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**Budapest University of Technology and Economics
Faculty of Economic and Social Sciences**

Faculty Council Decision Nr. 2024.05.29./6.

AGENDA OF THE FACULTY DOCTORAL STUDY COMMITTEE

Effective date: 1 June 2024

To track amendments to the organisational regulation instrument(s) repealed at the same time as they enter into force:

Revision:

- ⇒ technical compliance: Dr. Tamás Koltai, Head of the Doctoral School
- ⇒ legal compliance: Chancellery, Legal Directorate

Published by: Dr Tamás Koltai, Dean

The Faculty Council of the Faculty of Economic and Social Sciences (hereinafter: GTK) of the Budapest University of Technology and Economics (hereinafter: BME), in accordance with Section 25 of the Rules of Organisation and Operation of GTK (hereinafter: SZMSZ) and Section 173 paragraph (2) of the BME Code of Studies and Exams (hereinafter: TVSZ), has adopted the agenda of the Doctoral Study Committee (hereinafter: DTB) as follows:

Section 1 Scope of the agenda, people and organisations involved

- (1) The agenda of the DTB covers its members and the organisation of the DTB.
- (2) Those involved in the implementation of the agenda:
 - a) the president of the DTB, elected from among the faculty members, with decision-making and executive powers,
 - b) the members of the DTB, with decision-making and proposal powers,
 - c) the Doctoral Students' Representative Council (hereinafter referred to as the "DHK") as the proposing body,
 - d) Secretary of the DTB,
 - e) the Dean's Office (hereinafter referred to as "DH"), as the body responsible for coordination and administration, including the administrator of the Faculty's Doctoral School.

Section 2 Organisation and composition of the DTB

- (1) The DTB shall act within the scope of the functions specified in Section 173 paragraph (1) of the TVSZ, applying the provisions applicable to the Faculty Study Committee (KTB) *mutatis mutandis*.¹
- (2) According to Section 173 paragraph (3) of the TVSZ², the DTB shall consist of two students of the doctoral programme and two faculty members who have been so appointed by the Dean.³
- (3) The Chairperson of the DTB is the chairperson elected from among the faculty members in accordance with Section 173 paragraph (6)⁴ of the TVSZ.
- (4) The secretary of the DTB is the member of the Dean's Office responsible for doctoral affairs.
- (5) For the case management of the Faculty's English language programmes, the position of the NTI (International Studies Office) must be sought in advance of the DTB's decision.

¹ TVSZ Section 173 (7) The DTB shall act in the course of its operation by applying the provisions applicable to the KTB *mutatis mutandis*.

² TVSZ Section 173 (3) The DTB shall have at least four members, half of whom shall be doctoral students.

³ TVSZ Section 173 (4) Teaching members of the DTB shall be appointed by the Dean on the recommendation of the Doctoral School Council, while the doctoral student members shall be delegated by the Doctoral Student Union from among the doctoral students with active student status. If a faculty has more than one Doctoral Schools, all of them have the right to delegate.

⁴ TVSZ Section 173 (6) The DTB shall elect a Chairperson from among its faculty members.

- (6) The members of the DTB have the right and the duty to participate in the meetings of the Committee and to contribute to the effective work of the Committee.
- (7) The members of the DTB are obliged to treat personal data that come to their knowledge in the course of their activities, in particular, but not limited to, data concerning social and health status, family circumstances, property and income, in accordance with the provisions of the legislation and university regulations on the protection of personal data.

Section 3 **Duties and powers of the DTB ⁵**

- (1) The basic task of the DTB is to decide on the matters assigned to it in connection with the study of doctoral students at the Faculty.
- (2) The DTB's powers cover all matters normally covered by study and examination matters. In addition to the tasks set out in Section 4 (2) of the TVSZ, these are in particular:
 - a) student equity decisions on requests made by students for fee reductions, extensions of the deadline for payment of fees or the possibility to pay in instalments,
 - b) individual enrolment/dropout requests,
 - c) issuing a decision containing its position on the case, if provided for by Section 216/B. paragraph (4) of the TVSZ,
 - d) deciding on all matters relating to studies and the education management not provided for in the TVSZ or other internal regulations.
- (3) In order to carry out its tasks, the DTB shall
 - a) request data from the organisational unit responsible for education,
 - b) provide data to the organisational units responsible for education, the DH and liaises with the DHK,
 - c) request data and additional information from students in order to process their applications.

Section 4 **General rules of operation of the DTB⁶**

- (1) The DTB draws up its own rules of procedure.
- (2) The meetings of the DTB are convened electronically by the Secretary of the DTB, on the authority of the Chairperson, with the agenda. Members shall be notified orally or

⁵ TVSZ Section 4 (2) The KTB shall act a) in connection with the establishment, suspension and termination of student status upon request; b) in connection with the organisation of student academic work (subject and course announcement, subject and course admission) upon request; c) in the organisation and conduct of academic assessments, examinations and comprehensive exams, as well as disputes relating thereto; and d) in student equity matters and in matters which are referred to them by this Code, by law or by a regulatory instrument.

⁶ TVSZ Section 4 (5) The KTB shall a) make an ad hoc decision in individual cases initiated on the basis of an application or a request, or b) make a decision of general principle in respect of the same group of cases. The FSC's decisions under point a) are applicable to all the parties concerned while its resolutions under point b) are applicable to all persons with regard to the educational activities of the faculty. The FSC's general resolutions are not regulatory instruments. (5a) The FSC's decisions are adopted by a simple majority voting. No person concerned in the case or who cannot be expected to give an objective assessment of the case may take part in the decision-making (6) The KTB may request the opinion of the ETB before a) making a decision of general principle, and b) afterwards it shall send it to the ETB and make it available on the faculty's website.

electronically at least 5 working days before the meeting, at the same time as the agenda items are sent.

- (3) The DTB shall, with the exceptions provided for in paragraph 5, act as a two-member Board consisting of the Chairperson and one student member appointed by the Chairperson of the DHK. No decisions will be valid unless mutually agreed by both members. In the absence of agreement or if the Chairperson is involved, the DTB acts as a whole.
- (4) The Chairperson of the DTB may take all measures and procedural decisions in matters falling within the competence of the DTB other than the final decision, which are not expressly referred to the competence of the full DTB body by this Code.
- (5) The DTB acts as a whole
 - a) in case of adoption of a general resolution in principle; and
 - b) in those cases which, in view of the complexity or importance of the case, the Chairperson of the DTB refers to the full panel.
- (6) The DH and (for English-language training) the NTI's administrator expert prepare the cases for the DTB with a proposal for a decision. As part of this, they will consult with the Central Academic Office, if necessary, and may ask the applicant to supplement or clarify the application.

Section 5

Decision-making procedure of the DTB

- (1) Ordinary members of the DTB have one vote each, according to the TVSZ. Administrator experts in charge of the DH and the NTI shall carry out preparatory activities in accordance with Section 4 paragraph (6) and may be heard at the DTB meeting if necessary.
- (2) The quorum for a full DTB meeting is more than half of its voting members. If there is no quorum, a decision may be taken by electronic vote within one day. In this case, the DTB is quorate regardless of the number of votes cast.
- (3) Decisions of the DTB shall, as a general rule, be taken by open ballot, but at the request of any member a secret ballot shall be ordered.
- (4) The Chairperson may order an electronic vote on any question. In the case of voting by electronic means (using the Neptun UniPoll system), the agenda items submitted for voting must be prepared in sufficient detail to enable members to make an informed decision. In the case of voting by electronic means, submissions must be sent no later than twenty-four hours before the voting deadline.
- (5) In exceptional cases, when it is not possible to be present in person, the DTB acts as a so-called virtual DTB. In this case, it takes its decisions in an online meeting or by electronic voting.
- (6) No minutes of a DTB meeting are taken, decisions are recorded in the Neptun Study Administration System by the Secretary or, in the case of English language courses, by the NTI, and the decision is signed by the Chairperson. The decision will be

communicated to the person concerned via the Neptun Study Administration System, and the rules of the TVSZ apply to the communication.

- (7) The DTB will communicate its decisions to the applicant. It shall also communicate it to the other people covered by the decision, taking into account the provisions on the protection of personal data. The copy of the decision which is not given to the applicant may only contain personal data concerning the applicant which are necessary for the execution of the decision.
- (8) Decisions taken by the DTB are recorded electronically in the Neptun Single Study Administration System as part of the student's student register. Background materials necessary for the preparation of the decision are uploaded to the DTB interface of the Faculty Management System (KÜR) and the decision is filed in the Poszeidon system.

Section 6

Specific rules on certain questions concerning education management

- (1) The DTB is obliged to schedule the assessments in the programme of each subject in accordance with the relevant provisions of the TVSZ.⁷

Section 7

Closing provisions

- (1) This agenda shall enter into force on the first day of the month following their adoption by the KT.
- (2) This agenda is maintained by the Dean's Office and the Vice Dean for Education is responsible for its implementation.
- (3) This agenda is available at <https://www.gtk.bme.hu/szabalyzatok-utasitasok/> and <https://szabalyozastar.bme.hu/>.

Budapest, 29 May 2024

Dr Tamás Koltai
Dean, President of the Faculty Council

⁷ Section 112 paragraph (1) of the TVSZ: (1) The subject-related assessments of academic performance pursuant to Section 110 paragraph (3) c) and the summative assessments of academic performance that must be completed by all students enrolled in the subject at a given time or by a given deadline [compulsory assessment] may be held or a deadline for completion may be set only on a date or at a time specified in the assessment plan approved by the KTB.