



Rector's Order No. 7/2022 (II.14)/R

on the exercise of the principal's rights in relation to contractual relationships

1. Purpose of the order

1.1. The purpose of this Order is to determine, pursuant to Article 13 (2), (4) and (7) and 25 (3) of Act CCIV of 2011 on National Higher Education (hereinafter referred to as the National Higher Education Act) and Part II.7 of the University's Founding Charter, the procedure for the exercise of the rights of Károli Gáspár University of the Reformed Church in Hungary (hereinafter referred to as the University) as the principal in connection with non-employee engagement contracts for the performance of academic, research and teaching tasks, and to ensure that the way of certifying the completion of the contracts guarantees that the principal's obligation to issue invoices according to Article 163 of Act CXXVII of 2007 on Value Added Tax is fulfilled in due time.

2. Scope of the order

- 2.1. The personal scope of this order extends to all organizational units and all employees and students of the University, and persons having other work-related legal relationship with the University.
- 2.2. The scope of this order is limited to engagement contracts concluded on behalf of the University for the performance of academic, research and teaching tasks.

3. Persons authorized to exercise the rights of the principal in relation to non-employee engagement contracts on behalf of the University

3.1. Pursuant to Article 25 (3) of the National Higher Education Act, the rights of the principal in connection with non-employee engagement contracts for the performance of academic tasks shall be exercised by

3.1.1. the **Rector**, in the case of central organizational units directly assigned to the Rector,

3.1.2. the **Dean**, with the authority delegated by the Rector, in the case of faculty organizational units.

The Rector shall be entitled to determine the amount of the allowance in respect of the legal relationship of persons having an engagement contract under this point.

3.2. The rights of the principal in connection with non-employee engagement contracts not covered by section 3.1 shall be exercised by

3.2.1. the **Rector**, in the case of central and faculty organisational units directly assigned to the Rector,

3.2.2. the **Director General for Economic Affairs**, in the case of the Directorate for Economic Affairs.

If the value of the contract under section 3.2.2 exceeds HUF 10 million, the contract may be concluded with the prior notification of the Rector.

3.3. The Director-General for Economic Affairs shall inform the Rector on a monthly basis of the engagement contracts referred to in section 3.2.2.

4. Rules for exercising the principal's rights in connection with engagement contracts

- 4.1. Exercising the rights related to engagement contracts for the performance of academic teaching tasks under section 3.1
 - 4.1.1. The dean of the faculty responsible for the training shall submit a proposal to the Rector for the establishment of engagement contracts for the performance of academic teaching tasks on the basis of the authorization table for teaching contracts (hereinafter: authorization table), previously checked by the Directorate for Economic Affairs. The procedure for the preparation of the authorization table is indicated in Annex 1 to this order.
 - 4.1.2. The person authorized to certify the completion of teaching contracts is the dean of the faculty, or in his/her absence, the vice-dean or, in his/her absence, the person authorized by the Rector. The procedure for the preparation of the certificate of completion related to teaching contracts is specified in Annex 2 to this order, the certificate of completion template is set out in Annex 3. The template for the certificate of completion to be filled in is published by the Director General for Economic Affairs.
- 4.2. Exercising the rights related to engagement contracts for the performance of research activities referred to in section 3.1
 - 4.1.3. The dean of the faculty shall submit a proposal to the Rector for the establishment of engagement contracts for the performance of research activities on the basis of the budget for research contracts (hereinafter referred to as the research budget), agreed in advance with the director general for economic affairs. The procedure for the preparation of the research budget is set out in Annex 4 to this order.
 - 4.1.4. The dean of the faculty concerned, or in his/her absence, the vice-dean or, in his/her absence, the person authorized by the Rector, is entitled to certify the completion of the research contracts. For the preparation of the certificate of completion of research contracts, the provisions of Annex 2 to this order shall apply, the certificate of completion template is indicated in Annex 3.

5. Transitional provisions

- 5.1. The dean of the faculty responsible for the training shall exercise the principal's rights in respect of engagement contracts, referred to in section 3.1.2, related to the academic year 2021/2022.
- 5.2. For certifying the completion of engagement contracts covered by section 3.1, the provisions of sections 4.1.1 and 4.1.2 shall apply to ongoing cases.

6. Closing provisions

- 6.1. This order shall enter into force on 15 February 2022.
- 6.2. In matters not covered by this order, the provisions of the National Higher Education Act and the applicable legislation shall apply.
- 6.3. Joint Order No. 2/2021 (VII. 21) of the Rector and the Chancellor on the exercise of the principal's rights in relation to contractual relationships shall expire simultaneously with entry into force of this order.

Budapest, 14 February 2022

Dr. László Henrik Trócsányi
Rector