assignment must be accompanied by

- a) the travel itinerary and the requested budget, along with the supporting available documents;
- b) a certification from the Financial Director confirming whether the funding to cover the expenses arising from the employee's foreign stay is available.

8.2.3.3.5.1 If the foreign stay does not exceed two months within a calendar year, the employee is entitled to 100% of the statutory guaranteed salary associated with their classification.

8.2.3.3.5.2 In the case of an absence exceeding two weeks—unless the person exercising employer rights decides otherwise—any applicable executive allowance shall be granted to the employee who substitutes for the executive employee staying abroad.

8.2.3.3.5.3 If the foreign stay exceeds two months within a calendar year, the person exercising employer rights and the employee shall agree on the amount of remuneration in a separate written agreement.

#### **8.2.4. Termination of the employment relationship**

8.2.4.1. The employment relationship shall terminate without any separate action by the person exercising employer rights (or the representative of the contracting party) in the cases defined in Section 63 of the Labour Code (Mt.) and upon the occurrence of the termination grounds specified in Section 6:3 of the Civil Code (Ptk.).

8.2.4.2. If the employment relationship is terminated due to the death of the employee, the immediate workplace supervisor (the person exercising work supervision rights) is obliged to inform without delay the person exercising employer rights, (the representative of the contracting party) and the Rector's Office.

8.2.4.3. The specific cases of termination of the employment relationship of instructors and researchers are set out in Chapter 8.3.

8.2.4.4. If the employment relationship is terminated upon the expiry of the fixed term specified in the employee's contract, the person exercising employer rights shall notify the affected employee of this fact 15 days prior to the expiry date, in the manner defined in Section

8.2.3.0.3.

8.2.4.5. The person exercising employer rights shall notify the Rector's Office of the termination of the employment relationship simultaneously with the expiry of the fixed term.

8.2.4.6. If the employment relationship is terminated because, based on a decision by the Maintainer, the entire employer or a part thereof (an organizational unit, a group of its material and immaterial resources, or a defined group of its tasks and competences) is transferred to an employer falling under the scope of the Act on the Legal Status of Public Employees or the Act on the Legal Status of Civil Servants, the Senate is obliged to adopt a separate resolution on the applicable procedure, taking into account the relevant legal regulations.

#### **8.2.5. Termination of the employment relationship**

8.2.5.0.1. The employment relationship may be terminated in the cases specified in Section 64 of the Labour Code (Mt.), or based on the grounds for termination defined by the Civil Code (Ptk.) applicable to the specific civil law contract. If the employee has not fulfilled the conditions required for the position, as stipulated by the employer in the employment contract—with an appropriate deadline provided—the person exercising employer rights shall terminate the employment relationship with immediate effect. The person exercising employer rights is obliged to notify the Rector's Office of this without delay.

8.2.5.0.2. In the case of termination of the employment relationship by mutual agreement, the written agreement on the matter must be signed by both the person exercising employer rights and the employee concerned.

8.2.5.0.3. In the case of a probationary period, either party may terminate the employment relationship with immediate effect by giving notice to the other party through a unilateral written statement. The person exercising employer rights is obliged to notify the Rector's Office of this without delay.

8.2.5.0.4. The employee may terminate the employment relationship by notice (or with immediate effect) in accordance with the provisions of the Labour Code (Mt.) and within the scope of termination grounds defined by the Civil Code (Ptk.) applicable to the specific civil law contract. The employee is required to submit their notice of termination (or immediate termination) in writing to the person exercising employer rights, who shall issue a written decision informing the employee of any decision



regarding their possible exemption from work duties, and shall simultaneously notify the Rector's Office.

8.2.5.0.5. The person exercising employer rights may terminate the employee's legal relationship by notice (or with immediate effect), using the prescribed document template, in the cases and manner provided by the Labour Code (Mt.), as well as within the scope of termination grounds defined by the Civil Code (Ptk.) applicable to the specific civil law contract. The person exercising employer rights is obliged to provide justification for the termination (or immediate termination) and to inform the employee of the possibility of legal remedy.

8.2.5.0.6. The specific cases of termination of the employment relationship of instructors and researchers are set out in Chapter 8.3.

8.2.5.0.7. Of the original copies of the employer's decision on termination:

- a) one copy must be given to the employee,
- b) the other copy must be placed in the employee's personnel file,

8.2.5.0.8. The human resources (preparatory and administrative) tasks related to the termination are carried out by the Rector's Office.

8.2.5.0.9. Proposals for termination must be submitted to the person exercising employer rights at least twenty days prior to the planned date of termination of the employment relationship.

8.2.5.0.10 If the deadline specified in Section 8.2.5.0.9 is missed, the employer's decision on termination may only be prepared with the starting date indicated in the proposal if it does not result in termination with retroactive effect.

### **8.2.5.1. Rules Applicable to Employees Considered Retirees**

8.2.5.1.1. Based on data provided by the Rector's Office, the person exercising employer rights is obliged by 30 June of each year to review which employees will qualify as retirees in the following year under Section 294 (1) point g) of the Labour Code (Mt.), and simultaneously obtain the opinion of the immediate workplace supervisor (the person exercising work supervision rights) regarding continued employment.

8.2.5.1.2. Based on the provisions of Section 8.2.5.1.1 of this Regulation, the full-time employment relationship of employees considered retirees may be terminated by ordinary dismissal—with reference to Section 66 (9) of the Labour Code (Mt.)—after they have reached the old-age retirement age defined in Section 18 (1) of Act LXXXI of 1997 on Social Security Pension Benefits (hereinafter: Tny.), except for the cases specified in Sections 8.2.5.1.4 to 8.2.5.1.9. The starting date of the dismissal and the starting date of the employee's exemption from work duties must be determined—within the framework of the provisions of the Labour Code (Mt.)—in such a way that the given academic semester can be carried out without disruption. The starting date of the dismissal may not be earlier than the date of reaching the retirement age and may not be later than the one hundred eightieth day following that date.

8.2.5.1.3. From the day following the termination of their full-time employment relationship, instructors may—if justified by the educational and training needs of the given field—be re-employed as lecturers under a commission-based legal relationship.

8.2.5.1.4. If justified by the educational and training needs of the given field, the person exercising employer rights may, instead of applying the provisions of Section 8.2.5.1.2, initiate—by means of a written, reasoned decision—the modification of the employment relationship of the instructor concerned to a fixed-term, part-time employment relationship of up to 50% for a duration of 1 to 3 years. If instruction cannot otherwise be ensured within the given educational organizational unit, the person exercising employer rights may, in exceptional cases and based on a reasoned proposal by the immediate workplace supervisor (the person exercising work supervision rights), also initiate the modification of the instructor's employment relationship to a fixed-term, part-time employment relationship of up to 75% for a duration of 1 to 3 years. 8.2.5.1.5. If the employee does not accept the modification of the legal relationship as specified in Section 8.2.5.1.4, their employment relationship must be terminated by ordinary dismissal in accordance with the procedure set out in Section 8.2.5.1.2.

8.2.5.1.6. From the mandatory termination rule of the employment relationship of employees considered retirees as defined in Section 8.2.5.1.1,

- a) an exemption may be granted to:
  - the founding members of the internal postgraduate program, if the participation of the required number of founding members in accordance with the internal regulations of the College is not ensured in the given field or if new members cannot be appointed in their place;
  - those college professors and associate professors who, based on individual assessment, meet the criterion of having a prominent role in national or international scientific, professional, or religious

life, and whose teaching duties justify such an exemption;

b) an exemption must be granted to:

- those holding executive positions elected by the Senate, whose employment must be maintained in its existing form until the end of their mandate;
- the head of the educational organizational unit, whose employment relationship in effect at the time of being considered a retiree may not be terminated until the expiration of their executive appointment;
- the employees designated by the Maintainer.

8.2.5.1.7. Based on point a) of Section 8.2.5.1.6, the proposal for exemption shall be submitted by the Senate to the person exercising employer rights for approval. If the person exercising employer rights does not agree with the proposal for exemption, they shall submit it to the Senate at its next meeting for a decision.

8.2.5.1.8. If compliance with the accreditation requirements established for the given field cannot be ensured by other means, or in cases justified economically, the person exercising employer rights may, based on the review conducted under Section 8.2.5.1.1 and upon a proposal submitted by the immediate workplace supervisor (the person exercising work supervision rights), grant an exemption from the application of the provisions set out in Section 8.2.5.1.2. The holder of employer's rights makes decisions based on the opinion of the Senate.

8.2.5.1.9. The termination of the employment relationship of instructors, researchers, and non-teaching/non-research employees considered retirees may be waived if, due to the lack of qualified personnel, the given position (function) cannot be ensured by another employee in a manner that is expedient and economical in accordance with workforce and salary management expectations. If the nature of the tasks performed by the employee does not fully justify waiving the termination of the employment relationship, but the continued employment of the employee is at least partially expedient and justified, the person exercising employer rights may, instead of applying the provisions of Section 8.2.5.1.2, initiate—by means of a written, reasoned decision—the transformation of the employee's legal relationship into a fixed-term, part-time employment relationship of up to 50% for a duration of 1 to 3 years.

8.2.5.1.10 If the employee does not accept the transformation of the legal relationship as specified in Section 8.2.5.1.9, their employment relationship must be terminated in accordance with the procedure set out in Section 8.2.5.1.2.

8.2.5.1.11. Even when applying the exceptions defined in Sections 8.2.5.1.4 to 8.2.5.1.9, it must be taken into account that, pursuant to mandatory legal provisions, instructors and researchers may be employed only until they reach the age of seventy. \[Nftv. Section 31 (4)]

## **8.2.6. Employee Obligations Upon Termination and Cessation of Employment Relationship**

8.2.6.0.1. Upon the termination or cessation of the employee's employment relationship, the employee is required to hand over their position (scope of duties) to the person designated by the individual exercising employer rights. Furthermore, they must account for and return any equipment, machines, devices, furnishings, and inventory items that are the property of the College and were handed over during the employment but not yet returned. The employee must also settle all debts owed to the College, including any salary or fee advances, funds received for accounting purposes, other outstanding debts, and any library obligations.

### **8.2.6.1. The Employer's Obligations**

8.2.6.1.1. The College is obliged to provide the employee with the certificates prescribed by tax and social security legislation (employer's certificate and its annexes, certificate of advance income tax, social security certificate, and certificate form for unemployment benefits), as well as the OEP booklet.

8.2.6.1.2. The College is obliged to provide the employee with

- a) the certificate of leave.
- b) to grant in kind any unused leave from the previous year.
- c) to compensate the unused proportional vacation days in cash \[Labour Code Section 125].

## **8.2.7. The Certificate of Operation**

8.2.7.0.1. If the employment has lasted for at least one year, the employer shall, upon the employee's request, at the time of termination (or cessation) of the employment relationship or within one year thereafter, provide a written evaluation of the employee's work (Certificate of Operation).

8.2.7.0.2. The Certificate of Operation shall be prepared by the person exercising employer's rights after hearing the recommendation of the direct workplace supervisor (the person exercising supervisory

authority).

8.2.7.0.3. The employee shall be informed of their Certificate of Operation without delay after it has been prepared. The fact of having reviewed the Certificate of Operation shall be confirmed by the employee's signature on the certificate, and the employee may also include any comments they may have.

8.2.7.0.4. One copy of the Certificate of Operation shall be handed over to the employee after it has been reviewed with them. 8.2.7.0.5 The employee may request a court to annul or amend any untrue factual statements in the evaluation.

#### **8.2.7.1. Monitoring and Evaluation of Employees' Work**

8.2.7.1.1. The employee's activities must be continuously monitored by their immediate workplace supervisor (the person exercising supervisory authority) also in order to ensure that the person exercising employer rights is informed of the facts and circumstances necessary for potential wage differentiation, bonuses, and other employment-related measures.

8.2.7.1.2. In addition, the employee's activities must be periodically and formally evaluated—based on the requirements defined in the present Regulations and within the framework of the employer's quality assurance and quality development system.

8.2.7.1.3. The evaluation must cover the extent and quality to which the employee has fulfilled the obligations set forth in legislation, employer regulations, and other provisions. 8.2.7.1.4. The evaluation must be performed

- a) prior to any employer action related to classification advancement, if the position (scope of duties) is not filled through a call for applications;
- b) following the establishment of the employment relationship for the given position (scope of duties), first three years after the start of employment, and thereafter every five years;
- c) at an earlier date determined by the evaluator based on the evaluation specified in point b).

8.2.7.1.5. Non-appointed managers who were not assigned through a tender process must also be evaluated six months prior to the expiration of their term in the leadership position. This may be waived if the renewal of their leadership position is not expected to take place.

8.2.7.1.6. The goal of the evaluation is to

- a) give the evaluated employee feedback in a structured and regulated manner regarding the quality of their work, and through this, gain insight into how satisfied their immediate workplace supervisor (the person exercising supervisory authority) is with their performance;
- b) give the immediate workplace environment, the person exercising employer authority, and the maintainer insight into the employee's performance;
- c) serve as a basis for the preparation of the Certificate of Operation.

8.2.7.1.7. During the evaluation, the rules arising from data protection and the principle of equal treatment must be observed.

#### **8.2.7.2. Evaluation Criteria**

8.2.7.2.1. The evaluation must primarily focus on how the employees have fulfilled the expectations set out in the Mission Statement, the College's regulations, and the employer's policies, as well as the tasks specified in the job description and other employer directives. 8.2.7.2.2. In addition to the provisions set out in Section 8.2.7.2.1, the criteria for the evaluation of teaching and research activities are as follows:

- a) obtaining a scientific degree, activities carried out for one's own scientific further training;
- b) role in research and development, achievements;
- c) scientific and professional publications, educational materials, professional and public activities;
- d) basic research results integrated into education, as well as applied (commissioned) research results;
- e) educational and educational development activities;
- f) educational organization activities;
- g) participation in talent development;
- h) participation in the training of future teaching and research staff;
- i) results of student evaluations of teaching performance;
- j) participation in the religious life activities of the College.

#### **8.2.7.3. The evaluation process**

8.2.7.3.1. The evaluation is prepared by the employee's direct workplace supervisor (the person exercising the right of work supervision). For the evaluation, the evaluator requests the necessary documents from the employees concerned and obtains the required documentation based on the available records.

8.2.7.3.2. The written evaluation must address whether the employee has met the expectations set out in the employer's regulations, as well as the tasks detailed in the job description and other employer directives, and to what extent they have fulfilled the relevant evaluation criteria in this context.

8.2.7.3.3. The evaluator is obliged to ensure that the employee concerned has the opportunity to review the evaluation and may provide comments on it in accordance with the procedure set out in Section 8.2.7.3.4.

8.2.7.3.4. The employee's immediate workplace supervisor (the person exercising the right to direct work) shall forward the evaluation in a manner that verifies receipt, indicating that the employee may make a statement regarding its contents within a forfeiture deadline of eight days from the date of receipt.

8.2.7.3.5. The evaluation shall also be submitted to the Maintainer for approval.

8.2.7.3.6. If, within the time limit set out in section 8.2.7.3.4, the person concerned returns the evaluation with approval, or fails to meet the deadline even without fault, the evaluation shall become final, provided that it is also approved by the Maintainer.

8.2.7.3.7. If the Maintainer does not approve the evaluation, it must be repeated, taking into account the Maintainer's comments.

#### **8.2.7.4. Legal remedy**

8.2.7.4.1. If the person concerned disagrees with the contents of the evaluation, they may initiate a verbal consultation in writing within a forfeiture period of eight days from the date of receipt. At the request submitted in the petition initiating the consultation, the evaluator must ensure that the consultation is conducted in a public manner.

8.2.7.4.2. The date of the oral consultation shall be set by the evaluator within eight days from the receipt of the response letter from the concerned employee.

8.2.7.4.3. Based on the oral consultation, the evaluator shall either uphold or amend the evaluation.

8.2.7.4.4. If the difference in opinion regarding the evaluation cannot be resolved between the evaluator and the evaluated party, and the evaluator upholds the evaluation, the affected party may submit a written request for legal remedy to the three-member evaluation committee acting as the appellate body within eight days from the date of the oral consultation. The chair of the college evaluation committee is the person exercising employer rights. The composition of the committee shall be determined by its chair. 8.2.7.4.5. The immediate workplace supervisor (the person exercising the right to direct work) who prepared the first-instance evaluation, as well as any subordinate of the evaluated employee, may not participate in the evaluation committee.

8.2.7.4.6. The chair of the evaluation committee shall, within three days of receiving the appeal, request the documents that served as the basis for the evaluation. Thereafter, the evaluation committee shall make a decision on the evaluation within eight days. The evaluation committee shall uphold the evaluation if it complies with the legal regulations and the employer's policies; otherwise, it shall instruct the evaluator to conduct a new procedure.

8.2.7.4.7. The evaluation committee may, if necessary, hear the parties concerned before making its decision.

8.2.7.4.8. Within the framework of legal remedy, no further appeal may be lodged with the employer against a decision upholding the evaluation.

8.2.7.4.9. The evaluation documents shall be retained until the completion of the next evaluation, and the person exercising employer rights shall ensure their retention through the Rector's Office.

#### **8.2.7.5. Provisions Applicable to Executives**

8.2.7.5.1. For executives subject to the scope of Chapter 8.3.7 of these Regulations, the provisions of Sections 8.2.7.1–8.2.7.3 shall apply to the evaluation, with the deviations set out in this section.

8.2.7.5.2. The key evaluation criteria shall be determined by the evaluators based on the given executive position. The evaluation criteria for executives may include the following:

- a) educational organization,
- b) research organization,
- c) religious life organization,
- d) networking,

e) financial management and

f) administrative organization and human resources management activities.

8.2.7.5.3. The evaluation is the responsibility of a three-member committee. The evaluation committee is convened by its chairperson. 8.2.7.5.4. The chairperson of the committee evaluating executive activity is the Rector; however, if the evaluation concerns the Rector, the representative of the Maintainer shall serve as chairperson.

8.2.7.5.5. The chairperson and members of the second-instance committee acting in the course of legal remedy shall be appointed by the Senate, and in the case of an evaluation concerning the Rector, by the Maintainer's Ecclesiastical Council.

## **8.2.8. The system of responsibilities of employees and the employer**

8.2.8.0.1. Section 56 of the Labour Code shall apply—if so stipulated in the contract establishing the employment relationship—when the employee culpably (intentionally or negligently) breaches their obligations arising from the employment relationship.

8.2.8.0.2. Intent shall be deemed to exist if a person either desires the consequences of their conduct (direct intent), or accepts the foreseeable consequences of their conduct (eventual intent).

8.2.8.0.3. Negligence shall be deemed to exist if a person foresees the consequences of their conduct but carelessly relies on their non-occurrence (conscious negligence), or if they fail to foresee the consequences of their conduct due to a lack of the attention or caution reasonably expected of them (carelessness).

8.2.8.0.4. The general obligations arising from the employment relationship are defined by the Labour Code (Mt.), and in the case of employment established through a civil law contract, by the Civil Code (Ptk.); specific obligations are stipulated by the present Regulations and by the contract establishing the employment relationship.

8.2.8.0.5. The provisions of Section 56 of the Labour Code (Mt.) shall not apply if the employee failed to fulfil or breached their obligation because the employer's instruction was in violation of a legal regulation.

8.2.8.0.6. In the case of employees, the adverse legal consequences pursuant to Section 56 of the Labour Code (Mt.) shall be applied by the person exercising employer's rights.

8.2.8.0.7. Adverse legal consequences may include a verbal warning, and a written warning. In the event of a more serious breach of duty by the employee in connection with their employment, the employer may terminate the employment by notice, or—if the employee intentionally or through gross negligence significantly breaches an essential obligation arising from the employment, or otherwise engages in conduct that renders the continuation of the employment impossible—the employer may terminate the employment with immediate effect. No further legal remedy is available to the employee within the employer's framework against the adverse legal consequence, termination by notice, or immediate termination; however, a labour dispute may be initiated before a court within 30 days in accordance with the rules governing the enforcement of labour law claims \[MT, Sections 285–288]. In the case of employment established by civil law contract, the dispute may be initiated before the court competent for the contract in relation to the measure taken.

8.2.8.0.8. Any measure involving adverse legal consequences pursuant to Section 56 of the Labour Code (Mt.) must be documented in writing and justified.

### **8.2.8.1. The employee's liability for damages**

8.2.8.1.1. The employee is obligated to compensate for any damage caused by breaching their obligations arising from the employment relationship if they did not act as would generally be expected in the given situation (liability based on fault). Compensation is not required for damage that was unforeseeable at the time of causing the damage, or that was caused by the employer's culpable conduct, or that resulted from the employer's failure to fulfil their obligation to mitigate damages.

8.2.8.1.2. The provisions of Sections 179–181 of the Labour Code (Mt.) shall apply to the extent of employee liability for damages, custodial responsibility, and joint liability for damages caused by multiple employees, while the rules of compensation for damages shall otherwise be governed by Sections 6:518–534 of the Civil Code (Ptk.). The provisions of the Civil Code (Ptk.) shall apply exclusively in the case of employment under a civil law relationship.

8.2.8.1.3. The provisions of Sections 182–188 of the Labour Code (Mt.) shall apply to inventory liability. Conditions for liability for inventory shortage

a) conclusion of an inventory liability agreement for the inventory period,

b) proper handover and receipt of the inventory stock,

c) the determination of the inventory shortage based on an inventory count conducted according to the inventory procedure, covering the entire inventory stock; furthermore

d) performing work at the given workplace for at least half of the inventory period.

8.2.8.1.4. Within fifteen days from the date of the inventory count —unless otherwise provided by law—the inventory data must be reconciled with the accounting records, and the reasons for discrepancies recorded in the protocol must be clarified within 30 days from the reconciliation.

8.2.8.1.5. When determining the extent of liability or compensation, all circumstances of the case must be taken into account, in particular those affecting the employee's liability or that may have influenced the safe and proper handling, including the fulfilment of the employer's obligations regarding safe custody, as well as the duration of the employee's possible absence.

8.2.8.1.6. The person exercising employer rights may assert their claim for compensation related to inventory shortage within a forfeiture deadline of sixty days following the completion of the inventory count. In the case of criminal proceedings, this deadline shall commence thirty days after the delivery of the final or conclusive court decision concluding the criminal proceedings, as well as the notification of the prosecuting authority's or investigative authority's decision to terminate the proceedings without further appeal.

### **8.2.8.2. Procedure in Case of Damage**

8.2.8.2.1. The occurrence of the damage must be reported immediately after detection to the immediate workplace supervisor (the person exercising the right of work supervision).

8.2.8.2.2. The immediate workplace supervisor (the person exercising the right of work supervision) is obliged to:

a) in case of well-founded suspicion of a criminal offence, notify the person exercising employer rights,  
b) in the case of inventory shortage or breach of return, custodial, or accounting obligations, notify the economic director,

c) take immediate measures to mitigate the damage and prevent further harm,

d) initiate and conduct an investigation to establish liability for damages, involving the economic director.

8.2.8.2.3. The reporting and action obligations stipulated in Section 8.2.8.2.1 and in points a) and b) of Section 8.2.8.2.2 shall not apply if the damage incurred is of such minor extent that taking related measures would impose a disproportionate additional burden on the employer. If the person causing the damage is known and compensates for the damage before the initiation of the procedure, in the case of negligent damage, the employer may refrain from taking the measure specified in point d) of Section 8.2.8.2.2.

8.2.8.2.4. The templates to be used in the compensation procedure may be established by Rector's instruction.

### **8.2.9. General rules for the exercise of employer and employee rights during employment**

8.2.9.0.1. During the existence of the employment relationship, certain powers within the employer's competence and the person entitled to exercise them—different from the provision of Section 8.1.4.1 of these Regulations—may be determined by Senate decision or Rector's instruction.

8.2.9.0.2. The rights exercisable during employment include, in particular:

a) awarding of rewards,

b) granting of regular and extraordinary leave, as well as unpaid leave,

c) authorizing business trips or absences,

d) application of adverse legal consequences pursuant to Section 56 of the Labour Code (Mt.),

e) obligation to pay compensation,

f) authorization of additional employment relationships,

g) authorization for the use of a private vehicle for official purposes.

8.2.9.0.3. The measures specified in Section 8.2.9.0.2 must be ordered in writing and signed by the employee. 8.2.9.0.4. The provisions set forth in Section 8.2.3.0.3 of these Regulations shall apply accordingly to the delivery of employer measures.

8.2.9.0.5. Detailed rules on the authorization of absences may be established by Rector's instruction.

#### **8.2.9.1. Additional employment relationship**

8.2.9.1.1. If the employee wishes to establish an additional employment relationship with another employer, they are obliged—based on the cooperation obligation arising from legal provisions \[Labour Code, Section 6 (2), or Civil Code, Section 6:62]—to notify the person exercising employer

rights in advance.

8.2.9.1.2. /Repealed/

8.2.9.1.3. /Repealed/

8.2.9.1.4. /Repealed/

8.3. Special provisions regarding the employment relationship

### **8.3.1. General requirements established for the College's teaching and scientific research staff**

8.3.1.0.1. Teaching or research duties—except as specified in Section 8.3.1.0.3—shall be performed within an employment relationship in a teaching or research position, under an employment contract established for the specified position. 8.3.1.0.2. Non-Hungarian citizens holding the necessary permits for employment in Hungary may also be employed in teaching and research positions.

8.3.1.0.3. Teaching or research duties may be performed under a contract of mandate only if the nature of the activity permits it and the time spent on the work does not exceed sixty percent of full-time employment (hereinafter: part-time lecturer, contracted researcher). A contract of mandate may also be established for occasional, non-regular teaching or research duties.

8.3.1.0.4. Employment in positions established for teaching and research tasks requires the prescribed master's degree and professional qualifications.

8.3.1.0.5. When determining the competence for foreign language teaching required in specific positions (functions), for foreign language instructors, teaching the specialized subjects of their field in the foreign language constitutes a job obligation.

8.3.1.0.6. Further rules for filling specific teaching positions (tasks) are contained in Section 8.3.2 of this regulation, and further rules for filling specific research positions (tasks) are contained in Section 8.3.3 of this regulation. Teachers and researchers are required to record data related to the results of their own scientific research activities in the national scientific bibliographic database (MTMT).

8.3.1.0.7. In cases where teaching and research duties are performed within a single position, the employment contract must specify the proportion of full-time or part-time employment during which each duty is to be performed.

8.3.1.0.8. The teaching positions that can be established at the College are as follows: a) assistant lecturer, b) master lecturer, c) assistant professor, d) associate professor, e) college professor.

8.3.1.0.9. Employment in a teaching or research position entails the conferment of a job title identical to the position name and the right to use this job title.

8.3.1.0.10 If a teacher employed by the College is appointed as a university or college professor upon the proposal of another higher education institution, this appointment does not affect the position held at the College.

8.3.1.0.11 According to the inter-institutional agreement concluded between the College and the Maintainer, the teaching positions that can be established at the College are equivalent to the ecclesiastical ranks defined by the Maintainer. A teacher employed in a teaching position at the College may use the appropriate ecclesiastical rank as an employment title only if authorized to do so by a decision of the Maintainer.

8.3.1.0.12 Unless otherwise provided by law, College regulations, or the inter-institutional agreement concluded between the College and the Maintainer, a teacher authorized to use the ecclesiastical rank as an employment title is entitled to the rights and subject to the obligations applicable to those employed in a teaching position equivalent to the ecclesiastical rank.

8.3.1.0.13 The names and classification requirements of the ecclesiastical ranks determined by the Maintainer, which may be used as employment titles at the College, are contained in Annex 7 of this Regulation, provided that the annex may only be amended with the approval of the Maintainer.

8.3.1.0.14 A person must be employed in a scientific researcher position (function) if—based on the provisions set out in the employment contract—they devote at least ninety percent of their full working time to the scientific activities of the College, and furthermore, as part of their position's functions, participate in the College's education-related activities. The scientific researcher is obliged to record the data related to the results of their own research activity in the MTMT.

8.3.1.0.15 The research positions that can be established at the College are as follows: a) scientific assistant researcher, b) scientific researcher, c) senior scientific researcher, d) scientific advisor, e) research professor.

8.3.1.0.16 Scientific research tasks may be performed under a commission contract if the nature of the research activity permits this, and the time devoted to the work does not exceed sixty percent of full-time employment (hereinafter: commissioned researcher).

8.3.1.0.17 The College may enter into an additional commission or other civil law contract with a person employed in a research position for further research tasks only if the research task does not fall

within the scope of the researcher's position duties and the research is conducted as an external assignment or order.

### **8.3.1.1. Establishing Employment Relationship in Teaching and Research Positions (Functions)**

8.3.1.1.1. If the filling of teaching and research positions is conducted by way of a call for applications as defined in Chapter 8.2.2 of this Regulation, applicants may include those employed by the College, as well as individuals not employed by the higher education institution. The submitted applications shall be evaluated by the Senate with regard to the provisions of Section 8.2.3.

8.3.1.1.2. The Senate, as the advisory body, ranks those applications that meet the conditions required to obtain the position.

8.3.1.1.3. In the case of a sole applicant, the Senate's opinion is considered supportive only if the application has received the majority of supportive votes from all members of the Senate. In the case of multiple applicants, the one who receives the majority of supportive votes from all members of the Senate shall be considered supported. If there are multiple such applicants, then the applicant who received the highest number of votes shall be considered supported. In any case, if the applicant does not receive the majority of supporting votes from all members of the Senate, then their application shall be considered as not supported by the evaluating body.

8.3.1.1.4. The person exercising the employer's rights may establish an employment relationship or initiate the appointment of a college professor by selecting from among the ranked applications.

8.3.1.1.5. If the ranking approved by the Senate includes an applicant who is employed at the College in a teaching or research position (function), the provisions of sections 8.3.1.1.1–8.3.1.1.2 shall apply with the following deviation:

- a) based on the decision of the person exercising employer rights, the employment relationship must be modified instead of established,
- b) the person exercising employer rights may omit an already employed instructor or researcher only if they select an applicant who precedes the employed applicant in the ranking.

8.3.1.1.6. The proposal for appointment as a college professor shall be sent by the Maintainer to the Minister responsible for higher education, for the purpose of forwarding it to the authority entitled to make the appointment.

8.3.1.1.7. If the instructor or researcher is or was employed by another higher education institution at or prior to the start of their employment, the College may employ them in a position corresponding to the job title held at the other employer or a lower one.

8.3.1.2. Termination of employment relationship established for an instructional position

8.3.1.2.1. The College may terminate the indefinite-term employment in an instructional position by ordinary dismissal even if the instructor

- a) has failed to fulfil the requirements defined in the present Regulation, or
- b) has not been able to provide or offer work for at least fifty percent of the teaching time averaged over two semesters, or does not consent to employment in another position (function) offered to them.

8.3.1.2.2. Additional grounds to be considered for the termination of the employment relationship are contained in Chapter 8.3.2.

8.3.1.2.3. Upon termination of employment – with the exception of the college professor title – the right to use the position title also ceases.

### **8.3.2. Rules applicable to individual instructors**

#### **8.3.2.1. assistant lecturer**

8.3.2.1. An assistant lecturer is classified as someone who

- a) holds an MA/MSc or an equivalent university degree,
- b) has commenced doctoral studies,
- c) is capable of and suitable for performing teaching activities.

8.3.2.1.2. The promotion and performance requirements for assistant lecturers:

- a) High-quality teaching and supervision of practicals in the scientific discipline that includes the taught subject, with the ability to do so also in a foreign language,
- b) Regular publication activity and the capability to publish in a foreign language as well,
- c) Participation in the college's professional and public life, and in the resolution of tasks,
- d) Obtaining a doctoral degree within ten years from the commencement of

doctoral studies. 8.3.2.1.3. /Repealed/

8.3.2.1.4. The employment relationship of the assistant professor shall terminate by operation of law if the



doctoral degree is not obtained within ten years from the commencement of employment.

8.3.2.1.5. The periods specified in Section 8.3.2.1.4 shall not include any time during which the employment relationship is suspended for more than ninety days due to maternity leave, child care, care of a close relative, incapacity for work due to illness, retreat, employment at a domestic or foreign higher education institution, or professional study trip.

#### **8.3.2.2. master lecturer**

8.3.2.2.1. For employment in the master lecturer position, the following are required:

- a) MA/MSc or an equivalent university degree and
- b) certification of at least ten years of professional practical work experience, and
- c) the suitability of the individual for the practical training of students.

8.3.2.2.2 Advancement and performance requirements for master lecturers.

- a) high-quality teaching, conducting practical exercises, and the capability to do so in a foreign language;
- b) participation in the professional and public activities of the College, contributing to the resolution of tasks;
- c) conducting publication and scholarly activities at national and international levels, including the ability to do so in a foreign language,
- d) participation in professional development and doctoral degree programs.

#### **8.3.2.3. The assistant professor**

8.3.2.3.1. An assistant professor is classified as someone who

- a) holds an MA/MSc or equivalent university degree and a doctoral degree,
- b) is capable of teaching in a foreign language,
- c) engages in appropriate publication activities and is capable of doing so in a foreign language,
- d) regularly participates in professional and public activities,
- e) is capable of independently performing teaching activities,
- f) has held an employment relationship aimed at performing teaching activities for a period of at least 3 years. 8.3.2.3.2. The period specified in point f) of paragraph 8.3.2.3.1 may include 3 years of employment in the relevant specialized field, other independent specialized activities, as well as the duration of studies undertaken in organized postgraduate training.

8.3.2.3.3. The advancement and performance requirements for assistant professors are:

- a) High-quality teaching and supervision of practicals in the scientific discipline that includes the taught subject, with the ability to do so also in a foreign language,
- b) conducting publication and scholarly activities at national and international levels, including the ability to do so in a foreign language,
- c) participation in the professional public life at the College,
- d) striving to fulfil the conditions for appointment as associate professor,
- e) be suitable for supervising the academic, scientific, and artistic work of students and assistant lecturers, and furthermore possess appropriate professional experience,
- f) to carry out continuous teaching activities in the given rank at a higher education institution for eight years, except if – based on a justified proposal by the head of the relevant work group for educational professional reasons – the Scientific Council grants a special exemption to an assistant professor who has performed teaching activities for at least five years;
- g) preparation of strategic teaching materials in the field of the discipline that includes the taught subject.

#### **8.3.2.4. Temporary Provision**

8.3.2.4.1. College assistant professors' classification shall change to assistant professor classification in their employment contracts and the attached employer documents, provided they meet the conditions for assistant professor classification as defined in this regulation.

8.3.2.4.2. In the cases specified in Section 8.3.2.4.1, the holder of employer's rights and the college assistant professor jointly modify the employment relationship.

8.3.2.4.3. The employment relationship of college assistant professors employed for a fixed term under Act LXXX of 1993 on Higher Education, repealed as of March 1, 2006, shall remain unchanged until the date specified in their original employment contract. However, after September 1, 2008, any

further employment or extension of employment may only occur based on the requirements set forth in this regulation.

8.3.2.4.4. If a college assistant professor is employed indefinitely under Act LXXX of 1993 on Higher Education, repealed as of March 1, 2006, without holding a doctoral degree, they must continue to be employed with the classification of college assistant professor until they meet the conditions for the classification of assistant lecturer or assistant professor as defined in this regulation, provided that the reclassification according to this regulation can only occur with the consent of the concerned instructor. The classification is initiated by the person exercising employer rights upon fulfilment of the classification conditions specified in this regulation.

8.3.2.4.5. In other respects, the provisions of this regulation applicable to assistant professors shall apply appropriately to college assistant professors, with the proviso that their advancement may only occur according to the conditions and classification system specified in this regulation. This provision does not affect the guaranteed salary increase due to the annual average wage adjustment.

### **8.3.2.5. associate professor**

8.3.2.5.1. An associate professor is classified as someone who

- a) Holds an MA/MSc or an equivalent university degree, and a doctoral (PhD or DLA) or equivalent scientific degree (hereinafter: doctoral degree),
- b) Has demonstrated through teaching and scientific or professional activities that they are qualified to supervise the academic, scientific, and professional work of students, postgraduate trainees, and assistant lecturers,
- c) possesses appropriate professional experience,
- d) is capable of delivering lectures in a foreign language,
- e) engages in appropriate publication activities and is capable of doing so in a foreign language,
- f) regularly participates in professional and public activities,
- g) be suitable for supervising the academic, scientific, and artistic work of students and assistant lecturers, and furthermore possess appropriate professional experience,
- h) has continuously performed teaching activities at the given level in a higher education institution for eight years, except if—based on a justified recommendation from the relevant department head for educational professional reasons—the Scientific Council grants a special exemption to a lecturer with at least five years of assistant professor teaching experience,
- i) preparation of strategic teaching materials in the discipline encompassing the taught subject.

8.3.2.5.2. The advancement and performance requirements for associate professors:

- a) comprehensive knowledge and creative practice in the scientific field encompassing the taught subject, coordination of the subject group, independent compilation of course materials, as well as delivering high-quality lectures and the ability to do all of the above in a foreign language;
- b) continuous content and methodological modernization of the material in the taught professional field, as well as the management of such activities, especially writing and editing notes, textbooks, and professional books,
- c) upon request, the management of postgraduate education work, supervisory participation in postgraduate education, and, in the case of habilitated associate professors, participation in postgraduate degree acquisition and habilitation procedures,
- d) organization of teaching and scientific work,
- e) conducting publication and scholarly activities at national and international levels, including the ability to do so in a foreign language,
- f) regular and multifaceted engagement with the practical activities of their scientific field, directing the resolution of scientific tasks, coordinating the activities of grant application groups, obtaining research and professional commissions,
- g) conducting scientific and science management activities, representing the College, the scientific discipline, and the country in the domestic and international scientific community,
- h) proactive and leading participation in the professional and public activities conducted at the College, particularly in solving educational organization tasks,
- i) striving to fulfil the requirements for appointment as a college professor,
- h) has continuously performed teaching activities at the given level in a higher education institution for eight years, except if—based on a justified recommendation from the relevant department head for educational professional reasons—the Scientific Council grants a special exemption to a lecturer with at least five years of assistant professor teaching experience.

### **8.3.2.5.3. Temporary Provision**

8.3.2.5.3.1. College associate professors' classification shall change to associate professor classification in their employment contracts and the attached employer documents, provided they meet the conditions for associate professor classification as defined in this regulation.

8.3.2.5.3.2. In the cases specified in section 8.3.2.5.1, the person exercising employer rights and the associate professor shall jointly amend the employment relationship.

8.3.2.5.3.3. If a associate professor is employed on an indefinite term basis under the 1993 Act LXXX on Higher Education, repealed as of March 1, 2006, and the instructor does not hold a doctoral degree, they must continue to be employed under the original classification as a associate professor until they meet the classification requirements specified in this regulation, provided that the reclassification according to this regulation can only occur with the consent of the concerned instructor. The classification is initiated by the person exercising employer rights upon fulfilment of the classification conditions specified in this regulation. 8.3.2.5.3.4. In other respects, the provisions of this regulation applicable to associate professors shall apply appropriately to college associate professors, with the proviso that their advancement may only occur according to the conditions and classification system specified in this regulation. This provision does not affect the guaranteed salary increase due to the annual average wage adjustment.

### **8.3.2.6. college professor**

8.3.2.6.1. A college professor is classified as someone who

- a) Holds an MA/MSc or equivalent degree, a doctoral degree, and habilitation,
- b) Fulfils the requirements set forth in the college professor criteria proposed by the Hungarian Higher Education Accreditation Committee,
- c) Is an internationally recognized representative of the given scientific field, who carries out outstanding scientific research and/or artistic work,
- d) By virtue of their teaching and scientific or professional activities, as well as their experience in education, research, and research organization, is suitable to lead the academic and scientific work of students, participants in postgraduate training, and assistant professors,
- e) possesses pioneering educational, scientific, and professional achievements, as well as experience in education and science management, along with leadership skills,
- f) is capable of delivering lectures and seminars in a foreign language,
- g) engages in appropriate publication activities and is capable of doing so in a foreign language,
- h) regularly participates in professional and public activities,

i) possesses an extensive domestic and international network of contacts, as well as professional and public recognition. 8.3.2.6.2. An additional condition for employment in the rank of college professor is that the individual be appointed as a college professor by the Prime Minister upon the recommendation of the Rector forwarded by the Maintainer, or already hold such an appointment.

8.3.2.6.3. A college professor position may be established for an individual who, under the conditions specified in Section 8.3.2.6.1, has held an employment relationship aimed at performing educational activities for at least 10 years at a higher education institution.

8.3.2.6.4. The Senate may deviate from the condition regulated in Section 8.3.2.6.3 by consenting to the inclusion of up to 5 years of employment aimed at specialized work or other independent specialized activities in the required duration.

8.3.2.6.5. The college professor is entitled to use the title of

professor. 8.3.2.6.6. Advancement and performance requirements for college professors:

- a) comprehensive knowledge and creative practice in the scientific field encompassing the taught subject, coordination of the subject group, independent compilation of course materials, as well as delivering high-quality lectures and the ability to do all of the above in a foreign language;
- b) continuous content and methodological modernization of the material in the taught professional field, as well as the management of such activities, especially writing and editing notes, textbooks, and professional books,
- c) organization of teaching and scientific work,
- d) supervision of postgraduate work, leadership role in postgraduate education and its degree acquisition procedures, participation in habilitation procedures,
- e) conducting publication and scholarly activities at national and international levels, including the ability to do so in a foreign language,

- f) regular and multifaceted engagement with the practical activities of their scientific field, directing the resolution of scientific tasks, coordinating the activities of grant application groups, obtaining research and professional commissions,
- g) conducting scientific and science management activities, representing the College, the scientific discipline, and the country in the domestic and international scientific community,
- h) proactive and leading participation in the professional and public activities conducted at the College, particularly in solving educational organization tasks,

#### **8.3.2.7. Exceptional rules for the termination of the college professor employment relationship**

8.3.2.7.1. The employer terminates employment in the college professor position if the Prime Minister relieves the college professor—revoking their right to the position title. The dismissal of the college professor is initiated by the rector.

8.3.2.7.2. The rector is obliged to initiate the dismissal of the college professor if

- a) the concerned person requests it,
- b) /Repealed/,
- c) the college professor has been lawfully prohibited from practising the profession by a final court decision, or
- d) the individual has been sentenced to a custodial sentence by a final judgement for an intentional criminal offence.

8.3.2.7.3. In other cases, the right to use the college professor position title does not automatically cease with the termination of employment. The college professor is entitled to use the title until the Prime Minister revokes the right to use the college professor title.

### **8.3.3. Rules applicable to individual researchers**

#### **8.3.3.1. Scientific assistant researcher**

8.3.3.1.1. Conditions for classification as a scientific assistant researcher: a) commencement of doctoral training,

b) engaging in creative activity.

8.3.3.1.2. The advancement and performance requirements for the scientific assistant researcher:

- a) outstanding publication of achieved research results, with the ability to do so also in a foreign language,
- b) conducting independent research in subtopics, independent project management,
- c) teaching and practical training activities, with the ability to perform these tasks
- d) striving to fulfil the requirements applicable to a scientific researcher.

#### **8.3.3.2. Scientific researcher**

8.3.3.2.1. The conditions for classification as a scientific researcher:

- a) at least 3 years of successful research, teaching, or professional experience,
- b) attainment of a doctoral degree,
- c) regular engagement in professional and public activities,
- d) conducting appropriate publication activities, with the ability to do so in a foreign language,
- e) ability to deliver presentations in a foreign language.

8.3.3.2.2. The advancement and performance requirements for the scientific researcher:

- a) outstanding publication of achieved research results, with the ability to do so also in a foreign language,
- b) conducting independent research in subtopics, independent project management,
- c) knowledge of at least one foreign language at a level sufficient to participate in professional discussions and to deliver presentations in their field,
- d) teaching and practical training activities, with the ability to perform these tasks

#### **8.3.3.3. senior scientific researcher**

8.3.3.3.1. The conditions for appointment as senior scientific researcher:

- a) at least 6 years of successful research, teaching, or professional experience,

- b) attainment of a doctoral degree,
- c) suitability for supervising the academic, scientific, and artistic work of students, doctoral candidates, assistant professors, and assistant researchers,
- d) a broad national network of contacts based on independent research experience,
- e) regular engagement in professional public life,
- f) conducting appropriate publication activities also in a foreign language,
- g) ability to deliver presentations in a foreign language.

8.3.3.3.2. The advancement and performance requirements for senior scientific researcher:

- a) comprehensive knowledge, creative practice, and development of their scientific field,
- b) significant participation in the development of the research institution's and the College's scientific tasks, directing and supervising their implementation, coordinating and managing the work of the research group,
- c) the publication of achieved research results at an outstanding level, including in a foreign language,
- d) maintaining regular and diverse contacts with the practical activities of their scientific field, directing the resolution of scientific tasks, coordinating the activities of research grant groups, and acquiring research and professional commissions,
- e) conducting independent research, independent project management,
- f) knowledge of at least one foreign language at a level sufficient to participate in professional discussions and to deliver presentations in their field,
- g) participation in domestic and international scientific public life,
- h) indirect or direct support of the College's teaching and educational work in a proactive manner, participation in postgraduate programs, and in habilitation procedures in the case of habilitated senior scientific researchers,
- i) teaching and practical training activities, with the ability to perform these tasks

#### **8.3.3.4. The scientific advisor or research professor**

8.3.3.4.1. The appointment conditions for the scientific advisor and research professor:

- a) at least 6 years of successful research, teaching, or professional practice,
- b) a doctoral degree (PhD or DLA), and in the case of a research professor, habilitation or academic doctoral title,
- c) By virtue of their teaching and scientific or professional activities, as well as their experience in education, research, and research organization, is suitable to lead the academic, scientific and artistic work of students, participants in postgraduate training, assistant professors and assistant researchers, as well as for leading research projects,
- d) a broad national and international network of contacts based on independent research experience,
- e) Is an internationally recognized representative of the given scientific or artistic field, who carries out outstanding scientific research and/or artistic work,
- f) regular professional and public activities,
- g) conducting appropriate publication activities also in a foreign language,
- h) ability to conduct seminars and lectures in a foreign language.

8.3.3.4.2. The continuous employment requirements for a scientific advisor or research professor are:

- a) comprehensive knowledge of their scientific field, creative cultivation, and development,
- b) significant participation in the development of the research institution's and the College's scientific tasks, directing and supervising their implementation, coordinating and managing the work of the research group,
- c) the publication of achieved research results at an outstanding level, including in a foreign language,
- d) maintaining regular and diverse contacts with the practical activities of their scientific field, directing the resolution of scientific tasks, coordinating the activities of research grant groups, and acquiring research and professional commissions,
- e) active engagement in performing science organization tasks,
- f) participation in domestic and international scientific life,
- g) college-level professional and public activities,
- h) representing the College, and the country in the domestic and international scientific community,

- i) knowledge of foreign languages at a level enabling participation in professional debates and giving presentations in their field,
- j) indirect or direct support of the College's teaching and educational work in an initiative manner, participation in habilitation procedures in the case of postgraduates and habilitated senior scientific researchers.

#### **8.3.4. Rules applicable to employees in teaching positions**

8.3.4.0.1. Certain professional practical teaching tasks (including, in particular, religious education teaching, language teaching, practical instruction, and physical education teaching) may be performed within a teaching position under an employment relationship. Non-Hungarian citizens may also be employed in teaching positions.

8.3.4.0.2. Within the framework of a commission contract, teaching duties may be performed if the nature of the activity permits this, and furthermore, the time devoted to the work does not exceed sixty percent of full-time employment (hereinafter: lecturer). A commission contract may also be established for occasional, non-regular teaching or research duties.

8.3.4.0.3. Employment in a teaching position requires a higher education degree and professional qualifications.

8.3.4.0.4. When determining the competence for foreign language teaching required in specific positions (functions), for foreign language instructors, teaching the specialized subjects of their field in the foreign language constitutes a job obligation.

8.3.4.0.5. The teaching positions that can be established at the College are: religious education teacher, language teacher (lecturer), practical instructor, physical education teacher, other subject teacher, vocational instructor.

8.3.4.0.6. For those employed in a teaching position, the time dedicated to teaching over two academic semesters averages twenty hours per week. The employer may increase or decrease the teaching time by fifteen percent, in accordance with the employment requirements system, provided that the average teaching time per teacher in a higher education institution over two academic semesters is not less than eighteen hours per week.

##### **8.3.4.1. The language teacher**

8.3.4.1.1. The conditions for the classification of language teachers:

- a) Master's degree or equivalent qualification in the language to be taught,
- b) professional qualification,
- c) teaching experience.

8.3.4.1.2. The performance requirements for language teachers:

- a) thorough and comprehensive knowledge of the taught language, preparedness necessary for compiling materials for practical sessions, leading sessions, and conducting examinations,
- b) participation in the preparation of educational aids and notes,
- c) fostering a deeper interest in languages and language use, supporting the work of students who use the foreign language as a tool,
- d) active participation in the teaching institution's, lecturership's, and professional public life.

##### **8.3.4.2. The religion teacher, practical instructor, other subject teacher, vocational instructor**

8.3.4.2.1. The appointment requirements for religion teachers, practical instructors, other subject teachers, and vocational instructors:

- a) a master's degree or a diploma certifying an equivalent qualification and professional competence,
- b) teaching experience,
- c) conversational proficiency in at least one foreign language to the extent necessary for teaching.

8.3.4.2.2. The performance requirements for religion teachers, practical instructors, other subject teachers, and vocational instructors:

- a) high-level theoretical and practical knowledge of the taught profession, continuous development,
- b) general familiarity with the practical aspects and professional literature of the field,
- c) continuous maintenance and development of language proficiency.

##### **8.3.4.3. The physical education teacher**

8.3.4.3.1. The requirements for appointment as a physical education teacher:

- a) A diploma certifying an MA/MSc or equivalent qualification and professional competence, b) teaching experience;
  - c) conversational-level knowledge of at least one foreign language sufficient for teaching and sports organization.
- 8.3.4.3.2. The performance requirements for physical education teachers
- a) continuous development of high-level theoretical and practical knowledge of the taught disciplines (sports),
  - b) general familiarity with the practice and literature of physical education and sports in the given disciplines,
  - c) continuous maintenance and development of language proficiency,
  - d) active participation in extracurricular physical education and the college's sports activities,
  - e) involvement in the management of the College's sports life.

### **8.3.5. Rights of lecturers, researchers, and teachers**

8.3.5.0.1. In addition to the rights defined by law, a person employed in a lecturer, researcher, or teacher position is entitled to the right

- a) to submit scientific domestic and international grant applications,
- b) in addition to the scientific research activities arising from their duties, to conduct research in a scientific field of their own choosing among the disciplines overseen by the College, provided financial coverage is available,
- c) to patent inventions and publish scientific research results without prejudice to the rights of the College,
- d) to participate in domestic or international scientific and professional events, as well as organizations,
- e) to have their human dignity and personal rights respected, and their teaching and research activities evaluated and acknowledged,
- f) to determine the curriculum within the framework of the training program and to choose the teaching and training methods they employ,
- g) to participate in the development of course programs and teaching materials,
- h) to select their students in accordance with the provisions of this regulation while ensuring the right to equal treatment, to supervise their academic work, and to evaluate their performance,
- i) to carry out their teaching and research work according to their worldview and values, while adhering to the Mission Statement, without compelling students to accept them,
- j) to have access to the knowledge necessary for their work,
- k) to enhance their professional knowledge and expertise through participation in organized further training, to take part in pedagogical experiments and scientific research work.

8.3.5.0.2. The rights specified in points e)-f) and i)-l) of section 8.3.5.0.1 also apply to those participating in postgraduate education who are fulfilling teaching duties.

8.3.5.0.3. In the manner determined by the Senate, associate professors and college professors classified according to this regulation are entitled to creative leave every seven years from March 1, 2006, for conducting scientific research and individual scientific further training. The duration of the creative leave is the period determined by the Senate, but it may not exceed one year. During the period of leave, the employee is entitled to their personal base salary.

8.3.5.0.4. Creative leave shall be granted upon request by the person exercising employer rights in the manner determined by the Senate, provided that this does not create additional salary expenses for the affected educational organizational unit.

8.3.5.0.5. The employer and the lecturer must record in an agreement the intended purpose of the creative leave and the legal consequences of failing to meet the stipulated goal.

#### **8.3.5.0.3. Creative leave**

8.3.5.0.3.1. In the manner determined by the Senate, associate professors and college professors classified according to this regulation are entitled to creative leave every seven years from March 1, 2006, for conducting scientific research and individual scientific further training. For the purposes of this provision, seven years shall be considered as fourteen semesters during which the instructor has actually performed teaching activities at the College in a full-time employment relationship, excluding the period of creative leave.

8.3.5.0.3.2. The duration of the creative leave is the period determined by the Senate, but it may not exceed one year.

8.3.5.0.3.3. During the period of leave, a leave allowance is payable.

8.3.5.0.4. Creative leave is granted upon request by the person exercising employer rights, in the

manner determined by the Senate.

8.3.5.0.4.1. Scientific research tasks to be performed during the creative leave (research work, study trips, participation in scientific events, writing textbooks, professional books, etc.) At the same time as the application for creative leave, a detailed work plan must be submitted to the person exercising employer rights, who shall forward it to the Scientific Council for professional review.

8.3.5.0.4.2. Creative leave shall not result in additional salary expenses for the affected educational organizational unit. 8.3.5.0.5. The employer and the instructor must record in an agreement, with the attachment of the work plan, the objectives to be achieved during the creative leave and the legal consequences of failure to meet these objectives.

#### **8.3.5.1. Obligations of lecturers, researchers, and teachers**

8.3.5.1.1. It is the obligation of the person performing educational tasks to: a) convey knowledge objectively and from multiple perspectives,

b) During teaching activities, take into account the individual abilities, talents, and disabilities of the students,

c) Regularly inform students about matters affecting them and provide substantive answers to their questions,

d) Respect the human dignity and rights of the students,

e) Participate in the College's teaching work, lead educational sessions (lectures, seminars, various practical sessions, consultations), oversee student examinations, and take part in the admissions process,

f) Conduct scientific research and participate in the College's grant application activities,

g) Regularly pursue self-improvement,

h) Obtain the qualification(s) and language skills necessary for advancement,

i) Participate in the College's public life,

j) Fulfil the college offices obtained by election,

k) Uphold the provisions of the Mission Statement.

8.3.5.1.2. In addition, college professors and associate professors, as well as senior scientific researchers, scientific advisors, and research professors, are obligated to participate in the fulfilment of tasks related to postgraduate education.

8.3.5.1.3. Habilitated instructors are obligated to participate in the conduct of the habilitation procedure based on commission. 8.3.5.1.4. College professors and associate professors, as well as senior scientific researchers, scientific advisors, and research professors are obligated to participate in the training of teaching and research successors.

#### **8.3.5.2. Provisions regarding teaching activities, mandatory teaching load, and the teaching, research, and public duties to be performed**

8.3.5.2.1. The instructor, within the partially fixed weekly full working hours (40 hours)

a) shall perform the teaching and related educational organization, planning, and development activities specified in the job description and assigned by the person exercising employer rights,

b) shall carry out scientific activities,

c) performs those public duties as prescribed by the employer, which are related to the operation of the College and require the expertise of the instructor, as part of their job responsibilities.

8.3.5.2.2. The instructor's job description must specify the language(s) in which the activity referred to in paragraph (1) point a) is to be performed.

8.3.5.2.3. Of the instructor's total weekly working hours—averaged over two consecutive academic semesters—

a) 8 hours for a college professor position,

b) at least 10 hours for associate professors,

c) 12 hours for a master lecturer, assistant professor, or associate professor must be dedicated to lectures, seminars, practicals, or consultations aimed at student preparation (hereinafter: mandatory teaching load). [Nftv. Section 26, Paragraph (1)]

8.3.5.2.4. In the context of this regulation, seminar means:

a) the leading of a specialized seminar organized weekly during the academic term. b) any course announced as such in the electronic study system,

8.3.5.2.5. In the context of this regulation, practicals means a session conducted under the instructor's supervision of:



- a) religious practice,
- b) creative exercises,
- c) other instruction conducted within the religious community,
- d) organizing or leading group student activities at off-campus locations
- e) any course designated as such in the electronic study system 8.3.5.2.6. In the context of this regulation, consultation means:

- a) consultations related to lectures and practicals,
- b) supervision of exam paper preparation,
- c) supervision of thesis topics,
- d) supervision of postgraduate dissertation topics,
- e) supervision of scientific student association theses,
- f) leading workshop sessions
- g) preparation, supervision, and evaluation of religious practice,
- h) any consultation related to educational organization, development, or planning announced as such in the electronic study system

8.3.5.2.7. The instructor is obliged to hold office hours for students for at least 2 hours per week for the consultations specified in section 8.3.5.2.6, except if the time to be spent at the workplace is determined otherwise by the instruction of the employer exercising the employer's rights. The time and place of the office hours must be posted on the notice board of the educational organizational unit, on the College's website, and in the electronic study system.

8.3.5.2.8. The lecturer may typically fulfil their mandatory teaching load during the examination period (including the final exam period) with the following activities:

- a) oral examination,
- b) preparation, grading, and supervision of written exams,
- c) grading and evaluation of exam papers and in-class tests,
- d) entrance exam administration,
- e) evaluation of theses and postgraduate dissertations, participation in defence committees,
- f) final examination administration
- g) exam (period) consultation.

8.3.5.2.9. Based on the nature of the seminar, practicals, consultation, and exam defined in points 8.3.5.2.4–8.3.5.2.5–8.3.5.2.6, and the number of students participating therein, the exercising employer authority may determine the extent to which these count toward the mandatory teaching load.

8.3.5.2.10 The minimum mandatory teaching load for individual instructors at the College shall be reviewed annually, taking into account the provisions of the legislation and this regulation, and the teaching load for the following academic year shall be determined in detail as necessary by modifying the job description (employer notification) or, within this framework, by instruction of the exercising employer authority.

8.3.5.2.11 The time spent on teaching, which constitutes the mandatory teaching load as defined in Section 8.3.5.2.3 of this Regulation, may be increased by the exercising employer authority by up to forty percent, or decreased by up to twenty-five percent, in accordance with the provisions set forth in this Regulation.

8.3.5.2.12 When modifying the mandatory teaching load pursuant to 8.3.5.2.11, other educational activities and activities related to scientific research must be taken into account. The duration of the reduction and increase combined may not exceed two semesters and shall not be considered a reduction of duties or an assignment of additional duties.

8.3.5.2.13 The employer exercising the employer's rights with the consent of the Senate may order a modification of the mandatory teaching load affecting at least one-third of the instructors employed at the College at the end of the preceding academic year, for the following two academic semesters.

8.3.5.2.14 The increase in teaching load stipulated in section 8.3.5.2.12 may not be ordered for the purpose of participation in foreign language instruction for an instructor whose job description does not specifically include instruction conducted in a foreign language.

- 8.3.5.2.15 Beyond the mandatory teaching load, the instructor performs the following additional educational activities:
- a) preparation for lessons,
  - b) performing administrative tasks related to teaching, with particular regard to managing the electronic study system,
  - c) curriculum development, preparation of teaching aids,
  - d) evaluation of postgraduate theses, participation in defence committees,
  - e) evaluation and grading of seminar and practical performance

(assessment),

f) monitoring and evaluating the fulfilment of signature requirements,

g) correction of midterm exams,

h) leading the scientific student circle, evaluating student papers,

i) maintaining personal and online contact with students.

8.3.5.2.16 Employees holding academic and research positions are obligated to conduct scientific research activities at a level corresponding to their classification – in the fields of art, art mediation, and sports science training, this includes artistic or sports professional activities. Data related to the results of scientific research activities must be recorded in the national scientific bibliographic database (MTMT).

8.3.5.2.17 For the purpose of performing the activity defined in section 8.3.5.2.16, an average of at least twenty percent of the statutory working time must be ensured for lecturers and eighty percent for researchers over the academic year. 8.3.5.2.18 Scientific activity particularly includes:

a) conducting and organizing research,

b) attending conferences, reading scientific publications and professional literature, participating in professional development courses and other trainings to stay informed about the continuously evolving results in the given scientific field,

c) curriculum development, methodological improvement, writing and editing textbooks and teaching aids,

d) writing scientific publications, literary translation, delivering professional presentations at conferences or other invited events, and participating in such events.

8.3.5.2.19 The instructor's job responsibility, during working hours not occupied with student engagement and scientific research as defined in Sections 8.3.5.2.3–8.3.5.2.18 of this regulation, includes other public duties—particularly the following—which are assumed by election if the position is elective, or otherwise by designation of the person exercising employer rights:

a) membership in the Senate, the College Council, and any of their committees,

b) membership in the organizational units of postgraduate education,

c) college leadership positions (rector, deputies, heads of educational and research organizational units),

d) responsibilities for scientific student circles, education coordination, and program coordination,

e) participation in the establishment, creation, preparation for launching trainings, program development, and curriculum design,

f) activities related to the development of education, program and curriculum development, talent nurturing, further training of instructors, expert work,

g) participation in other college planning and development,

h) seeking research and development grants, preparing grant applications, writing and reviewing proposals,

i) scientific organization activities conducted at the national and international levels,

j) maintaining contact with instructors at other domestic and foreign colleges and universities, including possible participation in establishing and operating cooperation between two or more higher education institutions,

k) participation in the College's and the program's PR (external communication) activities,

l) updating and coordinating the maintenance of scientific, organizational, and academic announcements related to oneself and the department on the College's website,

m) providing consultation,

n) occupational safety, fire protection, and property protection activities.

8.3.5.2.20 An employee holding a teaching position is required to spend at least half of the statutory weekly working hours (40 hours) at the workplace in order to fulfil their duties as defined by this regulation.

8.3.5.2.21 The mandatory working hours to be spent on-site by the instructor may be determined differently by the person exercising employer rights instead of the weekly requirement, if in the given academic year (study semester) the instructor's scientific research activities, textbook or study material writing, or editorial tasks justify this.

8.3.5.2.22 The fulfilment of the provisions set out in sections 8.3.5.2.3–8.3.5.2.3 of this regulation shall be monitored and evaluated by the immediate workplace supervisor (the person exercising the work management authority) in accordance with the rules of Chapter 8.2.7. 8.3.5.2.23 Regarding teaching activities, the responsibility of the direct workplace supervisor (the person exercising work supervision rights) is to ensure that the teaching and examination duties are distributed evenly among the

individual instructors.

8.3.5.2.24 The responsibility for supervising the fulfilment of the obligations of the direct workplace supervisor (the person exercising work supervision rights) lies with the person exercising employer rights.

8.3.5.2.25 Those employed in research positions – in addition to their scientific research activities, as part of their job duties – also participate in the College's education-related activities. In the course of these activities, their mandatory teaching load shall not exceed twenty percent of their weekly working hours \[Nftv. 33. § (1) para.].

8.3.5.2.26 Taking into account the teaching activities defined in section 8.3.5.2.3 of this regulation, the mandatory teaching load for teaching positions shall be determined by the job description (employer notification), provided that it shall not be less than an average of twenty hours per week calculated over two academic semesters.

8.3.5.2.27 Taking into account the nature of activities exceeding the mandatory teaching load performed by those employed in teaching positions, the person exercising employer rights may, based on individual assessment, increase or decrease the time devoted to teaching by fifteen percent, provided that the average weekly teaching time per teacher at the College, calculated over two academic semesters, shall not be less than eighteen hours.

8.3.5.2.28 In the case of part-time employment, the teaching activity, the mandatory teaching load, as well as its increase or decrease

a) by the appropriate application of the provisions of sections 8.3.5.2.1–8.3.5.2.26 of this regulation, and  
b) in proportion to the monthly working time frame (employment duration) of the part-time employment relationship.

8.3.5.2.29 In order to implement the legislation applicable to the employment relationship and to ensure the performance of teaching duties, the extent of part-time employment shall not be less than 1 hour per day.

8.3.5.2.30 The part-time lecturer's duties specified in section 8.3.5.2.28 may, with the agreement of the part-time lecturer, be determined at a higher level by the employment contract (and the attached employer's notification) than the extent specified in this regulation.

## **8.3.6. Rules for Establishing Additional Employment Relationships**

### **8.3.6.1. Conflict of Interest**

8.3.6.1.1. Instructors, researchers, and teachers may not establish additional employment relationships that are incompatible with the positions and classifications held under their employment relationship, including those that harm the College's legitimate economic interests.

8.3.6.1.2. Instructors, researchers, and teachers are required to notify the person exercising employer rights in writing within 8 days if a conflict of interest arises against them or if they find themselves in a conflict of interest situation during the term of their employment relationship.

8.3.6.1.3. If the fact of the conflict of interest comes to the attention of the direct workplace supervisor (the person exercising work supervision rights), they are obliged to immediately issue a written notice to the affected party, setting an eight-day deadline to eliminate the cause of the conflict of interest.

### **8.3.6.2. Authorization and Notification of Additional Employment Relationships**

8.3.6.2.1. If the working hours of the lecturer, researcher, or teacher partially or fully overlap in their employment relationship and additional employment relationship (secondary employment), the additional employment relationship may only be established with the prior written consent of the immediate workplace supervisor (the person exercising work supervision rights). Permission to establish an additional employment relationship may only be granted for part-time work, taking into account the duration of the statutory working hours to be spent at the workplace.

8.3.6.2.2. An employment dispute may be initiated against the refusal of consent.

8.3.6.2.3. The establishment of an additional employment relationship (secondary occupation) that does not affect the working hours of the lecturer, researcher, or teacher must be reported in advance to the immediate workplace supervisor (person exercising work supervision rights). If it can be established from the notification that the conditions of incompatibility defined in Section 8.3.6.1 of this Regulation are met, the direct workplace supervisor (person exercising work supervision rights) shall prohibit the establishment of the additional employment relationship.

8.3.6.2.4. An appeal may be filed against the measure of the direct workplace supervisor (person exercising work supervision rights) prohibiting the establishment of an additional employment relationship.

8.3.6.2.5. An instructor, researcher, or teacher – regardless of how many higher education institutions

they are employed by – shall be considered as an instructor, researcher, or teacher of the College when assessing the College’s operational conditions and determining its budgetary support.

### **8.3.7. Special Provisions for Employees in Executive Positions**

8.3.7.1. The provisions of this regulation shall apply to senior executive and executive positions with the deviations specified in this chapter.

8.3.7.2. At the College, a senior executive

\[SzMSz 2.1.2.5] is: a) the rector,

b) the vice-rector for education,

c) the director of the Research Institute,

d) the chair of the Scientific Council,

e) Chair of the Quality Management Committee,

f) Director of Finance,

g) Director of Studies,

h) Secretary General.

8.3.7.3. If the Maintainer appoints a delegated rector \[SzMSz 2.4.3], they shall be considered a senior executive, in the same manner as described in point 8.3.7.2 a).

8.3.7.4. At the College, the following executive positions may be appointed:

a) Head of the Mánfai Educational Institute,

b) Head of the Library,

c) Head of another organizational unit specified in the Organizational and Operational Regulations .

8.3.7.5. Executive and senior executive appointments may be made for a fixed term of at least three and at most five years and can be extended multiple times.

8.3.7.6. Appointments to executive and senior executive positions shall be made through a competitive application process if so stipulated by this regulation. In this case, the provisions of Chapter 8.2.2 of this regulation shall apply accordingly to the content requirements of the applications, the definition of the professional criteria for executive appointments except for the rector, the principles and procedures for evaluating applications, the ranking of applications, and the issuance of the appointment.

8.3.7.7. The amount of salary supplement payable for the duration of the executive and senior executive appointments is determined by Annex IV of this Regulation.

8.3.7.8. At the College, unless otherwise decided by the Senate, executive or senior executive appointments may be granted up to the completion of the sixty-fifth year of age. If part of the term of an executive or senior executive appointment would extend beyond the completion of the sixty-fifth year of age, the appointment may be granted by a decision supported by a two-thirds majority of the Senate members, allowing the full term of the appointment to be served, including the portion extending beyond the sixty-fifth year of age.

8.3.7.9. Upon the expiration of the term of an executive or senior executive appointment, as well as in the case of applying the age limit specified in section 8.3.7.1.8, the affected employee must be notified of the termination of the executive or senior executive appointment at least 30 days prior to the expiration of the fixed term or the date of reaching the specified age, in the manner set forth in section 8.2.4.4.

8.3.7.10 The person exercising employer rights shall initiate the filling of the executive or senior executive position 2 months prior to the expiration of the appointment.

8.3.7.11 The Rector’s Office must be informed about the termination of the executive or senior executive appointment simultaneously with the expiration of the fixed term or the reaching of the age limit . Simultaneously with the termination of the executive or senior executive appointment, measures must also be taken to revoke the senior executive’s salary supplement.

8.3.7.12 A temporary appointment must be issued if the executive or senior executive appointment terminates, and no call for applications is required for the appointment, or if the announced call for applications has not been evaluated or was unsuccessful, and the appointment cannot be issued.

8.3.7.13 A temporary executive or senior executive appointment may be issued to

a) to any person previously entrusted with an executive or senior executive position, or

b) to another employee of the College with the appropriate qualifications and training, even if they did

not participate in the application procedure,

c) to an employee of the College who does not possess the appropriate qualifications and training, if the provisions of points a) and b) cannot be applied,

d) the person exercising employer rights – in the case of a rector appointment, the Maintainer – appointed person, if the provisions of point c) cannot be applied.

8.3.7.14 The temporary appointment is for a fixed term – in the case of a competitive application procedure being ordered, lasting until the successful evaluation of the application. If the fixed term expires or the subsequent application is unsuccessful, and the appointment still cannot be issued, the temporary appointment may be extended.

8.3.7.2. /Repealed/

### **8.3.8 Awarding of honorary (honoris causa) titles<sup>140</sup>**

#### **8.3.8.1 General rules**

8.3.8.1.1 The following honorary titles may be awarded at the College: a) emeritus professor,

b) private lecturer,

c) honorary college professor,

<sup>140</sup> Chapter 8.3.8 was inserted by Senate Resolution No. 4/2019. (02.28.), adopted on 28 February 2019.

c) honorary college

professor,

d) honorary associate

professor,

e) master lecturer,

f) master teacher,

g) Honorary emeritus professor of Buddhology (emeritus professor buddhologiae honoris causa).

8.3.8.1.2 The awarding of honorary (honoris causa) titles specified in points a)–f) of 8.3.8.1.1 shall be decided by the Senate based on the proposal of the College Council, taking into account the opinion of the Scientific Council, and with the prior consent of the Maintainer's Higher Education Committee.

The proposal must be accompanied by the candidate's detailed professional curriculum vitae, as well as documentation of their previous activities related to the College and their future plans.

8.3.8.1.3 The Senate may revoke an honorary title it has awarded – based on the proposal of the College Council, taking into account the opinion of the Scientific Council, and with the prior consent of the Maintainer's Higher Education Committee – from any person who has become unworthy of it

#### **8.3.8.2 emeritus professor**

8.3.8.2.1 The Senate may confer the title of emeritus professor or Professor Emerita (hereinafter jointly: emeritus professor) to a college professor whose employment has ended due to retirement and who has significantly contributed to the College's national and international reputation through their teaching, scientific research, artistic activity, and public service.

8.3.8.2.2 The Senate awards the title of emeritus professor for a fixed term of 5 years. If the College's financial capabilities allow, it may be extended for an additional 5 years through a new procedure.

8.3.8.2.3 The holder of the emeritus professor title – for the duration specified in an agreement concluded at the time of the title's conferment with the consent of the Scientific Council – is granted the right to announce lectures and courses for students, to supervise the work of doctoral students, and to use the infrastructure of the College for their teaching and research activities.

8.3.8.2.4 The holder of the emeritus professor title may be entitled to an allowance for the period determined by the Senate, in the amount specified in the Senate's decision. The proposal for granting the allowance may be submitted by the College Council with the agreement of the Director of Finance. The proposed amount of the allowance is 30% of the guaranteed base salary for the 1st grade of the current university professor position as specified in the Budget Act. The allowance associated with the title of emeritus professor – with the exception set out in point 8.3.8.6 – is due from the first day of the month following the conferment of the title. The use of the title emeritus professor is independent of the allowance.

#### **8.3.8.3 Honorary Titles for Lecturers**

8.3.8.3.1 A lecturer who

- a) holds a doctoral degree: private professor,
  - b) nationally recognized expert: honorary associate professor or honorary college professor,
  - c) performs outstanding practical teaching work: master instructor.
- title may be conferred.

8.3.8.3.2 A person holding a title specified in point 8.3.8.3.1 may – as an exception, based on a decision by the Senate – be employed in a teaching position.

8.3.8.3.3 The provisions of point 8.3.8.2.4 shall apply accordingly to the benefits associated with honorary lecturer titles, with the stipulation that the recommended amount of the benefit is two-thirds thereof.

#### **8.3.8.4 Master Teacher**

8.3.8.4.1 The Senate may confer the title of Master Teacher upon a teacher employed in a teaching position who performs outstanding teaching work.

8.3.8.4.2 The provisions of point 8.3.8.3.3 shall apply accordingly to the allowances related to the title of Master Teacher.

#### **8.3.8.5 Honorary emeritus professor Buddhologiae (emeritus professor buddhologiae honoris causa)**

8.3.8.5.1 The honorary internal college title of emeritus professor Buddhologiae (emeritus professor buddhologiae honoris causa) may be awarded to a person with ecclesiastical qualification who has earned this honorary title through their work recognized by the Dharma Gate Buddhist Church and through 25 years of teaching or executive activity carried out in the interest of the College.

8.3.8.5.2 The honorary title of emeritus professor Buddhologiae is a lifelong title, which may be held by two individuals simultaneously, and it may be awarded accordingly.

8.3.8.5.3 In the course of their ecclesiastical, academic, or related activities, the honorary emeritus professor Buddhologiae may use the title “emeritus professor buddhologiae honoris causa” or the abbreviation “Prof.e.b.h.c.”. 8.3.8.5.4 The honorary title of emeritus professor Buddhologiae is conferred by joint decision of the Chair of the Church Council of the Maintainer and the Rector of the College. To prepare the decision, the Chair of the Church Council conducts the necessary internal ecclesiastical consultations. Before making the decision, the Rector obtains the prior opinion of the Scientific Council; then, following the decision, submits it to the Senate for acknowledgment.

8.3.8.5.5 The holder of the Honorary Title of emeritus professor Buddhologiae shall, for a period specified in an agreement concluded simultaneously with the conferral of the title and with the consent of the Scientific Council, be granted the right to announce lectures and courses for students, to supervise the work of doctoral students, and to use the infrastructure of the College for teaching and research activities.

8.3.8.5.6 The holder of the Honorary Title of emeritus professor Buddhologiae shall be entitled to a regular allowance disbursed by the Maintaining Church, in the amount specified in the decision on the conferral of the title, which shall be at least 30% of the current guaranteed base salary of the grade 1 university professor position, but shall not exceed twice that amount.

#### **8.3.8.6 Temporary Provision**

Honorary titles defined in Section 8.3.8 may, in justified cases, be awarded retroactively for the entire given year.

### **8.4. Other Specific Provisions**

#### **8.4.1. Rules of the Internal Habilitation Procedure**

8.4.1.0.1. In order to assess the teaching and lecturing abilities, as well as the academic performance, of employees of the College employed in instruction, research, or teaching positions, the College shall conduct an internal habilitation procedure upon request.

8.4.1.0.2. Possession of habilitation is a prerequisite for certain classifications defined in the present regulations.

8.4.1.0.3. The detailed rules of the habilitation procedure are set out in the Internal Habilitation

Regulations adopted by the Senate, attached as Annex 5 to the present Regulations.

#### **8.4.2. Non-salary Benefits Provided by the College**

8.4.2.0.1. The College also provides non-salary benefits, as determined by the Senate, to its employees and their family members.

8.4.2.0.2. The detailed rules of the benefits defined in section 8.4.2.0.1, as well as the management of the available financial resources, shall be determined by the Senate.

#### **8.4.3. Management and Registration of Human Resources Data**

##### **8.4.3.1. The Data Reporting Obligation of the Employee**

8.4.3.1.1. The employee is required to report any changes within 15 days of their occurrence in order to ensure that the employee records are kept up to date.

- a) change of name or address,
- b) attainment of a higher educational qualification or training,
- c) acquisition of a scientific degree,
- d) eligibility for retirement.

8.4.3.1.2. The employee is liable for damages for violating these obligations.

8.4.3.1.3. The College is required to comply with data protection regulations when handling the above data.

##### **8.4.3.2. Personnel records relating to employees**

8.4.3.2.1. The College may keep records of personal and special categories of data that

- a) are necessary for the proper functioning of the institution,
- b) are necessary for the exercise of employer's rights, as well as for the exercise of the rights and fulfilment of the obligations of instructors, researchers, and staff,
- c) are necessary for the organization of education and research,
- d) are necessary for maintaining records as defined by legislation,
- e) are essential for determining, assessing, and verifying eligibility for benefits provided by legislation and the College's regulations. The scope of the recorded data, the purpose and duration of data processing, as well as the conditions for the transfer of recorded data are defined in Annexes 3 and 6 of the Nftv. The recorded data may be used for statistical purposes and may be transferred to the official statistical service for statistical use.

8.4.3.2.2. The College may process employees' personal data only in connection with employment, the determination and fulfilment of benefits, allowances, and obligations, the fulfilment of civil rights and obligations, for reasons of national security, and for the management of records defined by law, to the extent necessary and for the specific purpose. The College may process employees' personal data for five years after the termination of employment, unless otherwise provided by social security regulations. An exception to this are the personal data contained in the official certificate issued by the criminal records authority. The College shall process the personal data obtained from this until the date of the decision related to the establishment of employment or—if employment is established—until the end of the sixth month following its termination or cessation.

8.4.3.2.3. Data may be transferred by the holder of employer's rights and—within the scope of authorization—by the authorized executive or other employee.

8.4.3.2.4. In the case of voluntary data provision, the data subject must be informed that participation in the data provision is not mandatory.

8.4.3.2.5. For statistical purposes, only the data specified in Annexes 3 and 6 of the National Higher Education Act (NFTV) may be used, and they may be transferred for statistical use in a manner that does not allow personal identification.

8.4.3.2.6. The system of records relating to employees, the scope of persons authorized to maintain the records, and the rules of data processing may be defined by a rector's directive within the framework of the applicable legislation.

#### **8.4.4. The participation rights of employees**

8.4.4.0.1. At the College—taking into account the number of employees in employment—the participation rights of the employee community are exercised by the employment representative elected by them.

8.4.4.0.2. All employees in an employment relationship with the College are entitled to elect the employment representative.

8.4.4.0.3. The provisions of the Labour Code concerning the shop steward \[Sections 235-267 applied based on Section 269 of the Labour Code] shall apply accordingly to the election, establishment, termination, and dismissal of the employment representative, as well as to their rights (with particular regard to co-decision, expression of opinion, and right to information), obligations, working time allowances, remuneration, and labour law protection.

8.4.4.0.4. The College is not required to prepare an equal opportunity plan pursuant to Section 63 (4) of Act CXXV of 2003 on the Promotion of Equal Opportunities. If such a plan is prepared—based on the decision of the holder of employer’s rights—it may be jointly adopted by the employment representative and the employer for three years. The equal opportunity plan shall enter into force with the approval of the Maintainer.

#### 8.5. Final and entry-into-force provisions

8.5.1. The consolidated text of the Employment Requirement System with amendments (hereinafter: FKR 2022) was adopted by the Senate by Resolution No. 10/2022 (05.26.) on May 26, 2022.

8.5.2. The effective date of FKR 2022 is July 1, 2022.

Budapest, May 26, 2022.

Gábor Karsai rector

#### **Annexes:**

Annex 1: Detailed rules for certain job positions.

Annex 2: Remuneration of employees holding positions classified as instructors, teachers, and scientific researchers.

Annex 3: Remuneration of employees holding positions not classified as instructors, teachers, or scientific researchers, as well as those employed under indefinite employment contracts.

Annex 4: Executive salary supplement.

Annex 5: Habilitation regulations.

Annex 6: a) Job description, b) Employer information. Annex 7: Correspondence of ecclesiastical and secular classifications.



