



**Rector's Order No. 10/2022 (III.24)/R
on the procedure for the submission of Senate proposals to the Rector's College**

On the authorization of Article 32 (1) of the Organizational and Operational Rules of Károli Gáspár University of the Reformed Church in Hungary (hereinunder referred to as the "OOR"), I hereby issue the following order for the proper preparation of the meetings of the Rector's College and the Senate:

1. The scope of this order covers all Senate proposals prepared by the organizational units of the University in accordance with the procedure set out in Article 16 of the OOR.

2 The form and content of the proposal

2.1 All proposals shall be given a reference number.

2.2 The proposal consists of the following parts:

- a) the Senate proposal form in Annex 1, duly completed;
- b) an executive summary;
- c) presentation of the substance of the proposal;
- d) a proposal for a decision.

2.3 The **executive summary** shall briefly summarise the essential elements of the proposal. It shall indicate whether there are any pending issues left for decision following the consultation, with a brief description of the issues. The executive summary shall indicate if the proposal includes alternatives for a decision.

2.4 The presentation shall include, in particular, a detailed explanation of the background, the professional justification of the proposal, the objective to be achieved by the proposal, its budgetary effects, and any other circumstances and data deemed relevant by the person submitting the proposal that would enable an informed decision-making. If the adoption of the proposal or the implementation of its content entails a financial commitment, the opinion of the Director General for Economic Affairs on the availability of financial resources shall be provided.

2.5 The proposal must be accompanied by the resolution of the Faculty Council or an extract from the minutes of the Faculty Council's meeting, if the Faculty Council is competent to discuss it.

2.6 In addition to the above, a proposal for the creation or amendment of a regulation must include a draft text of the regulation and the justification of the creation of a new regulation or amendment of an existing one. A proposal to amend a regulation must include a textual proposal for amendment, the amendments must be indicated in the original text by using "comments" and "track changes" functions of Word or Excel (mark-up).

2.7 The **proposal for a decision** must indicate the type of decision the proposer is asking the Senate to take (e.g. decide, propose, express an opinion, rank or support in principle), and in the case of the maintainer, the type of decision the Senate is asking the maintainer to take (approval, acceptance, agreement). The deadline for the implementation of the decision and the date of entry into force must also be indicated.

2.8 If the executive summary and the substantive proposal together does not exceed 2,500 characters (with spaces), a simplified proposal may be prepared from which the executive summary may be left out. In this case, the substantive proposal shall include the content elements referred to in point 2.3.

3. Conciliation of the proposals

3.1 When preparing the proposals to be included on the agenda of the Rector's College, the proposer shall ensure that the consultation in accordance with Article 29 (8) of the OOR is carried out. All proposals shall be sent to the Rector's Office for comments at the same time as the consultation pursuant to point 3.2 is initiated.

3.2 If the subject of the proposal concerns

a) the responsibilities of the Directorate General for Economic Affairs under II.7 of the Founding Charter, the Director General for Economic Affairs;

aa) personnel matters, the HR Department and the Controlling and Neptun Department of the Directorate General for Economic Affairs;

b) responsibilities relating to education, teaching positions, student status, student rights, regulations of the Student Requirement System concerning student rights, the Vice-Rector for Education and the Director for Education;

c) scientific and research task, application and international tasks, the Vice-Rector for Science and Research;

d) religious affairs, the Vice-Rector for Religion and Spirituality,

e) regulations of the Student Requirement System relating to student rights (in particular: Regulation on Student Fees and Benefits, Academic and Exam Regulation, Student Feedback on the Performance of the Teaching Staff), the University Students' Union and the Doctoral Students Association

shall receive the proposal for preliminary opinion, allowing a reasonable time limit for comments, taking into account the subject and volume of the proposal. If the subject of the proposal concerns several responsibilities, it shall be sent to all concerned. The addressees shall inform the proposer in writing of their agreement or any opinions, comments within the time limit. The person making the proposal shall finalize the proposal on the basis of the comments accepted.

3.3 The proposer shall ensure that other consultations are held on the subject of the proposal, in particular by ensuring the right of the Senate's committees to agree and express their opinion.

3.4 If the proposal is also to be placed on the agenda of the Faculty Council according to the OOR, the consultations referred to in points 3.1-3.3 shall be held before the Faculty Council discusses the proposal.

4 A certified copy of the proposal agreed in accordance with points 3.1-3.2 shall be sent on paper to the Rector's Office. Technical checking of the proposal and its annexes (e.g. appropriate file name, printable Excel chart) shall be carried out by the proposer before sending it to the Rector's Office so that the proposal can be placed on the agenda of the Rector's College meeting. At the same time, the proposal shall be sent in Word format to the email address eloterjesztes@kre.hu.



5 Deadlines

5.1 The proposal prepared according to the above shall be sent to the Rector's Office 7 working days before the meeting of the Rector's College so that the proposal can be technically submitted and placed on the agenda.

5.2 If the proposal does not comply with the content and formal requirements of this order, the Rector's Office shall invite the proposer to correct or supplement the deficiencies, setting a reasonable time limit. If the proposer fails to comply with the request to correct the deficiencies or fails to do so within the time limit, the Head of the Rector's Office shall initiate with the Rector the removal of the proposal from the agenda of the Rector's College.

5.3 If the proposal is sent to the Rector's Office after the deadline indicated in point 5.1 and the late submission of the proposal, pursuant to Article 29 (7) of the OOR, has not been permitted by the Rector, it shall be placed on the agenda of the following Rector's College and Senate.

6 The invitation containing the agenda shall be sent electronically by the Head of the Rector's Office to the members of the Rector's College, and the proposal shall be uploaded to the password-protected electronic platform. Once uploaded, the proposal may be modified only in exceptional and duly justified cases with the approval of the Head of the Rector's Office.

7 This order enters into force on 1 April 2022.

Budapest, 24 March 2022.

Prof. Dr. László Henrik Trócsányi
Rector



Annex I

Reference No.

Senate Proposal Form

Proposal title:			
Proposer:			
Rector's College scheduled date:			
Scheduled date of the Senate:			
Consulted with*	Right to comment	No comments	Comments reserved
	Faculty of Law		
	Faculty of Humanities and Social Sciences		
	Faculty of Theology		
	Faculty of Pedagogy		
	Faculty of Social Studies and Health Sciences		
	Vice Rector for Religion and Spirituality		
	Vice Rector for Education		
	Vice Rector for Science and Research		
	Rector's Office		
	Director for Education		
	Directorate General for Economic Affairs (DGEA)		
	HR Department of DGEA		
	Controlling and Neptun Department of DGEA		
	University Students' Union		
	Doctoral Student Association		
	University Quality Assurance Committee		
	Science Council		
	University Doctoral and Habilitation Council		
	Right to agree	Agree	Disagree
	University Students' Union		
	Doctoral Student Association		
Annexes:			

*To be filled in after consultations have taken place, marked with an X in the appropriate column. Only those who maintain their comments or disagree with the proposal after the consultation should be indicated as having commented or disagreed.