



**Rector's Order No. 9/2023 (VII.17)**

**on the establishment of the Education and Research Development Working Group and the Education and Research Development Mentor Network**

On the basis of the authorization provided for in Article 3 (3) of the Organizational and Operational Rules of Károli Gáspár University of the Reformed Church in Hungary (hereinunder referred to as the University), I hereby establish the Education and Research Development Working Group and the Education and Research Development Mentor Network to ensure the quality of the University's educational and research programmes requiring a digital background and to develop the staff's digital competences.

**1. Education and Research Development Working Group**

1. § (1) The Education and Research Development Working Group (hereinafter referred to as the Working Group) is an organisational unit that does not constitute a separate organisational unit.

(2) The Working Group is headed by the Vice-Rector for Science and Research.

2. §. (1) The members of the Working Group shall be:

- a) the Vice-Rector for Science and Research,
- b) the Head of the ICT Research Centre,
- c) the Director-General of Education,
- d) the University Quality Assurance Manager,
- e) one person delegated by the IT and Data Asset Management Department of the Directorate-General for Economic Affairs,
- f) one representative from each of the University's faculty with established expertise in digital education and/or research.

(2) The task of the Working Group is

- a) to monitor the external and internal environmental expectations and their changes concerning the methodological and digital competences of the University's academic and non-academic staff, and to prepare a status report and situation analysis of the current level of competences,
- b) to propose measures to ensure the institutional regulatory and infrastructural background for digital education and research and to guarantee quality,
- c) to formulate development and training plans to improve the methodological and digital competences of the University's academic and non-academic staff,
- d) to monitor the implementation of the Mentor Network's work,
- e) to comment on the annual report prepared by the Head of the Working Group and to make proposals.

## **2. Education and Research Development Mentor Network**

3. § (1) The Education and Research Development Mentor Network (hereinafter referred to as the Mentor Network) is an organisational unit operating within the ICT Research Centre but is not a separate organisational unit.

(2) The Mentor Network is led by the Head of the ICT Research Centre.

4. § (1) The members of the Mentor Network shall be

- a) one person employed as lecturer, researcher or teacher from each institute delegated by the University's faculties, in exceptional cases one person from several institutes, but at least one person from each faculty shall be delegated as a mentor to the Mentor Network,
- b) at least one person delegated by the IT and Data Asset Management Department of the Directorate-General for Economic Affairs,
- c) at least one person delegated by the Directorate-General of Education.

(2) Faculty mentors are appointed by the head of the delegating organisational unit on the recommendation of the Head of the ICT Research Centre. The membership of the faculty mentors is for a fixed term of one year which can be renewed several times. The head of the organisational unit decides on the person and term of delegation of the representative of the functional organisational unit. The members of the Mentor Network and the term of their mandate shall be recorded by the Head of the Mentor Network.

4. § (1) Tasks and powers of the Mentor Network are:

- a) to provide methodological and educational IT support to the academic and non-academic staff of the University,
- b) to support the creation of courses and learning materials based on the needs of employees,
- c) to contribute to the organisation of in-house training,
- d) to disseminate established good practices to the academic and non-academic-staff,
- e) to coordinate the implementation of the education development measurements defined by the Working Group.

(2) Tasks of the Mentors are:

- a) to collect and represent the methodological and educational IT requirements, needs and problems of academic and non-academic staff,
- b) to promote the use of methodological and educational IT developments (materials, tools, courses),
- c) to participate in the implementation of university educational development measurements,
- d) to teach in in-house trainings,
- e) to contribute to the preparation of the annual report drawn up by the Head of the Mentor Network.

## **3. Common Provisions**

5. § The activities of the Head of the Working Group and the Head of the Mentor Network and the representatives of the academic staff in the Working Group and Mentor Network are considered as public activities performed in the university and academic sphere in the University's uniform performance academic requirements and performance evaluation system (KÁROLI-TÉR) with a value of 5 points per semester. Activities of non-academic working group members and mentors will be taken into account during the performance evaluation.

6. § (1) The Head of the Working Group and the Head of the Mentor Network shall draw up the rules of procedure of the Working Group and the Mentor Network, the work plan for each academic semester and the semi-annual and annual reports. The annual report is an annex to the University's annual quality assurance report.

(2) The administrative duties of the Working Group and the Mentor Network (e.g. taking minutes, preparing documents) shall be carried out by a designated staff member of the ICT Research Centre, as secretary, at the request of the Head of the Research Centre. The mandate of secretary shall be renewed annually.

(3) The Head of the Working Group shall send his/her working plans and reports to the University Quality Assurance Manager and the Rector. The Head of the Mentor Network shall send his/her working plans and reports to the University Quality Assurance Manager and the Vice-Rector for Science and Research.

(1) This order shall enter into force on 18 July 2023, upon publication on the website.

Budapest, 17 July 2023

Prof. Dr. László Henrik Trócsányi  
Rector