

EÖTVÖS LORÁND TUDOMÁNYEGYETEM
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EÖTVÖS LORÁND UNIVERSITY
Faculty of Humanities

FACULTY RESEARCH
SUPPORT COMMITTEE

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Eötvös Loránd University, Faculty of Humanities
Faculty Research Support Committee

Rules of Procedure

10 December 2021

The Faculty Research Support Committee (hereinafter “Committee”) of Eötvös Loránd University’s (hereinafter “University”) Faculty of Humanities (hereinafter “Faculty”) establishes its Rules of Procedure (hereinafter “Rules of Procedure”) as per Act CCIV of 2011 on National Higher Education (hereinafter referred to as the “Nftv.”), the University’s Organisational and Operational Regulations (hereinafter referred to as the “ELTE SzMSz”), Volume I (hereinafter referred to as the “ELTE SzMR”), Volume 3/b on the Faculty’s Organisational and Operational Regulations (hereinafter referred to as “KSzMR”), Volume II on the Academic Regulations for Students (hereinafter referred to as “ELTE HKR”), Chapter XVI of the provisions applicable to the Faculty, and Volume III of the ELTE SzMSz on the Employment Requirements, as follows:

Article 1. Legal status and powers of the Committee

Article 25(4) of the KszMR: Standing Committees established by the Faculty Council of the Faculty of Humanities:

[...] Faculty Research Support Committee

The composition of the Committee is laid down in Volume I, Annex 3/b (KSzMR), Section 25(4) ka) of the ELTE SzMSz. Its tasks and competences are laid down in Annex 3/b, Volume I of the ELTE SzMSz, Section 25(4), paragraph kb).

(1) The Committee shall perform all the tasks and exercise all the powers laid down for it by the university or faculty regulations or by a decision of the Faculty Council.

In particular:

(a) providing information and advice to teachers/researchers, students and doctoral candidates



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- carrying out scientific research at the Faculty, especially in the case of research with human data subjects, experimental subjects, human remains from past societies;
- b) the granting of research ethics approvals for the conduct of research work with human subjects, experimental subjects;
- (c) on request, giving opinions on research ethics issues arising.
- (2) The Commission shall issue a research ethics authorisation in cases where the following conditions are met:
- a) The head of the research is a public employee or professor emeritus of ELTE's Faculty of Humanities with a doctoral degree (PhD/CSc/DSc).
- b) The head of the research (qualified as defined above) is not a civil servant of ELTE's Faculty of Humanities, but the research is aimed at a thesis or doctoral research by a student of ELTE's Faculty of Humanities.
- c) Research in which the leading researcher does not meet the requirements of point a) and the research is the result of the leading researcher's own academic activity at another institution in which the student of ELTE's Faculty of Humanities is merely involved, is not eligible.
- (3) The Committee shall not deal with the ex-post ethical evaluation of an already approved and funded application.

Article 2. Members of the Committee

- (1) The Committee consists of 9 members.
- (2) The members of the Committee are:
- Chairperson (1 person), a public employee (lecturer) of the Faculty
 - one delegate from each of the Faculty's doctoral schools (4 persons)
 - one delegate from the Student Council (HÖK) (1 person)
 - one delegate from the Doctorate Student Council (DÖK) (1 person)
 - Vice Dean for Research and Academic Affairs (1 person)
 - external member (1 person).
- (3) In addition to the permanent members, the Chairperson of the Committee may invite other persons as experts (with the right to consult), depending on the agenda, to facilitate the work of the Committee.



(4) The Secretary of the Committee shall be delegated by the Department of Doctoral and Academic Affairs.

(5) The external member of the Committee shall be a person with a law degree, invited by the Dean of the Faculty.

(6) The term of office of a teaching member of the Commission shall be terminated:

- a) by resignation
- b) by recall in the manner specified in the Faculty regulations
- c) by termination of the lecturer's employment as a public employee
- d) at the end of the member's term of office.

(7) The term of office of a student/doctoral member of the Committee shall end:

- a) by resignation
- b) by resignation or dismissal
- c) by termination of the student's status as a student or doctoral candidate
- d) by termination of the student's student status by the termination of the student's term of office by the faculty member; or
- e) on expiry of the member's term of office.

(8) The term of office of an external member of the Commission shall end:

- a) by resignation
- b) by recall in the manner specified in the Faculty regulations
- c) on the expiry of the member's term of office.

(9) The term of office of a teaching member of the Committee shall not exceed 3 years, that of a student/doctoral member shall not exceed 1 year, and that of an external member shall not exceed 3 years; all three terms of office may be renewed without limitation in number.

(10) If a teaching member of the Committee does not participate or does not participate properly in the work of the Committee, he or she may be recalled by the Dean on the recommendation of at least 3 members of the Committee.



(11) The teaching member of the Committee may also be recalled on the proposal of the heads of the teaching departments responsible for the specialisations.

(12) A member of the teaching staff may also be recalled in the event of a provision to that effect in Chapter VIII of the Staff Regulations governing the system of responsibilities of public servants.

(13) If a student or doctoral student member of the Committee does not participate or does not participate properly in the work of the Committee, he/she may be recalled by the Head of the Faculty on the initiative of at least 3 members of the Committee.

(14) A student or doctoral student member may also be recalled under the provisions of Chapter XI of the Rules on Disciplinary and Compensation Procedures of the HKR.

(15) If an external member of the Committee does not participate or does not participate properly in the work of the Committee, he/she may be recalled by the Dean on the recommendation of at least 3 members of the Committee.

Article 3. Operation of the Committee

(1) The Committee shall draw up its own Rules of Procedure and submit them to the Dean for approval within 8 working days of their adoption.

(2) The Committee shall decide on the basis of the written request and the relevant legislation, university and faculty regulations.

(3) Members of the Committee shall be required to sign a confidentiality agreement at the beginning of their term of office.



**Article 4. Preparation of the meetings of the Committee,
the text of the decisions of the Committee and their publication**

- (1) The Dean's Secretariat and the Department of Doctoral and Academic Affairs shall jointly coordinate the processing of applications and petitions, and the Department of Doctoral and Academic Affairs shall prepare the decisions of the Committee.
- (2) The Dean's Secretariat and the Department of Doctoral and Academic Affairs shall take care of the filing of the documents generated or received in the course of the work of the Committee.
- (3) The meetings of the Committee shall be prepared by the Chairperson of the Committee in cooperation with the Department of Doctoral and Academic Affairs. The Chairperson of the Committee shall submit the file to the Committee, together with any supporting documents.
- (4) The Committee shall give its opinion, make proposals or adopt a position on matters within its competence (see Article 1[1]).
- (5) The Secretary of the Committee shall document the opinions, proposals and decisions of the Committee in the form of minutes and shall make them available to the Dean within five working days of the meeting of the Committee.
- (6) The Committee shall document and keep records of the research ethics authorisations it issues.
- (7) The substance of the decisions shall be made available to the faculty, researchers and students on the Committee's website.

Article 5. Meetings of the Committee



- (1) The Committee shall meet as necessary, in view of the matters to be discussed, and foreseeably monthly during an academic semester. The Committee shall be convened by the Chairperson. A meeting of the Committee shall be convened if it is initiated by the Dean of the Faculty, the HÖK, the DÖK or at least two members of the Committee.

- (2) The meetings of the Committee are not open to the public and may be attended only by members and invited persons.

- (3) The date, place and the agenda of the meeting of the Committee shall be notified to the members of the Committee in advance of the scheduled date
 - (a) at least seven days in advance in the case of an ordinary meeting,
 - (b) in the case of an extraordinary meeting, at least three days' notice shall be given, preferably accompanied by proposals.The notification may be made by email or telephone.

- (4) Meetings of the Committee shall be chaired by the Chairperson of the Committee. The Chairperson shall ensure the order of the proceedings. If the Chairperson of the Committee is prevented from attending or is absent for a prolonged period, he/she shall be replaced by the Chairperson-in-Office, elected by a simple majority of those present at the Committee meeting in progress.

- (5) A quorum shall exist if more than half of the members of the Committee are present.

- (6) The Committee shall normally take its decisions by a simple majority (one more than half of those present). In personnel matters, the Committee shall decide by secret ballot. In the event of a tie, the Chairperson shall have the casting vote.

- (7) Before taking its decisions, the Committee may hear experts, who shall express their opinions orally or in writing. The Committee may give experts the right to be heard.

- (8) In particularly justified cases, the Chairperson of the Committee may order a vote by correspondence.



(9) Draft minutes of the meetings of the Committee shall be drawn up. The minutes shall be authenticated by the signatures of the Chairperson of the Committee and the Secretary of the Committee (as minute-taker). The minutes shall contain the name of the body (person) acting, the place and time of the minutes, the names of the members of the Committee present at the meeting (an attendance sheet shall be annexed to the minutes), the agenda of the meeting, a summary of the items discussed, the decisions taken and the proportions of votes cast.

Article 6. Final and enacting provisions

(1) The adoption, amendment or termination of these Rules of Procedure shall require the pro-vote of more than half of the Members of the Committee.

(2) These Rules of Procedure shall enter into force on 10 December 2021.

Proposed and countersigned by:

Dr. Katalin Wein Csizér PhD
habil. Associate Professor
Chairperson of
the Faculty Research
Support Committee

The Rules of Procedure were adopted and approved by:

Dr. Dávid Bartus PhD
habil. Associate Professor
Dean