



**University of Pannonia**

## Statutes of the Doctoral Students' Union

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## **Preamble**

The Organisational and Operational Rules of the Doctoral Students' Union regulated by the University on the basis of the 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 (hereinafter referred to as: "University") and adopted by the Foundation for the University of Pannonia acting as the operator exercising founders' and ownership rights (hereinafter referred to as: "Operator") and on the basis of the resolution by the Board of Trustees on the rules of procedure for adopting the regulations of the University of Pannonia by the Board of Trustees as well as of Article 63 of Act CCIV of 2011 on National Higher Education (hereinafter referred to as: "NHEA") are as follows:

## ***GENERAL PROVISIONS***

### **1.§**

#### ***The Doctoral Students' Union of the University of Pannonia***

- (1) Official name of the Doctoral Students' Union:

Pannon Egyetem Doktorandusz Önkormányzat

- (2) Official name of the Doctoral Students' Union in English:

PhD Students Union of the University of Pannonia

- (3) Registered address of the DSUUP: H-8200 Veszprém, Egyetem street 10.

- (4) All doctoral students and PhD candidates enrolled at the University's Doctoral School are members of the Doctoral Students' Union.

- (5) The DSUUP is an organisation independent of political parties and organisations, and its officials may not be members of parties or the youth organisations thereof.

- (6) The main decision-making and representative body of the doctoral students of the University is the Delegates' Assembly of the DSUUP (hereinafter referred to as: Delegates' Assembly).
- (7) The Statutes of the DSUUP (hereinafter referred to as "Statutes") shall determine the rules of operation of the DSUUP.
- (8) In accordance with the Chancellor's Directive on the rules of stamp use, the DSUUP is entitled to use a stamp with the coat of arms of the University on it on its official documents. The stamp of the DSUUP:
  - a) in the middle: the coat of arms of the University,
  - b) upper outer circle: "Pannon Egyetem" (University of Pannonia)
  - c) inner circle: "Doktorandusz Önkormányzat" (PhD Students' Union)
  - d) lower outer circle: "Veszprém"
- (9) No instructions shall be given to the DSUUP in the context of its interest representation activities.

## 2.§

### **The functional responsibilities and scope of authority of the DSUUP**

- (1) The DSUUP is the democratic representative body of the doctoral students and doctoral candidates of the University, established as part of the University on the basis of the NHEA, which exclusively exercises the collective rights arising from the doctoral student and doctoral candidate status, and the powers conferred by law, the relevant university and faculty regulations and the resolutions of the University's bodies. The activities of the DSUUP shall cover all matters concerning doctoral students and doctoral candidates.
- (2) The DSUUP assists in improving the quality of doctoral education, ensuring academic freedom for teachers and doctoral students, establishing and

maintaining collegial relations between teachers and doctoral students and stimulating the university's public life.

- (3) The DSUUP shall determine the rules governing its operation, the use of the financial resources allocated to its operation and the exercise of its powers.
- (4) The DSUUP shall regularly inform the citizens of the University about its activities, issues relating to higher education, doctoral studies and the life of the University, as well as grant applications, scholarship and job opportunities.
- (5) The DSUUP shall elect its officers, in which each doctoral student and doctoral candidate is eligible to vote or stand for election.
- (6) The DSUUP shall fulfil its role in bodies responsible for preparing and making decisions at institutional, city, regional and national level.
- (7) The infrastructural conditions for the functions of the DSUUP are provided by the University. The DSUUP makes proposals and exercises its right of consultation when adopting and amending the OOR, taking into account the interests of doctoral students and doctoral candidates, within the powers granted by the NHEA and other relevant laws and regulations. It expresses its opinion and makes proposals on issues related to the operation of the higher education institution and doctoral students.
- (8) It shall participate in the improvement of educational, cultural and scientific relationships for doctoral students in Hungary and abroad.

### 3.9

#### **Statutes of the DSUUP**

- (1) The creation, repeal or amendment of the Statutes (hereinafter referred to as "adoption") shall be the exclusive competence of the Delegates' Assembly, subject to the provisions of paragraph (3) of Section 3 herein.
  - a) The President of the DSUUP (hereinafter referred to as the "DSUUP President") or the Delegates' Assembly or any voting member thereof may initiate the creation and amendment of the Statutes with the DSUUP President.

- b) The DSUUP President shall request the opinion of the Control Committee on the proposal initiated. The Committee shall give its opinion within 5 working days.
  - c) The DSUUP President shall evaluate the proposal, in the light of the opinion of the Control Committee, and send it to the Delegates' Assembly within 5 working days, accompanied with an opinion.
  - d) The Delegates' Assembly shall discuss the proposal sent by the DSUUP President at its next meeting, but not later than 10 working days.
  - e) The adoption of the Statutes shall require a qualified majority of the voting members of the Delegates' Assembly.
- (2) The Statutes shall apply to the entire organisation and all the functions of the DSUUP, subject to the restrictions contained therein.
- (3) The adopted Statutes shall be submitted by the DSUUP President to the Senate and the Board of Trustees, the procedure of which shall be laid down in the OOR. Approval of the Statutes may be refused only if they are unlawful or in conflict with the University's OOR. The Statutes or any amendment thereto shall be deemed to have been approved if the Senate and the Board of Trustees have not given their opinion within the time limit laid down.
- (4) If the Statutes adopted by the Delegates' Assembly are not approved by the Senate because they are unlawful or in conflict with the OOR, they shall be submitted to the Delegates' Assembly again for a decision to remedy the unlawfulness. The Delegates' Assembly shall take its decision on the basis of paragraph (1) herein.

## ***THE ORGANISATIONAL STRUCTURE OF THE DSUUP***

### 4.9

#### **The DSUUP Delegates' Assembly**

(1) The supreme decision-making body of the DSUUP is the Delegates' Assembly

(2) The members of the Delegates' Assembly with voting rights:

DSUUP President

DSUUP Vice President

Representatives of the DSUUP Delegates' Assembly.

Non-voting members of the Delegates' Assembly (with consultative rights):

Chairman and members of the DSUUP Control Committee

Representatives

Invitees:

Rector

Chancellor

Chairman of the University Doctoral and Habilitation Council

SUUP President

(3) The members of the Delegates' Assembly are elected in a democratic manner, directly and secretly by the doctoral students and doctoral candidates enrolled in the doctoral schools of the University.

(4) The number of representatives in the Delegates' Assembly shall be determined when the elections are called, taking into account the number of students enrolled in the doctoral schools of the University at the time. The representatives of the Delegates' Assembly shall be elected in proportional constituencies. In drawing up and designating the electoral districts, efforts shall be made to ensure that, as far as possible, all doctoral schools are represented.

(5) On the basis of the decision of the Delegates' Assembly, the doctoral students and doctoral candidates belonging to the constituencies

established prior to the election shall each delegate one representative to the Delegates' Assembly by election.

- (6) The term of office of the Delegates' Assembly shall last until the inaugural meeting of the next Delegates' Assembly, but at the latest – except in the case of by-elections and extraordinary elections – for one year after the inaugural meeting.
- (7) At the inaugural meeting, the Delegates' Assembly shall elect its President and other officers, determine the duties of its officers, and adopt the use of its budgetary framework and the report on the implementation thereof.
- (8) The Delegates' Assembly shall provide for delegation as well as for the representation and enforcement of interests, if the participation of doctoral students is to be or can be ensured in accordance with the NHEA or other legislation, the OOR or the rules of the Faculty and other organisational units.
- (9) The rights of the Delegates' Assembly:
  - a) delegation of  
representatives  
to University bodies  
to the University Doctoral and Rehabilitation Council (with right of consultation)
  - b) adoption and amendment of the Statutes
  - c) decision on the establishment, abolition, reorganisation or merger of ad hoc committees, election of the members of ad hoc committees,
  - d) delegating representatives to the Delegates' Assembly of the National Association of Doctoral Students,
  - e) requesting the DSUUP President to provide his or her report.
- (8) Obligations of the Delegates' Assembly:
  - a) election of the DSUUP officers.



- b) decision on the use of the annual budget framework of the DSUUP and the adoption of the report on the implementation of the budget,
  - c) decision on the adoption of the mandatory annual reports of the officers of the DSUUP,
  - d) decision on the formation, dissolution, merger, transformation, integration or accession of the DSUUP as well as the dissolution of the Delegates' Assembly,
  - e) decision on the adoption of a motion of censure against the officers.
- (9) In the event of the resignation of a delegate or the termination of his or her status as a PhD student or PhD candidate, the Delegates' Assembly shall call in the candidate who obtained the second highest number of votes in the DSUUP Election in the constituency concerned. In the absence of candidates, the Delegates' Assembly shall call a new ballot in that constituency. New members shall be elected by by-election to fill the vacancies occurring before the expiry of the term of office of the Delegates' Assembly.

## 5.9

### **Representation of the DSUUP in the Senate and the Faculty Council**

- (1) Pursuant to paragraph c) of Section (7) of Article 12 of the NHEA, the DSUUP is entitled to delegate one representative to the Senate. In accordance with the provisions set forth in Section (1) of Article 63 and Sections (1) to (6) of Article 60 of the NHEA, the DSUUP may exercise its powers defined in the NHEA if at least twenty-five percent of the full-time doctoral students of the higher education institution have verified participation in the doctoral students' council elections. The DSUUP shall be represented in the Senate by the DSUUP President, who shall have the right to vote at Senate meetings.

- (2) If the organisational and operational rules of a faculty of the University so permits, the DSUUP shall be represented by a doctoral student elected by the Delegates' Assembly on the basis of nominations submitted to the DSUUP President.

## 6.§

### **The DSUUP Control Committee**

- (1) To control the lawful operation of the DSUUP, the Delegates' Assembly shall elect a Control Committee (hereinafter referred to as "CC") of at least 2 members from among the members of the DSUUP through an application process before the DSUUP elections are called.
- (2) The members of the CC shall be elected each year by the Delegates' Assembly on the basis of applications submitted to a call for applications issued by the DSUUP President.
- (3) The term of office of the members of the CC is one year from the date of their election.
- (4) Any member of the DSUUP who is not an elected member or officer of the Delegates' Assembly may become a member of the CC.
- (5) Membership of the CC shall cease upon expiry of the term of office or upon resignation of the member. In the event of termination of membership, the provisions of paragraph (9) shall apply.
- (6) No procedure of censure may be initiated against the members of the CC.
- (7) The CC shall elect its chairman from among its members.
- (8) The CC may exercise its powers as defined in its Rules of Procedure.
- (9) If the number of CC members is reduced for any reason, the DSUUP President shall immediately call for applications for a new CC member and shall arrange for an extraordinary meeting of the Delegates' Assembly to elect a new member.

(10) The CC:

- a) verifies that the operation of the DSUUP, its main decision-making body and the activities of its officers comply with the provisions of the Statutes, the law and the University regulations;
- b) announce, organise and conduct the elections of the DSUUP,
- c) submit reports to the Delegates' Assembly on a regular basis on the results of the verification under point a);

(11) The CC shall propose the recall of an officer of the Delegates' Assembly if the officer

- a) has not participated in the work of the DSUUP for at least 90 days through his or her fault;
- b) is in serious and culpable breach of a material obligation arising from his or her student or doctoral student status;
- c) commits a serious breach of law in the course of or in connection with his or her activities.

## 7.5

### **Committees**

- (1) The Delegates' Assembly or the DSUUP President may set up standing or ad hoc committees for the complex implementation of specific tasks. Their mandate shall last until the task has been completed.
- (2) The Delegates' Assembly may set up standing committees to carry out long-term tasks on an on-going basis.
- (3) The Delegates' Assembly shall approve the work programme and financial plans of the committees in relation to their tasks. The committees shall have the obligation to report to their establishing entities.

## ***DSUUP OFFICERS***

### **8.§**

#### **The President of the DSUUP**

- (1) The President of the DSUUP shall be elected at the inaugural meeting of the Delegates' Assembly on the basis of applications submitted in advance. The term of office of the President shall be one year, commencing upon his election.
- (2) The term of office of the DSUUP President shall end
  - a) upon the formation of the next Delegates' Assembly,
  - b) upon the termination or suspension of his or her doctoral or doctoral candidate status,
  - c) through the submission of a written resignation to the Delegates' Assembly,
  - d) when the Delegates' Assembly adopts a motion of censure against him or her,
  - e) in the event of the dissolution of the DSUUP.
- (3) A vacancy occurring before the expiry of the term of office of the DSUUP President shall be filled by the Delegates' Assembly within thirty days. The term of office of the new President so elected shall be for the duration of the term of office of the DSUUP, up to the date of the original term of office of the previous President. During the interim period, the powers of the President shall be exercised by the Vice-President.
- (4) At the end of his or her term of office, the DSUUP President shall ensure the continuity of the work of the DSUUP and shall hand over all current matters, information, documents and papers to the new President in good order.
- (5) Rights of the DSUUP President (subject to the provisions of Article 14 of this regulation):

- a) represents the DSUUP,
- b) proposes the Vice-President and gives oral reasons for his or her proposal, is a voting member of the Senate and a member of the University Doctoral and Habilitation Council with the right of consultation,
- c) may propose the setup of a standing or ad hoc committee and its members, or the dissolution of such a committee,
- d) proposes the appointment of any member to any of the functions falling within the competence of the Delegates' Assembly,
- e) proposes the appointment of a doctoral student or a doctoral candidate,
- f) makes a statement on behalf of the DSUUP,
- g) may participate in the meetings of the DSUUP committees with the right to be consulted, and may request information on their functioning and the work of their officers,
- h) may delegate members to the standing committees of the SUUP, at the request of the SUUP,
- i) exercises the rights granted to him or her by University regulations and Senate resolutions.

(6) Obligations of the DSUUP President:

- a) organises and manages the work of the DSUUP, in this context he or she prepares, convenes and chairs the ordinary and extraordinary meetings of the Delegates' Assembly, makes proposal for the agenda,
- b) ensures that the tasks set out in the decisions of the Delegates' Assembly are carried out,
- c) is responsible for publishing the publications of the DSUUP,

- d) represents the DSUUP in academic, national and international forums in accordance with the decisions of the Delegates' Assembly.
- e) coordinates the financial management of DSUUP.

## 9.5

### **The Vice-President of the DSUUP**

- (1) The DSUUP President shall propose a nominee for post of the Vice-President of the DSUUP (hereinafter referred to as "DSUUP Vice-President"). The DSUUP Vice-President shall be elected at the inaugural meeting of the Delegates' Assembly. The term of office of the Vice-President of the DSUUP shall commence upon his or her election.
- (2) The term of office of the Vice-President of the DSUUP shall end
  - a) upon the formation of the next Delegates' Assembly,
  - b) upon the termination or suspension of his or her doctoral or doctoral candidate status,
  - c) through the submission of a written resignation to the Delegates' Assembly,
  - d) the termination of the mandate of the representative,
  - e) when the Delegates' Assembly adopts a motion of censure against him or her.
- (3) If the mandate of the DSUUP Vice-President ceases for any reason, the Delegates' Assembly shall elect a new Vice-President within fifteen days on the proposal of the President.
- (4) Rights of the DSUUP Vice-President:
  - a) substitutes the DSUUP President with full powers in the event that the DSUUP President authorises him or her in writing to do so, or in the DSUUP President's absence, or in any case where the DSUUP President is permanently prevented from performing his

or her duties,

(5) Obligations of the DSUUP Vice-President:

- a) implements the provisions of these Statutes and the decisions of the Delegates' Assembly,
- b) keeps in touch with the doctoral schools, faculties and other units of the University having similar functions,
- c) keeps in touch with local, national and international bodies and higher education institutions having similar functions,
- d) submits reports on a regular basis on his or her activities to the DSUUP President and to the Delegates' Assembly.

## ***OPERATIONAL RULES OF THE DSUUP***

### 10.§

#### **Rules of procedure of the Delegates' Assembly**

- (1) The Delegates' Assembly shall be constituted by passing a resolution at its inaugural meeting declaring its constitution. An absolute majority shall be required for the adoption of a resolution declaring its constitution.
- (2) The inaugural meeting of the Delegates' Assembly shall be convened by the Chairman of the CC on the basis of the election record certified by the Election Committee, after the results of the valid elections have been announced, but not later than the fifteenth day thereafter.
- (3) Ordinary meetings of the Delegates' Assembly shall be convened as necessary, but at least twice per semester.
- (4) The DSUUP President shall be entitled to convene an ordinary meeting of the Delegates' Assembly. In the event that the DSUUP does not have an elected President, the DSUUP CC Chairman or the DSUUP Vice-President shall be entitled to convene an ordinary meeting of the Delegates' Assembly.
- (5) An extraordinary meeting of the Delegates' Assembly shall be convened
  - a) if the DSUUP President so decides,
  - b) at the written request of at least one third of the members of the Delegates' Assembly.
- (6) In the case of a motion of censure against the DSUUP President, the meeting of the bodies of the DSUUP shall be convened by the DSUUP Vice-President.
- (7) The place, date, agenda and written proposals for the meeting of the Delegates' Assembly shall be communicated to the members by sending out a personal invitation (printed or electronic) at least eight days prior to the meeting in the case of an ordinary meeting, at least three days in advance in the case of an extraordinary meeting, or, if necessary, twenty-four hours



before the meeting at the discretion of the President.

- (8) The Delegates' Assembly shall have a quorum if more than half of its members with voting rights are present. If the agenda of the Delegates' Assembly includes questions requiring a qualified majority, the Delegates' Assembly shall have a quorum if more than two-thirds of its voting members are present.
- (9) Proof of attendance shall be provided by the attendance sheet, which shall form part of the minutes and shall be signed by all those present (name, position, doctoral school, signature).
- (10) In the event of the Delegates' Assembly does not have a quorum, the Delegates' Assembly shall be reconvened within eight working days with the same agenda.
- (11) The DSUUP President may, for the discussion of any matter, invite any person with a right of consultation who is organizationally or professionally concerned by the matter under discussion, and shall invite any person with similar rights whose invitation is requested in writing by one third of the members of the Delegates' Assembly at least five working days before the meeting.
- (12) The Delegates' Assembly shall be chaired by the DSUUP President
  - a) in the absence of the DSUUP President, the DSUUP Vice-President shall chair the meeting.
  - b) in the case of an inaugural meeting of the Delegates' Assembly, the Chairman of the CC.
- (13) The meeting of the Delegates' Assembly shall be open to the students of the doctoral schools and to those involved in the educational activities of the doctoral schools, except in the case of a closed session.
- (14) The Chair shall, in view of the nature of the subject or if the Delegates' Assembly so decides by a qualified majority, ensure that a closed session is held.
- (15) The Delegates' Assembly shall perform its duties according to the agenda

adopted by resolution. After the opening of the meeting, the agenda shall be proposed by the Chair in charge according to the agenda items indicated in the invitation. The agenda shall also include questions submitted by any member of the Delegates' Assembly, provided that their inclusion has been accepted by the Delegates' Assembly.

#### 11.§

### **Documenting the Delegates' Assembly**

- (1) Minutes shall be kept of the meetings of the Delegates' Assembly.
- (2) The minutes shall state the name of the DSUUP, the names of the members present and absent, the persons invited, the Chairman, the keeper and certifiers of the minutes, the place, date and agenda of the meeting, the resolutions and decisions of the Delegates' Assembly in such a way that the minutes can be used to verify the quorum required for the adoption of each resolution and the proportion of votes cast, as well as the correctness of the decision-making procedure.
- (3) At a meeting of the Delegates' Assembly, any member or invitee may request that his or her dissenting opinion be recorded in the minutes.
- (4) The minutes shall be authenticated by the signatures of the Chair, the keeper of the minutes and two members invited by the Chair to do so on the spot.
- (5) The DSUUP President shall ensure that the decisions and minutes are kept and recorded in such a way that they are accessible to all citizens of the University. The management of documents shall be governed by the document management regulations of the University of Pannonia.

#### 12.§

### **Rules of procedure for making decisions**

- (1) The Delegates' Assembly shall exercise its rights and fulfil its obligations by means of resolutions.

- (2) Resolutions shall be passed by voting.
- (3) Each member with voting rights shall have one vote.
- (4) Voting shall be by "yes", "no" or "abstain".
- (5) As a rule of thumb, the decisions of the Delegates' Assembly shall be taken by open ballot and by simple majority.
- (6) A secret ballot shall be ordered
  - a) on personnel matters,
  - b) on any question, if a simple majority of the members present so request.
- (7) A roll-call vote shall be taken on any question if it is requested by any member and accepted by a simple majority of the members present.
- (8) A qualified majority shall be required in the case of a vote held in respect of Article paragraphs a) and c) of Section (6) of Article 4 of these Statutes and in all cases in which these Statutes provide for a vote by a qualified majority.
- (9) An absolute majority shall be required for voting on paragraph c) of Section (6) of Article 4 of these Statutes and in all cases where these Statutes provide for an absolute majority vote.
- (10) Decisions may also be made by electronic means, and the decision so adopted shall be signed by all the members who participated in the electronic vote as soon as possible and within 25 working days at the latest.

### 13.6

#### **DSUUP elections**

- (1) The DSUUP shall conduct elections of its members and officers each year, prior to the expiration of their terms of office. The election shall be called by the Chairman of the CC, with the approval of the Election Supervisory Committee. The President and the officers of the DSUUP shall take office at the same time as the formation of the Delegates' Assembly and their term of office shall last until the formation of the new Delegates' Assembly and the election of its officers.
- (2) The procedure for the conduct of elections shall be as set out in the DSUUP Election Rules annexed to these Statutes.
- (3) The election of the DSUUP shall be called by the Chairman of the CC at least 30 days before the expiry of the term of office of the DSUUP.
- (4) The Chairman of the CC shall call an extraordinary election within 15 working days in the following cases:
  - a) if the Delegates' Assembly has dissolved itself,
  - b) if the duly called and conducted DSUUP election is invalid due to low participation rates.
- (5) The Chairman of the CC shall call a by-election within 30 days for a particular doctoral school in the following cases:
  - a) if the election in the electoral district of the doctoral school was inconclusive,
  - b) if the representation of the doctoral school is not ensured.
- (6) An absolute majority is required for the election of the DSUUP President and the DSUUP Vice-President.
- (7) The candidates who receive the highest number of votes of their doctoral school in a valid election shall be considered elected members of DSUUP.

- (8) New members shall be elected by by-election to fill vacancies occurring before the expiry of the term of office of the Delegates' Assembly.
- (9) The term of office of the DSUUP Delegates' Assembly formed as a result of a by-election shall be until the expiry of the term of office of the preceding DSUUP Delegates' Assembly.

#### 14.§

### **Rules of representation**

- (1) The DSUUP shall be represented by the DSUUP President within and outside the University.
- (2) He or she shall prepare agreements, contracts and formal declarations on behalf of the DSUUP, taking into account the relevant provisions of the law and internal rules.
- (3) The DSUUP President may delegate his or her representation on a case-by-case basis, documented by a written request.

#### 15.§

### **Doctoral Students' Forum**

- (1) The Doctoral Students' Forum shall be an advisory body convened in accordance with the provisions laid down. All doctoral students and doctoral candidates shall be members of the Forum.
- (2) The members of DSUUP shall have the right to express their opinions within the framework of the Doctoral Students' Forum.
- (3) The Doctoral Students' Forum shall be convened:
  - a) upon the decision of the DSUUP President,
  - b) at the written request of at least one third of the members.
- (4) The Doctoral Students' Forum shall have the right to express its opinion or make proposals on matters concerning the doctoral schools and the

members of the Forum.

## ***INTERPRETATIVE PROVISIONS***

- (1) The following definitions shall apply to the provisions of the Statutes and other regulations created on the basis of the Statutes:
  - a) Simple majority: the unanimous vote of more than half of the voting members present when a decision is made
  - b) Absolute majority: the unanimous vote of more than half of the total number of the elected members having the right to vote
  - c) Qualified majority: the unanimous vote of more than two-thirds of the members present
  - d) Open vote: when votes are cast by a show of hands of the voting members in the course of making decisions
  - e) Roll-call vote: when a decision is taken, the voting members shall vote by roll-call, with their names and votes being recorded in the minutes
  - f) Secret ballot: when a decision is made, the voting members of the body shall cast their votes on a ballot paper bearing the official stamp used by the body. The vote shall be taken by a 3-member ballot counting committee elected by open ballot from among those present at the meeting
  - g) Motion of censure: unless otherwise provided for in the Statutes, it is a motion for the recall or withdrawal of the mandate of any officer or delegate elected by the body, supported by a qualified majority of the members of the body having the right to vote, in writing, stating the reasons on which it is based, and requiring the support of at least one third of the members of the body having the right to vote
  - h) Electronic voting: decisions may be made by electronic means and must be signed by all the members who took part in the electronic vote as soon as possible and at the latest within 25 working days.

- (2) If the determination of a majority under paragraphs a to c of Section (1) results in a non-integer number, that number shall be rounded up to the nearest whole number, regardless of the size of the fraction, and the majority shall be determined on the basis of the new number.



## ***FINAL PROVISIONS***

These Statutes were approved by the Senate at its meeting of **27<sup>th</sup> October 2022** by Senate Resolution **196/2022. (X.27.)**. These Statutes shall enter into force on 01.12.2022.

The Statutes approved by Senate Resolution 173/2020. (X.29.) shall be repealed with effect from the date when these Statutes enter into force.

Place and date: Veszprém, 27. 10. 2022

Máté Csrepka  
DSUUP President

Approved by the Senate in its resolution 196/2022. (X.27.):

Dr. András Gelencsér  
Rector

Zsolt Csillag  
Chancellor

These Statutes were approved by the Board of Trustees of the Foundation for the University of Pannonia by Resolution 109/2022. (11.04.).

Place and date: Veszprém, 4<sup>th</sup> November 2022

Dr. Tibor Navracsics  
Chairman of the Board of Trustees

## **ANNEX 1**

### **ELECTION RULES OF THE DSUUP**

*The DSUUP - with regard to the Organisational and Operational Rules of the University of Pannonia and Act CCIV of 2011 on National Higher Education - exercises the powers conferred by the above regulations and establishes the following regulation (hereinafter referred to as the DSUUP Election Regulation) for the conduct of Doctoral Students' Union elections.*

#### **1.§**

#### **General provisions**

- (1) The DSUUP elections shall be held at the University level in electoral districts established by the DSUUP Delegates' Assembly in proportion to the number of students enrolled in the respective doctoral schools of the University. In drawing up and designating the electoral districts, efforts shall be made to ensure that, as far as possible, all doctoral schools are represented. The provisions of the Election Regulations of the University of Pannonia shall apply to the conduct of the election, unless otherwise provided for in this Regulation.
- (2) The DSUUP representatives shall be elected on the basis of and at the time of the Doctoral Students' Union elections.
- (3) Any doctoral student from a doctoral school may be nominated as a representative (hereinafter referred to as: Candidate) to the DSUUP Delegates' Assembly (hereinafter referred to as the Delegates' Assembly), provided that, if elected, the total duration of his or her previous mandates as a Doctoral Students' Union officer does not exceed 4 years. The DSUUP Control Committee shall keep a record of the duration of the term of office of its office holders. The term of office shall be counted from the date of election. The officers include the DSUUP President, the DSUUP Vice-President, the representatives, delegates and the members of the DSUUP CC and the committees.

- (4) During the DSUUP elections, all doctoral students and doctoral candidates of the doctoral school shall be electors (hereinafter referred to as: Electors), with the restriction that, during the elections, doctoral students and doctoral candidates may only cast their votes for the Candidates standing in their own constituency.
- (5) The election shall be valid if at least 25% of all doctoral students and doctoral candidates enrolled in the doctoral schools have cast a ballot at that election.
- (6) The election shall be conducted by secret ballot.
- (7) The representatives shall be elected for a term of 1 year.
- (8) DSUUP elections shall be conducted electronically, the rules for which are set out in Section (7) of Article 4 of this Regulation.

## 2.§

### **The Election Supervisory Committee**

- (1) The three-member Election Supervisory Committee (hereinafter referred to as: ESC) shall be responsible for supervising the procedure (nomination, voting, fairness, compliance, etc.) for the election of DSUUP officers.
- (2) The members of the ESC shall be proposed and invited to act by the DSUUP President with the approval of the Delegates' Assembly.
- (3) No member of the ESC shall be a person who is responsible for assessing comments on the electoral roll or an elected member or officer of DSUUP.
- (4) No members of the ESC involved in the verification of the legality of the election shall be candidates in the election.
- (5) One of the members of the ESC shall be a senior university lecturer or other executive.
- (6) An ESC member appointed by the DSUUP Control Committee shall serve as chair of the ESC.

### 3.5

#### **Rules of the Election Procedure**

- (1) The date of the election shall be fixed or announced by the Chairman of the CC so that it falls on a date prior to the expiry of the term of office of the representatives. In the cases provided for in Section (4) of Article 13 of the Statutes, the Chairman of the CC shall call the Doctoral Students' Union elections within 15 working days.
- (2) The Electors shall be notified of the date and conditions of the election, the number of delegates to be elected per doctoral school, the composition of the ESC, the method of nomination and the timetable for the election by means of a notice published by the CC at least 14 days before the election.
- (3) The list of Candidates shall be published at least 5 days before the election and shall be made available to all doctoral students and doctoral candidates.
- (4) The duration of the election shall be at least 3 days.
- (5) The CC shall announce the results of the election on the first working day after the counting of the votes has been completed.

### 4.5

#### **Preparation of the election**

- (1) The electoral register shall be prepared by the Director of Academic Affairs at the request of the CC at least 8 days before the election.
- (2) The electoral register shall be published on the 6th day prior to the election, electronically communicated to the eligible electors, for a period of 3 days.
- (3) Comments on the electoral register may be made in writing to the Director of Academic Affairs during the period of publication.
- (4) The Director of Academic Affairs shall consider such comments within one working day and notify the party concerned in writing of the outcome.

- (5) If the person concerned does not agree with the decision, he or she may appeal to the ESC for legal remedy within 24 hours. The ESC shall decide on the appeal within 24 hours and notify the person concerned in writing.
- (6) The register shall be finalised by the Chairman of the CC one day before the elections.
- (7) If voting is not paper-based, the CC shall be responsible for providing Electors with an electronic voting system that meets the following criteria:
  - a) credible identification of the participation of the person taking part in the election,
  - b) ensures that only valid votes can be cast,
  - c) the electronic system ensures encrypted data communication.
  - d) ensures that only persons on the electoral register can vote by casting exactly one vote,
  - e) the votes cast cannot be decrypted,
  - f) allows voting only in the elector's own constituency.

## 5.5

### **Nomination of the DSUUP President and its representatives**

- (1) To be included on the list of candidates, a person shall submit an application to the CC prior to the election in accordance with the election notice.
- (2) A Candidate may submit his or her application electronically using the form in Annex 2 to the address and by the deadline specified in the election notice.
- (3) Election campaigning compatible with the ethos of the University is permitted during the election period.

## 6.§

### **Voting**

- (1) Electors may exercise their right to vote in person by electoral district, on paper or electronically, as determined by the CC.
- (2) Electors shall receive their ballot papers in hard copy form or by electronic means.
- (3) Each Elector may cast a vote for one Candidate standing in his or her constituency.
- (4) The names of the Candidates shall be placed on the ballot paper in alphabetical order. The ballot papers shall be prepared by the CC.
- (5) The ballot paper shall clearly indicate the name of the candidate, his or her constituency and the year in which he or she became a doctoral student or doctoral candidate.

## 7.§

### **Final results of the vote**

- (1) After voting has been completed, the data provided on paper or by the electronic system shall be summarised by the Chairman of the CC.
- (2) The CC shall prepare a report on the aggregated figures and have it authenticated through the signatures of the members of the ESC.
- (3) The report shall include the place and time of the counting of votes by constituency, the names of the candidates, which year they are in, the number of eligible electors, the number of people who participated in the vote, the total number of votes cast and the number of "yes" votes for each candidate.
- (4) The report may be inspected at the office of the Chairman of the DSUUP CC after the counting of the votes has been completed.
- (5) The results of the elections shall be published by the Chairman of the CC.

The information published shall include the place and time of the counting of the votes, the names of the candidates, their doctoral schools and which candidates were elected to the DSUUP Delegates' Assembly.

- (6) In the event of a tie vote, a new election shall be called in the electoral district.

## 8.§

### **Legal remedy**

- (1) Any comments or objections concerning the elections shall be submitted to the Chairman of the ESC by 12:00 a.m. of the day following the announcement of the results, together with written reasons.
- (2) Objections may be submitted by any doctoral student or doctoral candidate. The objection shall contain the name of the doctoral student or candidate, his or her Neptun code and the alleged infringement, and shall be authenticated by signature. If the submission does not contain the information referred to in this paragraph, the submission shall be rejected without further examination.
- (3) The ESC shall consider complaints within 1 working day of receipt.
- (4) Objections to the conduct of the election may be submitted until 12:00 a.m. on the day following the election.
- (5) If the objection is upheld by the ESC, it may
  - a) annul the result of the election and inform the Delegates' Assembly thereof for further action,
  - b) order a re-vote,
  - c) annul the result of each candidate.
- (6) If no objection to the result of the election is received within the time limit referred to in paragraph (1) or if the ESC rejects the objection, the result of the election shall become final. The Chairman of the CC shall announce the final result and shall hand over the letter of appointment to the

representatives elected for each doctoral school.