

Kaposvár University
Doctoral Student Association
Statute



Kaposvár
2017

Preamble

Pursuant to 63.§ of Act CCIV of 2011 on the National Higher Education (hereinafter called NHEL) and 14.§ Section (4) of Kaposvár University Organisational and Operational Regulations vol.I. (hereinafter called OOR) the Doctoral Student Association of Kaposvár University shall create their Statute as the order of their organisation and operation as follows.

General Provisions

1. §

- (1) The Kaposvár University Doctoral Student Association (hereinafter referred to as: KU DSA) is an independent organisational unit established for the representation and protection of interests of every person who has been admitted* to the doctoral programs of Kaposvár University (hereinafter referred to as: University). It is not an independent legal entity.
- (2) KU DSA's official name: Kaposvár University Doctoral Student Association
Abbreviated name: KU DSA
Official name in the English language: Doctoral Student Association of Kaposvár University.
Headquarters: 7400 Kaposvár, Guba Sándor u. 40.
- (3) KU DSA is an organisation independent from political parties and organisations; its officials are not allowed to represent any parts or their youth organisations.
- (4) KU DSA shall not accept instructions referring to their official scope of activities.
- (5) The Statute shall be adopted by the Assembly of KU DSA and becomes valid with the approval of the Senate. The adoption of the Statute may be refused only if it violates law, or it is against the OOR. The adoption of the Statute shall be declared by the Senate on the first meeting following the expiry of thirty days from submitting. The Statute or its amendment shall be considered approved if the Senate failed to make a declaration within the deadline.
- (6) The legality of operations and the lawful use of resources supplied by the University for operations and completing its tasks shall be controlled by the Rector or the body or individual appointed by the Rector.

The Organisational structure and operation of KU DSA

2. §

- (1) KU DSA's members are every person who has been admitted* to the doctoral programs of the University, electors and electable.
- (2) KU DSA's structure:
 - a) Assembly
 - b) Presidency.
- (3) KU DSA's representative and the Head of the Assembly is KU DSA's President (hereinafter referred to as President), who at the same time is a delegated voting member of the Senate.

KU DSA's rights and responsibilities

3. §

- (1) KU DSA's scope of activities covers all issues concerning of every person who has been admitted* to the doctoral programs:
 - a) creates its own regulations;
 - b) exercises licences specified by legislation and University regulations and makes decisions on matters referred to its competence;

*until the completion of degree acquisition procedure

- c) elects its officials, wherein every person who has been admitted* to the doctoral programs of the University may elect or be elected;
 - d) sets up its own organisation and operation, the election of its bodies, officials; ensuring conditions of operation thereof;
 - e) individually manages the financial budget allotted by the University taking the University's economic regulations into consideration;
 - f) free use of University rooms and equipment to perform tasks as long as the University's operation remains unperturbed;
 - g) represents every person's (who has been admitted* to the doctoral programs) interests, and for this purpose cooperates closely with the National Association of Doctoral Students (hereinafter called NADS), also continually checking standpoints endeavours to reach consensual decisions with the organisational units of the University;
 - h) advocates abiding by the university regulations concerning every person who has been admitted* to the doctoral programs and guards that they be compliant to legal norms;
 - i) through its information channels, briefs every person who has been admitted* to the doctoral programs on relevant changes of legislation, projects, scholarships;
 - j) facilitates the development of the quality of education, the realisation of teachers' and students' academic freedom and the collegial relationship between teachers and students.
 - k) organises scientific, cultural, social, sport or other spare time activities for every person who has been admitted* to the doctoral programs;
 - l) promotes the education and education management activities of the University and the Doctoral Schools by making remarks and proposals concerning the operation of the University;
 - m) Placing doctoral students' interests in top priority, DSA exercises consent and consultation rights in accepting and modifying the KU Organisational and Operational Regulations in competences ensured within the frameworks of the NHEL and the valid decisions and government decrees;
 - n) takes part in building doctoral students' cultural and scientific training programmes; contacts home and abroad;
 - o) declares an opinion in issues concerning every person who has been admitted* to the doctoral programs;
 - p) makes decisions in issues concerning every person who has been admitted* to the doctoral programs and their self-management;
 - q) could delegate a member to the assembly of the national alliance of doctor students;
- (2) Pursuant to NHEL 12.§ Section (7) c) KU DSA has the right to delegate one presentative to the University Senate.

The Assembly

4. §

- (1) The Assembly is the supreme decision making body of KU DSA with 6 voting members, representatives elected from the members of KU DSA (hereinafter referred to as representatives): 3 from each doctoral school.
- (2) The Rector of the University and the Chair of the University Doctoral Students' Council (UDSC) are members of the Assembly with consultative capacity.

*until the completion of degree acquisition procedure

- (3) The President is entitled to invite a person concerned to a Assembly session with consultative capacity.
- (4) Rights and responsibilities of the Assembly:
 - a) accept the Statute and amendments of DSA;
 - b) delegate competent members to a Doctoral Council of a given scientific field/branch and its ad hoc committees;
 - c) make proposals to the amendment of the Doctoral Regulation;
 - d) cooperate with university level students' and other organisations;
 - e) elect members and the Head of the Electoral Board as well as the members of permanent and ad hoc committees;
 - f) elect from its members the President of KU DSA with qualified majority;
 - g) based on the President's proposals, elect from its members with qualified majority the Presidency members of KU DSA (one from each doctoral school);
 - h) decide with qualified majority on recalling Representatives;
 - i) decide on acceptance of KU DSA annual budget and discharge with qualified majority;
 - j) accept the annual report of the Presidency;
 - k) decide on the evaluation of tenders published by the Presidency;
 - l) decide on the remuneration of KU DSA officials;
 - m) decide in other matters referred to its competence;
 - n) KU DSA delegates members to the following bodies: Faculty Council; University Doctoral and Habilitation Council; and all organisations and committees whose order of business provide the right of delegation for KU DSA;
- (5) The Assembly shall hold a meeting at least once in six months, which is called and chaired by the President. The President shall call a meeting:
 - a) at the written request of the Rector;
 - b) at the written request of the Head of the UDSC;
 - c) at the written request of the Head of either Doctoral School;
 - d) at the written request of at least one third of the Representatives.
- (6) The President shall send the invitation of the Assembly meeting, the agenda and the submissions to the items in e-mail to the Representatives at least three days prior to the date of the Assembly meeting. Should the documents not be delivered by the deadline above, the meeting shall be postponed and called at a new date with keeping the deadlines above.
- (7) The Assembly constitutes a quorum – established by the President at start – if over 50% of the Representatives are present. In case of lack of a quorum, a new meeting shall be called with the same agenda within 8 days, which shall be valid disregarding the number of Representatives attending.
- (8) The agenda, which may be proposed by any Representative in advance, shall be accepted by the Assembly at start with open ballot with simple majority at the President's move.
- (9) Voting members are entitled to speak, present a draft resolution and vote in the decision-making. Members with consultative capacity may speak and may submit a draft decision at Assembly meetings.
- (10) The Assembly shall make decisions by open ballot and simple majority. In personnel issues or at the request of at least two representatives present, a secret ballot shall be held, in which case the Assembly shall, at the President's move, elect from the members of the meeting a vote teller board of three. Every voting member has one vote; in the event of a tied vote at an open ballot, the President shall have the casting vote.
- (11) In issues not needing a secret ballot voting may be arranged in an electronic way as follows. After the President's move the presenter shall e-mail the document to the voting

members within 24 hours. The ballot is open until the time specified by the President. The ballot is valid if over 50% of the voters have submitted their votes to the e-mail address serving as the ballot box within the given deadline. The voting must be documented so the report shall contain the move, the result of the ballot and the decision made. The certification shall happen in the prescribed manner.

- (12) The Assembly meetings shall be public to University employees and students. The President shall order a closed session if
 - a) proposed by the President or over 50% of Representatives in attendance;
 - b) a public session would violate personal rights or business secret.
- (13) At a closed session may be attended by only Representatives or individuals invited by the President on grounds of their involvement in any item of the agenda.
- (14) The decisions of the sessions shall be shared within 8 days in e-mail with all individuals and boards who/which are involved with the matter discussed or the decision made. The President is responsible for the delivery of all notices.
- (15) A Representative shall notify the President about their absence from the meeting on the day prior to the meeting the latest.
- (16) A record is made at the sessions of the Assembly which shall contain the venue and the date, the decisions made with the voting rates. The record is certified by two Representatives voted at start and the President. The record always comes with an attendance sheet attached, which contains the names and signatures of all in attendance, differentiating those attending with the right to vote, with consultative capacities or by the right of publicity. The records shall be kept for five years after the session. In case of closed session the part of the record concerning personal rights may be encrypted for five years maximum.

The election of members of the Assembly

5. §

- (1) Any person who has been admitted* to the doctoral programs of KU may be an elected Member of the KU DSA Assembly with a right to vote elected by the same person directly by secret ballot for a two years' period.
- (2) The number of voting Assembly members is 6, 3 from each doctoral school.
- (3) Elections are called by the President every other year, at least 90 days prior to the expiry of the mandate of the Assembly.
- (4) For the conduct of the elections an Election Board (hereinafter referred to as EB) of at least three is created by the Assembly (due to lack of this KU DSA) with its members appointed by the President. Assembly member cannot be sent to members of EB).
- (5) An EB mandate expires after the successful end of the elections; then any incidental task shall be fulfilled by the Board until the next EB is set up.
- (6) EB's responsibilities:
 - a) inform the members of KU DSA on rules of election;
 - b) process and publish the nominations arrived during the nomination period;
 - c) technical preparation and conduct of elections;
 - d) vote count and announcement of results;
 - e) document the elections and own operation;
 - f) report on the elections to the Rector and the President.
- (7) The EB makes decisions in all issues arising from the elections with simple majority, against which the person concerned may object at the Assembly within two working days from announcement.

*until the completion of degree acquisition procedure

- (8) The legal supervision of the election is carried out by the Rector of KU, in person or by designated persons. Latter shall call Rector's attention to all and any perceived and demonstrable abuses without delay. In such a case EB shall immediately order the suspension of the elections and minutes shall be added to the event, which shall be delivered to the Rector.
- (9) The elections start with the nomination period which takes at least 3 working days. Its precise duration shall be set and published in a circular for the members of KU DSA. At the same time, issues information on the progress of the nomination published with the electoral register (supplied by the Referent of Doctoral Studies on written request of EB) and the recommendation sheet.
- (10) The recommendation sheet shall contain the names of the nominators and nominees to be e-mailed undersigned to the address given by EB. All with the right to vote may submit a nomination for any doctoral student. Each voter may submit a nomination for maximum six persons.
- (11) Following the end of the nomination period the EB shall establish the validity of the nomination of candidates – minutes shall be added to this - A if at least 3 valid nominations have been made for each doctoral school. In lack of this, EB shall prolong the nomination period with 10 working days.
- (12) A nominee shall proceed to the second election period by accepting the nomination and submit a written declaration as specified by the EB. The student status of the nominees shall be checked by the EB. Also, a nominee shall receive the recommendation of at least 3% of all with rights to vote or at least three persons.
- (13) The voting period, 3 working days in length maximum, shall be announced by EB in a circular. During this every member is allowed to vote once only for 6 persons maximum (3 in each doctoral school). The receipt of the ballot paper shall be certified by signing the attendance sheet (list certified by the Referent of Doctoral Studies), while the EB checks personal identity. The ballot is done secretly and directly.
- (14) An official ballot paper contains:
 - a) the notice "ballot paper";
 - b) the place and period of voting;
 - c) the nominees' names and the names of their doctoral school;
 - d) „support” and „do not support” options;
 - e) information as to how to submit a valid vote (how many nominees can be chosen, how to make the mark);
 - f) an authentication mark of EB (stamp of doctoral school or any other stamp of the institute).
- (15) The ballot sheets shall be collected in the designated ballot box. Each day of the voting the first voter that day shall check the integrity of the box, which shall be recorded and certified by the signatures of those present: the first day the emptiness of the box, the other days the opening of the closed box before the first voter shall be certified.
- (16) After each day of voting, the closed box shall be stored in the official room of the University.
- (17) A vote is valid if submitted on an official ballot paper, no more than the appropriate number of nominees are marked and the voting intent can be conclusively established.
- (18) The ballot box shall be opened by the EB within 2 days after the close-down of the voting. The votes shall be counted – invalid votes included – and the result established.
- (19) The result of the voting shall be recorded in minutes, which shall contain:
 - a) The place and time of unsealing the box;
 - b) the place and time of the ballot, the number of attendees;
 - c) the number of all votes submitted, all invalid votes and valid votes submitted for individual nominees;

- d) number of ballot sheets handed out but unused;
 - e) the result and validity of the ballot;
 - f) names and signatures of EB members.
 - g) The attendance sheet serving for the handing out of the ballot papers shall be attached to the minutes as an annex.
- (20) The result of the ballot shall be immediately published through the electronic education system. The result is open to complaints submitted in writing to the body supplying legal supervision within two days from publication.
- (21) The ballot is valid – pursuant to NHEL 60.§ Section (1) b) – with the certified attendance of at least 25% of all doctoral students registered for full time training at the doctoral schools concerned.
- (22) The ballot is invalid if the condition set out in Section (21) is not implemented, or the ballot box gets damaged or opened unlawfully during the ballot period. In this case the ballot must be repeated, which shall be conducted by the application of this article. During this period the DSA is not allowed to exercise its rights of representation or renewal; the outgoing presidency becomes a caretaker body with its competence restricted to calling repeated ballots and keeping contact.
- (23) Elected Representatives shall be the three nominees from each doctoral school receiving the highest number of valid votes. Alternate members shall be nominees in each doctoral school having received valid votes but not elected member of the Assembly. In case of equality of votes the nominations received during the nomination period shall decide.
- (24) The Representative's mandate is for two years or the establishment of the new Assembly. A Representative's mandate can be renewed once by re-election.
- (25) Membership in the Assembly is terminated:
- a) at the next valid ballot if the member is not re-elected;
 - b) by resignation;
 - c) by removal;
 - d) by the completion of degree acquisition procedure;
 - e) by the termination of legal capacity, death, final decision of the court prohibiting exercising public affairs, or stating guilt in criminal proceedings.
- (26) In case of early termination of Assembly membership, the alternate member shall take the place of the departed member if they were elected at the regular elections. The alternate member's mandate shall last until the next regular elections.
- (27) If no alternate members were elected on the regular elections, early elections shall be called for the emptied position, with the consideration of those laid down in this article. The elected Representative's mandate shall last until the next regular elections.

The President and the Presidency of KU DSA

6. §

- (1) The President represents the KU DSA in the University Senate, the University Students' Association, the Assembly of Doctoral Students' National Association and any other national or international forum in one person.
- (2) Rights and responsibilities of the President:
- a) calls the Assembly, the Presidency and compiles its agenda, as well as makes sure the orders are carried out;
 - b) keeps contact with the leadership of the University, the University Doctoral and Habilitation Council, (hereinafter referred to as UDHC) and the University Students' Association,
 - c) harmonizes the work of the Assembly and the Presidency, manages the activities of KU DSA;

- d) makes a proposal to the Assembly on the EB members of the KU DSA elections, and calls new elections;
 - e) makes a proposal to the Assembly on Presidency members;
 - f) gives executive orders for the definition and interpretation of the provisions of the Charter, which is binding for the addressees;
 - g) scope of command does not cover the Election Board,
 - h) entitled to make statements on issues concerning KU DSA, conclude contracts and agreements on behalf of the Presidency
 - i) Independently acts in cases rendered in their competency by the Assembly;
 - j) gives a report to the Assembly about their work done since the previous session.
- (3) The Presidential elections shall take place in every second year at the first Assembly following the successfully finished KU DSA elections. The President is elected by Voting Assembly members from among themselves by secret ballot, absolute majority. If the candidate with the most votes does not receive the appropriate number of votes, a second round shall be called within 8 days with the two candidates that received the highest number of votes in the first round. In the second round the boards shall elect the candidate that received the most votes President.
- (4) Any Representative may nominate and be nominated President. The nominee shall make a declaration on accepting the nomination before the Assembly.
- (5) The President's mandate lasts until the election of the next President. The President's mandate shall terminate:
- a) on expiry of the mandate;
 - b) on the completion of degree acquisition procedure;
 - c) by resignation or removal;
 - d) on grounds of conflict of interest;
 - e) by the termination of legal capacity, death, final decision of the court prohibiting exercising public affairs, or stating guilt in criminal proceedings..
- (6) The recall of the President may be initiated by one third of all voting Assembly members or the Rector, and shall be decided by the Assembly out of turn, by secret ballot, qualified majority.
- (7) In case of termination of the President's mandate, the presidential tasks shall be fulfilled by a Presidential Member elected by the Assembly with qualified majority as Acting President until the election of the next President.
- (8) In case of an early termination of the President's mandate an early elections shall be called and the provisions for presidential elections shall be appropriately applied. The mandate of the President elected at an early election shall last until the next regular elections.

7. §

- (1) The Presidency is a body of three with the President who has the right to vote and two other Presidency members.
- (2) The two Presidency members (one person per doctoral school) are elected by the Assembly from among themselves based on the President's proposal for a two years' period.
- (3) Non-Presidency member Representatives and individuals invited by the President also may attend the Presidency meetings.
- (4) Rights and responsibilities of the Presidency:
- a) express KU DSA's advocacy position;
 - b) organise and manage KU DSA work;
 - a) make proposals to the amendments of the regulations of KU doctoral schools;

- b) make proposals to KU DSA annual work schedule and the distribution of the annual initial allocation for the annual work programme and the distribution of the initial allocation;
 - c) manage KU DSA economic activities;
 - d) make decisions about joining or cooperation with any other cultural, sport, art, professional academic, administration bodies;
 - e) make a proposal to the Assembly to the recall of a Representative if the Representative fails to fulfil their responsibilities despite the Presidency's prior warning, furthermore, they violate any provision of any law, the University Regulations or the Statute. This takes a qualified majority of the Presidency;
 - f) prepare and implement the annual budget of the KU DSA;
 - g) prepare the decision making activity of the Presidency;
 - h) give annual reports to the Assembly on their activity;
 - i) make decisions in other matters allotted to their competence.
- (5) The presidency holds meetings as necessary but at least every two months. The meetings shall be called by the President in e-mail, 24 hours prior to the meeting the latest.
 - (6) The agenda of the meetings of the Presidency shall be compiled by the President considering any proposals made by any member of the Presidency or any person invited to the session with consultation capacity. If at least two of the voting Presidency members support the motion, it shall be added to the agenda. The agenda shall be adopted by the Presidency with open ballot at the beginning of the session.
 - (7) The meetings of the Presidency are chaired by the President. The Presidency has a quorum if every member of the Presidency is in attendance. If three consecutive meetings are without quorum, the Assembly shall pass judgement on the recall of the Presidency at the next session as follows.
 - (8) The Presidency makes its decisions with simple majority; its sessions are open to public. A closed session shall be called if
 - a) Any one voting member motions and two thirds of the voting members support the motion;
 - b) a public meeting would violate personal rights or a business secret.
 - (9) Only voting members and as necessary individuals concerned may attend a closed session.
 - (10) The meetings of the Presidency are recorded in minutes, where the names of Presidency members in attendance, the place and time of the session and the decisions made with voting rates shall be indicated. The minutes shall be certified by the voting members of the Presidency. The minutes shall always come with an attendance sheet attached, which contains the names and signatures of the attendees differentiating those bearing voting rights, consultative capacities and by right of publicity.
 - (11) The minutes of the Presidency sessions shall be kept for 6 years. In case of closed session the part of the minutes concerning personal rights may be encrypted only for 5 years.

8. §

- (1) In the President's absence or inability to attend a member shall be appointed to substitute them with full power. In case the appointed member is also unable to attend, another one shall substitute them.
- (2) The Assembly shall elect Presidency Members based on the President's nomination, by secret ballot, with qualified majority. The presidency member's mandate lasts until the election of the next presidency member.
- (3) If a Presidency Member nominated by the President fails to receive the necessary number of votes, the President shall call an extraordinary Assembly and name Presidency

Member nominees within 8 days. At the extraordinary Assembly the President may nominate the Member nominated the first time again.

- (4) Should the Presidency Member nominated by the President again fail to gain the qualified majority necessary for their election at the extraordinary Assembly, the President shall call another extraordinary Assembly within 8 days, where they cannot nominate the Member nominated on the first two occasions.
- (5) A Presidency Member's mandate is terminated:
 - a.) on expiry of the mandate;
 - b.) on the completion of degree acquisition procedure;
 - c.) by resignation or removal;
 - d.) on grounds of conflict of interest;
 - e.) by the termination of legal capacity, death, final decision of the court prohibiting exercising public affairs, or stating guilt in criminal proceedings
- (6) A Presidential Member's removal may be motioned by one third of the Assembly or the Rector, and the Assembly shall decide by secret ballot, with qualified majority, out of turn.
- (7) In case the Presidential Member's mandate is terminated before expiry, the President shall call an extraordinary Assembly within 15 days where they shall name the new Presidency Member nominee. The mandate of the Presidential Member elected at the early election shall last until the next regular elections. At the election of the new Presidential Member the provisions referring to the election of Presidential Members shall apply.

Explanatory Notes

9. §

For the purposes of these articles:

- (1) Qualified majority: unanimous vote of two thirds of all members of the given body.
- (2) Absolute majority: unanimous vote of over half of all members of the given body.
- (3) Simple majority: unanimous vote of over half of all attending members of the given body.
- (4) Roll-call-vote: the representatives stand up in name order one by one and declare their votes which shall be recorded in the minutes.
- (5) Closed session: where only the members of the given body and those invited may attend. The minutes of a closed session shall be kept confidential.
- (6) Early election: election held in the event of the pre-expiry termination of any Member of the Assembly.
- (7) The first day of a deadline set in days is not counted. A deadline set in months or years shall expire on the day in compliance with the initial day due to its number. If this day does not exist in the month of expiry, the last day of the month shall apply.
- (8) The deadline expires at the end of the last day. If the day of the deadline falls on a public holiday, the deadline shall expire on the first workday following.
- (9) Conflict of interest: a KU DSA official cannot hold an official's position, be member of a supervisory board or perform auditing function in an institutional association established by the institute of higher education or in which they hold a participation. In case of conflict of interests an official is not allowed to exercise any rights arising from their office. The official shall terminate the reason for conflict of interests within 8 days from their election or the disclosure of the conflict; if they fail to do so, their mandate shall be terminated on the day following the expiry of the deadline.

Final provisions

10. §

- (1) This Statute was accepted at KU DSA electronic ballot held on 17th August 2017, in its Decision No. 5/2017 (VIII. 18.) unanimously.

Kaposvár, 30st August 2017.



Kacsala László
President of KU DSA



- (2) This Statute was discussed at the session of the University Senate held on day 29th August 2017 and approved by Decision No. 70/2017. (VIII. 29.).
- (3) This Statute shall enter into force on the day following its approval. It shall be published in the way usual at the University.

Kaposvár, 30th August 2017



Prof. Dr. Szávai Ferenc DSc
rector
President of Senate

