



# UNIVERSITY OF PANNONIA

## REGULATION ON THE SCIENTIFIC STUDENTS' ASSOCIATION

Approved by the Senate on: **5th December 2019**

Resolution number: **Senate Resolution 199/2019 (XII. 05.)**

Effective date: **1<sup>st</sup> January 2020**

Person responsible for the maintenance of this regulation: **Chairman of the University's  
Scientific Students' Association**

## **Table of Contents**

1. § The Scientific Students' Association .....	3
2. § Members of the University Council of Scientific Students' Association .....	3
3. § Responsibilities and Powers of the University Council of Scientific Students' Association .....	4
4. § Chairman of the University Council of Scientific Students' Association .....	5
5. § Secretary of the University Council of Scientific Students' Association .....	5
6. § Representatives of the various disciplines .....	6
7. § Faculty Council of Scientific Students' Association .....	6
8. § Chairman of the Faculty Council of Scientific Students' Association .....	6
9. § Institutional Scientific Students' Association Conference .....	6
10. § Website of the University Council of Scientific Students' Association .....	7
11. § Final Provisions .....	7
Annex: Scientific Disciplines Covered by the University .....	8

*The Regulation on the Scientific Students' Association set forth by the University of Pannonia (hereinafter referred to as: "University") on the basis of the University's Organisational and Operational Rules (hereinafter referred to as: "OOR"), Part I Organisational and Operational Rules of Procedure (hereinafter referred to as: "OORP") approved by the Senate of the University of Pannonia are as follows:*

## **1. § The Scientific Students' Association**

- (1) The primary objective of the Scientific Students' Association (hereinafter referred to as: "SSA") is to create, strengthen and coordinate the joint scientific work of students engaged in scientific student research activities and the masters, thesis advisors and consultant teachers supporting them, as well as their interpersonal relationship based on research activities.
- (2) It also aims to involve students in research work, to support scientific workshops, and thus to prepare them for Scientific Students' Association conferences and to enable them to carry out high quality research work.
- (3) The aim of the SSA shall be achieved in accordance with the talent management and scientific education programmes of the various faculties and training locations, through the cooperation of teachers and students. Secondary school students may be involved in the SSA work, while external experts in the management of the work.

## **2. § Members of the University Council of Scientific Students' Association**

- (1) The decision-making body of the SSA is the University Council of Scientific Students' Association (hereinafter referred to as: "UCSSA").
- (2) Voting members of the UCSSA:
  - a) Chairman of the UCSSA;
  - b) UCSSA Secretary (Secretaries)
  - c) Chairmen of the Faculty Council of Scientific Students' Association (hereinafter referred to as: "FCSSA");
  - d) FCSSA Secretaries
  - e) a student delegated by the Delegates' Assembly of the Students' Union.
- (3) Invitees of the UCSSA with the right of consultation:
  - a) academics/researchers representing the University in the Professional Committees of the National Council of Scientific Students' Association (hereinafter referred to as: "NCSSA") (a list of the Professional Committees in which the University is represented is provided in the Annex).
  - b) a representative of the National Higher Education Student Conference for Environmental Sciences;
  - c) the SSA coordinators of the various training locations;
  - d) the Presidents of the Constituent Unions of the SUUP.

- (4) The position of the Chairman of the UCSSA shall be subject to a call for applications. The Rector shall announce the call for applications. The UCSSA shall assess the applications and propose a candidate for the position of the Chairman. The Chairman shall be elected by the Senate and appointed by the Rector. The term of office shall be two years, renewable for two years without reapplication. The extension shall be authorised by the Rector on the proposal of the UCSSA.
- (5) All the members of an UCSSA shall have one vote even if they are present at a UCSSA meeting in more than one capacity.
- (6) The Chairman and the Secretary of the FCSSA shall be appointed by the Dean of the faculty concerned. The representatives of the various disciplines shall be delegated by the Dean of the faculty or faculties concerned.
- (7) Only a full-time senior lecturer/researcher of the University may be the Chairman of the UCSSA.
- (8) Full-time teachers/researchers of the University may act as representatives of the various disciplines.
- (9) The Secretary or Secretaries of the UCSSA shall be appointed by the Chairman of the UCSSA. The role of the UCSSA Secretary may only be filled by a full-time lecturer/researcher of the University.
- (10) The student representative of the faculty shall be delegated to the FCSSA by the relevant Constituent Union of the Students' Union.
- (11) The UCSSA meetings are convened by the Chairman of the UCSSA. A quorum shall exist if more than half of the members with voting rights are present. Members with voting rights may be replaced by alternates in case of absence. The UCSSA shall decide on all questions by the affirmative vote of more than half of the members present. With the agreement of the UCSSA, the Chairman may order an internet vote on non-personnel matters.
- (12) At the external training locations of the University, SSA coordinators may be elected in accordance with the relevant regulation of the training location. The SSA coordinator coordinates the SSA activities carried out in the given training location and organises the registration of students for the conferences of the institution or the faculty. The SSA coordinator may participate in the work of the UCSSA with the right of consultation.

### **3. § Responsibilities and Powers of the University Council of Scientific Students' Association**

- (1) Responsibilities and powers of the UCSSA:
  - a) elaborates the principles of work to be carried out at the SSA, the method and system of professional assessment and the principles of remuneration. Where necessary, it specifies different guidelines for each section;
  - b) coordinates inter-faculty SSA activities;
  - c) coordinates the SSA activities of the faculties with the decisions of the relevant national professional committees;
  - d) develops a strategy to involve students in SSA activities;
  - e) develops and updates the rules for the organisation of SSA conferences;

- f) organises an Institutional Scientific Students' Association Conference (hereinafter referred to as: "ISSAC") in the autumn semester of each academic year;
- g) prepares an annual draft budget for the SSA;
- h) decides on the use of the SSA budget allocated from the central budget;
- i) finds financial resources to support work to be carried out at the SSA;
- j) proposes the awarding of prizes to students and thesis advisors exhibiting outstanding performance in SSA work;
- k) prepares the call for applications for the position of Chairman of the UCSSA, assesses the applications received and proposes a candidate for the role of the Chairman.

#### **4. § Chairman of the University Council of Scientific Students' Association**

- (1) Responsibilities and powers of the Chairman of the UCSSA:
  - a) supervises the operations of the SSA;
  - b) convenes and chairs UCSSA meetings;
  - c) represents the University at forums and events related to the SSA;
  - d) participates in the meetings of the University's Doctoral and Habilitation Council with the right of consultation;
  - e) sends a report to the Senate at the end of the two-year term on the operations of the SSA;
  - f) supervises the use of the SSA funds allocated from the central budget and those awarded in the form of funding projects;
  - g) supervises the organisation of the ISSAC in the autumn semesters. After each conference, he or she writes a report within 15 days and submits it to the Rector.

#### **5. § Secretary of the University Council of Scientific Students' Association**

- (1) Responsibilities of the UCSSA Secretary or Secretaries:
  - a) assist(s) the Chairman in the performance of his or her duties;
  - b) inform(s) the members of the UCSSA about the date, venue and agenda of its meetings;
  - c) keep(s) minutes of the UCSSA meetings, which are authenticated by two members of the UCSSA;
  - d) maintain(s) and update(s) the website of the UCSSA;
  - e) manage(s) the online system and related databases necessary for the organisation of conferences;
  - f) act(s) on behalf of UCSSA upon the instruction of the Chairman;
  - h) participate(s) in the supervision of SSA funds allocated from the central budget and those awarded in the form of funding projects.

## **6. § Representatives of the various disciplines**

- (1) Responsibilities and powers of the representatives of the various disciplines delegated to the national professional committees:
  - a) represent the University at the meetings of the professional committees of the NCSSA;
  - b) send reports to UCSSA on the meetings of the relevant NCSSA professional committee;
  - c) supervise the judging and scoring system of the relevant sections of the ISSAC and the Faculty Scientific Students' Association Conference (hereinafter referred to as: "FSSAC");
  - d) conduct professional coordination between students submitting projects to the NSSAC and the representatives of the institution organising the section, and supervise the entries.

## **7. § Faculty Council of Scientific Students' Association**

- (1) FCSSAs are operated at the faculties.
- (2) The FCSSA shall set out its own rules of operation, taking into account the provisions of this Regulation.

## **8. § Chairman of the Faculty Council of Scientific Students' Association**

- (1) Responsibilities and powers of the Chairman of the FCSSA:
  - a) represents the faculty at UCSSA meetings in consultation with the Dean and the SSA coordinators of the faculty or the institute;
  - b) informs the Dean and the SSA coordinators of the faculty or the institute about the proceedings of the UCSSA meetings;
  - c) normally organises or may organise an FSSAC in the spring semester;
  - d) sends reports to the UCSSA on the FSSACs organised by the faculty;
  - e) is responsible for the preparation of the minutes and records in the disciplines covered by the faculty at the FSSAC and the ISSAC, in the manner specified by the NCSSA, and for sending such minutes and records to the NCSSA;
  - f) proposes the awarding of prizes to teachers and students exhibiting outstanding performance in SSA work;
  - g) develops a faculty strategy for the involvement of students in SSA activities;
  - h) the work of the Chairman of the FCSSA may be assisted by the FCSSA Secretary.

## **9. § Institutional Scientific Students' Association Conference**

- (1) Organisation of the ISSAC:

- a) The UCSSA shall organise an ISSAC in the autumn semester of each academic year;
  - b) Projects can be entered in all sections at the ISSAC, but in case of a low number of projects submitted, sections may be merged after the entry procedure.
  - c) If the ISSAC is not organised by the UCSSA Chairman and the UCSSA Secretary/Secretaries, the Chairman of the UCSSA may invite a suitable person to chair the ISSAC Management Committee.
- (2) The faculties may organise a FSSAC under the leadership of the Chairman of the FCSSA. The representatives of the disciplines delegated to the relevant professional committees shall be invited to the Management Committee. Students who enter the FSSAC and qualify for the NSSAC shall have the same rights as students who enter the ISSAC and qualify for the NSSAC with regard to their participation in the NSSAC.

## **10. § Website of the University Council of Scientific Students' Association**

- (1) The UCSSA shall operate a website which shall be maintained by the UCSSA Secretary under the supervision of the Chairman of the UCSSA.
- (2) The UCSSA website shall include:
- a) the names and contact details of the members of the UCSSA;
  - b) the calls for applications of the ISSAC, FSSAC and NSSAC;
  - c) the results of the ISSAC, FSSAC and NSSAC;
  - d) address of the FCSSA websites;
  - e) the list of master teachers and Pro Scientia Gold Medal winners;
  - f) the regulation of the SSA;
  - g) the rules for organising the ISSAC;
  - h) the assessment criteria for each section.

## **11. § Final Provisions**

The Regulation on the University's Scientific Students' Association was discussed by the Senate at its meeting on 5<sup>th</sup> December 2019 and adopted by its Resolution 199/2019. (XII. 05.). This Regulation shall enter into force on 1<sup>st</sup> January 2020. At the same time, the Regulation adopted by Senate Resolution 61/2015-2016. (X. 29.) will be repealed.

Place and date: Veszprém, 5<sup>th</sup> December 2019

Dr. András Gelencsér  
Rector

Zsolt Csillag  
Chancellor

## **Annex: Scientific Disciplines Covered by the University**

The University delegates representatives to the following NCSSA Sections on the recommendation of the Deans of the faculties (in brackets)

- Section for Agricultural Sciences (FBA)
- Biology Section (FE)
- Physics, Earth Sciences and Mathematics Section (FE, FIT)
- Humanities Section (FMPSS)
- Information Technology Section (FIT)
- Chemistry and Chemical Engineering Section (FE)
- Economics Section (FBE)
- Engineering Sciences Section (FE, FIT)
- Social Sciences Section (FMPSS)