

## ***7. SCIENTIFIC STUDENT CIRCLE REGULATIONS(SSC)***<sup>1</sup>

### **7.1. Principles of Scientific Students' Association work:**

7.1.1. At The Dharma Gate Buddhist College, scientific students' associations (hereinafter: TDK) may operate as self-training, self-organising groups.

7.1.2. The aims of the TDK are to involve students in theoretical and practical research; to foster student self-training of a scholarly standard beyond the curriculum; and to ensure the professional publicity and appraisal of individual or collective results achieved within or outside TDK activities, as well as to promote their utilisation.

7.1.3. Scientific students' associations realise their aims through collaboration between students and instructors; external experts may also participate in topic selection and the direction of work.

7.1.4. Scientific students' associations may cooperate with other scholarly units of the College, with the scientific students' associations of other educational institutions, and with professional, scholarly and business organisations.

7.1.5. Any student undertaking high-level self-training may join the work of a scientific students' association if they achieved at least a 3.50 grade-point average in the semester preceding admission to the TDK and their application is accepted by the College Scientific Students' Council, the relevant supervisor and head of subject group, or on the recommendation of an external institution.

### **7.2. Organisational and operational order of the DGBBC Scientific Students' Association**

7.2.0. At The Dharma Gate Buddhist College, scientific students' associations carry out their activities in connection with educational organisational units and the research institute, under their professional guidance.

7.2.1. At the College, coordination of scientific students' association work is carried out by the College Scientific Students' Council (hereinafter: FTDT) under the supervision of the Vice-Rector for Education.

7.2.2. The Chair and the Secretary of the FTDT are appointed by the Rector for four years; the appointment may be extended once. A student delegated by the Student Representation is also a member of the FTDT.

7.2.3. The Chair of the FTDT must report annually to the Senate on the state of TDK work at the College and on the use of funds provided by the College.

7.2.4. The FTDT meets at least once per study period; it makes the meeting time accessible to all on the student portal and the notice board. An agenda is prepared for meetings and made available to participants at least three days in advance.

7.2.5. The Rector, the Vice-Rector, the Director of the Research Institute and the Director of Finance are invited to the meetings.

7.2.6. Participants are expected to prepare written submissions for the meeting.

7.2.7. The FTDT has a quorum if all three voting members are present. If prevented, one member at most may vote in writing in advance. The FTDT decides matters within its remit by majority vote.

7.2.8. Advance voting is only possible for items recorded on the agenda and submitted in writing as a motion containing the final draft text of the resolution, provided that the draft text is not altered at the meeting.

### **7.3. Tasks of the College Scientific Students' Council**

7.3.0. Informs students about the opportunities and importance of TDK work and ensures that research topics are announced regularly.

7.3.1. Develops the principles for the forms of College TDK work; the methods for evaluating works submitted to scientific students' association conferences; the arrangements for all TDK-related tasks not regulated in these Rules; and the principles of awards.

7.3.2. Organises the College Scientific Students' Association Conferences.

7.3.3. Decides on the allocation of funds provided by the College and other sponsors for scientific students' association tasks at the College.

3.4. Decides which TDK works are to be submitted to the National Scientific Students' Conference (OTDK) and to other scientific students' association conferences outside the College.

7.3.5. Delegates a member to the National Scientific Students' Council (OTDT).

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<sup>1</sup> Adopted by the Senate by Resolution 3/2008.07.18 of 18 July 2008.

7.3.6. Supports the creation of professional publicity for scientific students' association works, their publication and utilisation.

7.3.7. Organises and coordinates the work of scientific students' associations.

7.3.8. Maintains relations with all organisations that support the activities of scientific students' associations and identifies resources to encourage TDK work.

7.3.9. Organises other events in the form of lecture meetings, methodological discussions, debates, summer courses, camps and research-methodology study trips.

7.3.10. Performs all other TDK-related tasks not assigned to another body.

#### **7.4. Conditions for participation in the in-house conference of The Dharma Gate Buddhist College**

7.4.1. Any current or former student holding student status in any specialisation at the College may participate in the College's in-house conference, without age limit.

7.4.2. University and college students from Hungarian communities beyond the borders, as well as interested students from any higher-education institution outside Hungary, may also participate within the framework of inter-institutional relations.

7.4.3. Participation may be limited with regard to the physical conditions of the conference room.

7.4.4. The College accepts submissions from students of institutions that do not have a Scientific Students' Association.

7.4.5. Students who do not meet the application conditions mentioned above may receive only a special award determined in advance by the FTDT. Until the rules change, their papers may not be entered for the National Scientific Students' Conference.

#### **7.5. Conditions for advancement to the National Scientific Students' Conference**

7.5.1. Participation in the national round is open to those who meet the requirements of the currently published call for applications of the OTDT.

7.5.2. The condition for entry is a submission documenting student scholarly/artistic activity that was prepared during the period of study for the purpose of self-training, was presented in person before completion of studies, and was graded at the in-house conference where the jury recommended it for the next National Scientific Students' Conference.

7.5.3. Tasks required during studies—including curricular assignments, seminar papers, as well as theses or dissertations submitted for procedure or already defended—may not be submitted to the National Scientific Students' Conference, as they do not fall within the concept of higher-education self-training.

7.5.4. TDK papers intended for the competition must be submitted in a uniform format—in two copies, with a publication-ready abstract—to the Secretary of the FTDT.

7.5.5. A student may submit a TDK paper no later than one year after obtaining their diploma. In such cases, the student must obtain certification from the head of the relevant subject group that the work was prepared during the period of study.

7.5.6. Two reviews must be prepared of the submitted papers, based on criteria approved by the FTDT. Reviewers are invited by the head of the subject group; one reviewer may be an external expert.

7.5.7. Submissions may be handed in on a rolling basis; the FTDT will have them reviewed within one month of submission.

7.5.8. A work presented at an institutional or national conference may subsequently be accepted as a thesis, on the opinion of the supervisor and the relevant head of department, provided it meets the conditions set out in the College's Study and Examination Regulations.

7.5.9. A submission may be accepted as a thesis under the conditions set out in the College's Study and Examination Regulations.

7.5.10. A thesis may not be submitted as a TDK paper.

#### **7.6. Organisation of TDK conferences**

7.6.1. The Dharma Gate Buddhist College organises, once a year, an institutional conference divided into sections depending on the submissions; sections may be merged.

7.6.2. The FTDT is responsible for running the institutional students' association conference. In doing so it:

- a) announces the date of the current semester's conference and publishes the general call;
- b) arranges for the preparation of participation and placing certificates;
- c) prepares evaluation-sheet templates and delivers them to heads of department;
- d) decides on the awards to be proposed in each section;

- e) collects the conference's review and evaluation sheets and, on that basis, proposes awards for TDK papers;
- f) ensures that the authors of papers presented at the conference and placed first, second or third receive an award, to be presented ceremonially at the awards event closing the Conference, whose organisation and running are arranged by the FTDT;
- g) sends the documentation (minutes) of the institutional conference to the National Scientific Students' Council to certify eligibility for participation in the next OTDK;
- h) invites heads of subject groups, the authors of awarded papers and their supervisors to the awards ceremony;
- i) ensures that the Academic Affairs Office enters the result of awarded papers at the TDK Conference in the student's grade book.

7.6.3. The work of the institutional students' association conference is assisted by a presiding chair, who may be a member of the FTDT or a person invited by the FTDT. In the sections, papers must be presented before an invited jury of at least three members. Section sessions are public and open to all.

7.6.4. After opening the conference, the presiding chair sets the order of presentations and, in that order, invites the authors to present the research results contained in their papers. The chair determines the presentation time so that it is at least 10 minutes but no more than 20 minutes per paper. During the talk, the student presents the subject, methods and results of the research in free style. This is followed by up to 5 minutes for the opponents. Thereafter the jury and audience discuss the paper, may ask the author questions, and may add comments and observations regarding the work.

7.6.5. After hearing the oral presentations and reading the written opinions, and once all papers entered in the section have been presented, the jury decides in closed session on the evaluation of papers and presentations. The evaluation must be recorded on the evaluation sheet and authenticated by the signatures of all jury members. At the end of the session the jury publicly announces the conference evaluation and the placings.

7.6.6. In the sections, the jury determines the placings and decides on nominations for the OTDK and for inter-institutional scientific conferences.

7.6.7. Under the 100-point evaluation system, the jury considers the formal and substantive characteristics of the paper with a weight of 60%, and the quality of the presentation with a weight of 40%. In assessing papers, particular account must be taken of the following:

In assessing papers, particular account must be taken of the following:

- a) the paper must examine a question beyond the curriculum or reveal deeper interrelations than in the curriculum;
- b) it is a fundamental requirement to distinguish clearly between material originating from other authors already known and the examinations, results and conclusions carried out by the author of the TDK paper;
- c) the formal requirements applicable to the paper must be treated as a separate criterion.

7.6.8. As a rule, the language of a TDK paper is Hungarian, but—subject to prior agreement with the FTDT—it may be submitted and defended in a foreign language.

7.6.9. A paper may have multiple student authors.

7.6.10. A TDK paper must be between a minimum of 30,000 and a maximum of 60,000 characters.

7.6.11. A paper that has been submitted in writing by the applicant but not presented orally and defended by its author cannot be evaluated. If the opponents are not present at the conference but have submitted their opinions in writing to the Secretary of the FTDT, this does not prevent evaluation of the paper.

7.6.12. After the section meeting closes, the presiding chair shall promptly forward the evaluation sheets to the Chair of the FTDT, who arranges for their archival retention and for communicating the results.

7.6.13. Successful TDK activity by a student must be taken into account in particular:

- a) when awarding the Republic Scholarship,
- b) when evaluating applications to foundations to which the College may make recommendations to,
- c) when assessing domestic study scholarships,
- d) The FTDT supports the most successful TDK participants to attend domestic and international professional/scientific conferences and to publish their papers.

7.6.14. The Scientific Students' Council ensures that the names of those who have performed successful TDK work are published on the College website.

## **7.7. Budget of scientific students' association activities**

7.7.1. Members of the FTDT work on a voluntary basis; their aim is talent development and encouraging students to engage in research and self-training.

7.7.2. The FTDT may use its financial resources for:

- a) conference organisation costs;
- b) supporting participation of students in the OTDK (travel, accommodation, etc.);
- c) research support.

7.8. Annex to the DGBC TDSZ:

– research support application form.

Budapest, 18 July 2008

Resolution 3/2008.07.18. The Senate adopted the TDK Regulations.