Pannon Egyetem
University of Pannonia

REGULATION ON THE SCIENTIFIC STUDENTS' ASSOCIATION

Adopted by the Senate on: 22nd May 2025
Resolution number: 96/2025. (V.22.)
Effective date: 1st July 2025
Person responsible for the maintenance of this regulation: Chairman of the University's Scientific Students' Association
Version: 00

version number	date of publication	effective date	date of repeal	Senate resolution number, Board of Trustees resolution number*
00	01.07.2025	01.07.2025	-	96/2025.(V.22.) senate resolution

*if the entry into force of the rules is subject to adoption by the Board of Trustees

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The Regulation on the Scientific Students' Association (hereinafter referred to as: "**Regulation**") issued 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 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 is as follows:

Preambulum

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.

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.

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.

The SSA movement at the University of Pannonia is organised in accordance with Government Decree 24/2013 (5.II.) on National Excellence in Higher Education and Act CCIV of 2011 on National Higher Education.

1. § Scope of the Regulation

(1) The scope of these Regulations at the University of Pannonia extends to:

- the SSA movement,
- students participating in the SSA movement,
- lecturers and researchers participating in the SSA movement,
- all other contributors involved in the SSA movement.

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 Annex 1.);

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 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 Senate decides on the person of the Chairman, and the candidate supported by the Senate is 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 voting 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 electronic vote, except in matters related to personnel.

(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 SSA 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) makes a proposal on the use of the SSA budget allocated from the central budget;

i) proposes the awarding of prizes to students and thesis advisors exhibiting outstanding performance in SSA work;

j) prepares the call for applications for the position of Chairman of the UCSSA for the Rector's approval, 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;

g) supervises the organisation of the ISSAC in the autumn semesters.

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.

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 in accordance with the Visual Identity Manual of the University of Pannonia.

(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.

11. § Final Provisions

The Regulation on the University's Scientific Students' Association was discussed by the Senate at its meeting on 22nd May 2025 and adopted by its Resolution 96/2025. (V. 22.). This Regulation shall enter into force on 1st July 2025. At the same time, the Regulation adopted by Senate Resolution 199/2019. (XII. 05.) will be repealed.

Place and date: Veszprém, 22nd May 2025

Dr. János Abonyi 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)

- Biology Section (FE)
- Physics, Earth Sciences and Mathematics Section (FE, FIT)
- Human Sciences Section (FH)
- Information Technology Section (FIT)
- Chemistry and Chemical Engineering Section (FE)
- Economics Section (FBE)
- Engineering Sciences Section (FE, FIT)
- Pedagogy, Psychology, Andragogy and Library Science Section (FH)
- Learning and Teaching Methods - Knowledge Technology Section (FH)
- Social Sciences Section (FH)