

**Pázmány Péter Catholic University**  
**Doctoral Student Association**  
**Statutes**

Based on Section 63 (1) of Act CCIV of 2011 on National Higher Education (hereinafter: Higher Education Act), the Doctoral Student Association of the Pázmány Péter Catholic University hereby enacts its Statutes as set forth below (hereinafter: Statutes). The provisions of these Statutes may not be contrary to the Canon law promulgated by the Holy See and the regulations approved by the Hungarian Catholic Bishops' Conference, as operator.

**Chapter I**  
**General Provisions**

**Section 1 (1)** The University Doctoral Students' Union of Pázmány Péter Catholic University (hereinafter: DSA) is the university-level interest representation organization of the doctoral students of Pázmány Péter Catholic University (hereinafter: University). In the interest of respecting the internal requirements of the characteristics of purely theological education, the decisions of the DSA shall apply to the Doctoral School of Sacred Theology only if specifically specified by these Statutes.

**(2)** The name of the DSA: in Hungarian: Pázmány Péter Katolikus Egyetem Egyetemi Doktorandusz Önkormányzat, in English: Doctoral Student Association of Pázmány Péter Catholic University, abbreviation: PPCU DSA.

**(3)** The seat of the DSA: H-1088 Budapest, Szentkirályi u. 28.

**(4)** The DSA is not an independent legal entity.

**Section 2 (1)** The DSA pursues its activities and exercises the rights granted to it by law in the manner specified in these Statutes.

**(2)** DSA members include all doctoral students of the University's Doctoral Schools (hereinafter: Doctoral Schools), including doctoral students of the Doctoral School of Sacred Theology, with the proviso that during passive student status, the doctoral student may not exercise either an active or a passive right to vote in the DSA and may not fulfil any elected position.

**Chapter II**  
**The tasks and rights of the DSA**

**Section 3 (1)** The Doctoral Student Association:

- a) provides for the representation and safeguarding of the interests of Doctoral School doctoral students and persons participating in the doctoral procedure without doctoral student status;
- b) facilitates improving the quality of education, the implementation of teacher and student academic freedom, and the development and maintenance of collegial relations between teachers and students;
- c) promotes compliance with University regulations pertaining to doctoral students and ensures those comply with legal norms;

- d) by way of its activities, promotes the professional and academic advancement of doctoral students;
- e) uses its information channels to inform doctoral students about the activities of the DSA and changes to the legislative and university regulations that affect them, and promotes fair information on decisions of the University Doctoral and Habilitation Council (hereinafter: UDHC) and the doctoral councils pertaining to doctoral students;
- f) promotes and supports the development and cultivation of scientific and social cooperation between doctoral students;
- g) liaises with Students' Unions and promotes their operations;
- h) may establish and maintain relationships with the doctoral student associations of other higher education institutions, Hungarian and international PhD/DLA organizations, research institutions, and scientific bodies;
- i) cooperates with Doctoral Schools in forming, maintaining, and cultivating international relations;
- j) may organize scientific, cultural, social, sports, and other leisure activities for doctoral students and all University citizens;
- k) is committed to improving the quality of the services provided to doctoral students;
- l) organizes its own organization, operations, and bodies, the elections of its officials, provides the conditions for their operation, and enacts its internal regulations;
- m) ensures that the rooms and tools made available to it are used in accordance with their intended purpose and are protected;
- n) supports the University's and the Doctoral Schools' education and education organizational activities, and submits comments and recommendations pertaining to the University's functions;
- o) exercises the licenses specified by law and University regulations;
- p) makes decisions regarding issues for which it has competence under law and University regulations;
- q) liaises with the Association of Hungarian PhD and DLA Candidates.

**(2) The rights of the DSA:**

- a) comments on issues involving doctoral students;
- b) makes decisions involving the self-management of doctoral students;
- c) elects the DSA's Board of Governors.

**(3)** In line with the provisions of Section 61 (1) and 63 (1) of the Higher Education Act, the DSA exercises the right of consent upon the adoption and amendment of University regulations pertaining to the following:

- a) the rules for doctoral student reimbursements and benefits,
- b) the rules for commenting on teaching work by students – pertaining to doctoral students,
- c) education and exam regulations.

**(4)** In line with the provisions of Section 61 (2) and 63 (1) of the Higher Education Act, the DSA participates in the commenting of the teaching activities of teachers by doctoral students and exercises the right of consent when using finances provided for youth policy and student purposes.

### **Chapter III**

#### **The structure and operations of the DSA**

**Section 4 (1)** The decision-making body of the DSA is its assembly of delegates, officially called the Body of Governors of the Doctoral Student Association (hereinafter: Body of Governors), the voting members of which are the representatives (hereinafter: the members of the Body of Governors) elected by the doctoral students of the Doctoral Schools in the manner specified by Section 60 (1) of the Higher Education Act.

**(2)** The provisions of paragraph (1) also extend to the doctoral students of the Doctoral School of Sacred Theology.

**(3)** The President of the DSA is the legal representative of the DSA and the President of the Body of Governors.

**Section 5 (1)** The rights and tasks of the Body of Governors:

- a) adopts the DSA Statutes and the amendments thereto, which the University Council has the right to approve;
- b) elects the DSA's President;
- c) in accordance with the provisions of University regulations, delegates members to the UDHC and the University Quality Assurance Committee; furthermore, delegates doctoral student members with competence in the discipline/field to the Disciplinary Doctoral Council and its committees;
- d) makes decisions regarding exercising the right of consent specified in Section 3 (3) and (4);
- e) may make recommendations at the UDHC and the competent Disciplinary Doctoral Council for amending the University Doctoral Regulations and the Doctoral Schools' Organizational and Operational Rules;
- f) cooperates with university-level student and other organizations;
- g) makes decisions on dismissing the President;
- h) elects the members and President of the Election Committee, who shall be confirmed by the Rector;
- i) makes decisions regarding issues subject to its competence;
- j) proceeds in all issues involving doctoral students that are not subjected to the competence of other bodies by University regulations.

**(2)** The support of two-thirds of all members of the Body of Governors is necessary for making any of the decisions under paragraph (1) (a).

**Section 6 (1)** The Body of Governors shall hold a session at least once per semester and shall be convened by the President. **(2)** The President shall convene the session within 8 workdays of written notification of the following:

- a) the Rector's written initiative;
- b) the written initiative of the President of the UDHC;
- c) the written initiative of all of the heads of the University's Doctoral Schools;
- d) the written request of at least 30% of the members of the Body of Governors.

**(3)** The Body of Governors shall have a quorum if at least half of its members are present.

**(4)** The Body of Governors adopts its agenda by way of a public vote held at the start of the session, initiated by a motion of the President; all members of the Body of Governors may make recommendations in writing in advance pertaining to the points of the agenda. If more than half of the members with voting rights in attendance agree with the agenda included in the motion, the agenda shall be adopted.

**(5)** The sessions of the Body of Governors are open to University citizens and teachers. The President and the members of the Body of Governors have the right to vote at sessions; the Rector and the President of the UDHC may be present in an advisory capacity.

**(6)** A closed session shall be ordered if

- a) any member of the Body of Governors initiates a closed session and the motion is supported by more than half of those members of the Body of Governors present;
- b) a public session would result in a violation of personality rights;
- c) specifically requested by the Rector;
- d) at the express request of the President of the UDHC.

**(7)** Only the members of the Body of Governors, the Rector present in an advisory capacity, and the President of the UDHC may participate in closed sessions.

**(8)** The Body of Governors shall pass its decisions with public votes passed by a simple majority (the votes of more than half of attendees). All elected representatives have one vote each. In the event of a tie in a public vote, the President's vote shall decide.

**(9)** Secret ballots shall be held regarding issues pertaining to persons or if requested by at least 20% of the members of the Body of Governors. In the case of a secret ballot, the Body of Governors shall, at the recommendation of the President, elect a 2-member vote counting committee. Prior to the election, the vote counting committee shall certify empty ballots with their initials or the DSA seal. Ballots shall be retained in a sealed envelope for half a year following voting.

**(10)** Minutes shall be taken of the session of the Body of Governors, which shall include the decision passed by the Body of Governors and the number of votes cast for and against. The minutes shall be certified by a member of the Body of Governors elected at the start of the session. An attendance sheet shall be attached to the minutes, which includes the names and signatures of attendees and whether they have voting rights, are present in an advisory capacity, or are attending as members of the public. The minutes shall be retained for 5 years following the Body of Governors session.

**Section 7 (1)** In less complex, urgent issues that require a decision to be passed by the Body of Governors between two sessions of the Body of Governors, decisions may be made electronically, at the initiative of the President.

**(2)** Electronic voting may not be held regarding issues pertaining to persons or with any conditions that do not make it possible to identify the persons participating in voting or that result in negative discrimination regarding any member or any group of members.

**(3)** The President shall send the question to be decided to the members of the Body of Governors together with the documents necessary for deciding the question, using the University's email system and specifying the deadline for the reply. The members of the Body of Governors shall use their personal University email accounts and a unique identifier to confirm receipt of the question and any attachments and shall reply to the question. ,

**(4)** The following responses can be given in votes: “I support the motion and vote yes”, “I do not support the motion and vote no”, “I abstain”, and “The issue cannot be determined without a session”. The decision will be passed if more than half of all members of the Body of Governors vote “yes”. In the event of a tie, the President’s vote shall be decisive. The President shall announce the detailed results of the electronic vote using the University’s email system. The results of the electronic vote will be set out in a decision.

**(5)** The members of the Body of Governors shall be provided the possibility of learning the comments to the question provided by other members.

**(6)** If more than half of the members of the Body of Governors has replied “The issue cannot be determined without a session”, a Body of Governors session shall be convened to discuss and decide the issue.

**(7)** The President or the proxy delegated by the President shall, in the interest of certifying the electronic voting, draw up minutes on the method and time of submitting issues for voting, the contents and time of the replies submitted by members, and the sender’s email address. The results of the electronic vote and the minutes drawn up thereof shall be certified by a member of the Body of Governors (who did not participate in organizing the vote and preparing the minutes), who will report on the above no later than at the upcoming Body of Governors session.

**(8)** An election committee with a valid mandate may also pass decisions by electronic voting. The provisions of paragraphs (1)-(7) of this Section shall apply to electronic votes organized by the election committee, with the proviso that the president of the election committee shall replace the president and the election committee shall replace the Body of Governors.

**Section 8 (1)** Under extraordinary circumstances when it is not possible to hold a Body of Governors session with personal attendance but the nature of the issues to be discussed does not make it possible to forego a discussion or such is not expedient, the session may be held using an electronic system provided by the University and suitable for unique identification and the transmission of audio and video (hereinafter: Online Session).

**(2)** Secret votes may be held as part of an Online Session only using an electronic system that ensures confidentiality and is provided by the University.

**(3)** The provisions of Section 6 (10) shall apply mutatis mutandis to keeping minutes of the session.

**Section 9 (1)** The President of the DSA:

- a) solely represents the DSA at the Assembly of Delegates of the Association of Hungarian PhD and DLA Candidates, as well as in other Hungarian and international fora;
- b) liaises with the leadership of the University, the UDHC, the University Quality Assurance Committee, and the USU;
- c) convenes the Body of Governors, compiles its agenda, and ensures that the decisions of the Body of Governors are enforced;
- d) manages the DSA’s affairs;
- e) makes recommendations to the Rector for announcing the DSA election;
- f) makes recommendations pertaining to the members of the election committee;
- g) proceeds independently regarding issues for which he/she has competence as per the Statutes and decisions of the Body of Governors;
- h) at Body of Governors sessions, reports on the work performed since the previous session.

**(2)** Elections for the post of President shall be held annually, at the first Body of Governors session following the completed and successful DSA election. Any member of the Body of Governors may be elected President with a simple majority. If the candidate who received the most votes does not receive the minimum number of votes required, a second round shall be held within 8 days with only those two candidates who received the most votes in the first round. In the second round, the Body of Governors shall elect the candidate as President who receives more votes. In case of a tie, the election shall be repeated until the election is successful.

**(3)** The mandate of the President shall last until the election of the next President. The President's mandate shall be terminated upon:

- a) the expiry of the mandate;
- b) the termination of the doctoral student's student status;
- c) resignation or dismissal;
- d) the termination of the President's capacity to act, death, or if a court issues a final decision banning the President from public service or determining the President's criminal liability in criminal proceedings.

**(4)** The President may not be a member of the election committee.

**(5)** The dismissal of the President may be initiated by a third of the Body of Governors. The President may be dismissed by a qualified majority of the Body of Governors (more than two thirds of all votes cast), with a secret ballot, acting in expedited procedures.

**(6)** If the mandate of the President expires, presidential by-elections shall be held. The mandate of the President elected in by-elections lasts until the election of the President who takes office after the elections in the following year. If no new elections are held, the presidential mandate shall expire at the end of the year in which the election is held.

**(7)** The President may initiate the election of a Deputy President from among the members of the Body of Governors, either for the replacement of the President or in the interest of performing certain specific tasks. The simple majority of all members of the Body of Governors attending the given session is required for the election of the Deputy President.

## **Chapter IV**

### **Provisions pertaining to DSA elections**

**Section 10** (1) Any doctoral student of Pázmány Péter Catholic University may be a member of the DSA Body of Governors, thus also including doctoral students of the Doctoral School of Sacred Theology. Members of the Body of Governors are elected by the students of the Doctoral Schools for one year in a secret ballot. Under Section 60 (1) (b) of the Higher Education Act, the election shall be valid if at least 25% of the doctoral students in full-time doctoral programs at the given Doctoral School (and the respective field/program) certifiably participated in voting.

**(2)** Members of the DSA Body of Governors

- a) shall be appointed for no more than four years, including the term of all DSA official positions,
- b) may not fill the position of executive officer in any institutional company, may not be a member of a supervisory board, and may not perform any auditing tasks that were established by the higher education institution or in which the higher education institution owns shares.

**(3)** If the conflict of interest under paragraph (2) (b) was in effect beforehand, it shall be terminated by the inaugural session of the Body of Governors or, if it is incurred subsequently, within 30 days of its occurrence.

**(4)** The mandate of the member of the Body of Governors shall be terminated upon:

- a) the formation of the next Body of Governors, unless the member is re-elected;
- b) resignation;
- c) the termination of the doctoral student's student status;
- d) the termination of capacity to act, death, or if a court issues a final decision banning the member from public service or determining the member's criminal liability in criminal proceedings;
- e) with respect to all mandates for the DSA Body of Governors, the day following the day on which the total term of all of the member's mandates amount to 4 years in aggregate;
- f) 30 days following the occurrence of the conflict of interest under paragraph (2) (b), if the conflict of interest has not been terminated by such time limit.

**(5)** Doctoral students are represented in the Body of Governors by one member per doctoral school or, in the case of a multidisciplinary doctoral school, per field, or, in the case of the Doctoral School of Sacred Theology, per program.

**(6)** The regular elections of the DSA shall be announced by the Rector annually, at the motion of the President. The election starts with a nomination period consisting of at least 5 workdays and can be extended by no more than an additional 10 workdays. The election period also consists of at least 5 workdays and can be extended by no more than an additional 5 workdays. The election results shall be announced within 3 days following the closing of the polls. Appeals can be submitted in writing to the election committee within 3 workdays, to which justification shall be attached.

**(7)** The Rector may, at his/her own discretion, announce the DSA election if:

- a) the mandates of all incumbent members of the Body of Governors is terminated without the President having had initiated, prior to the expiry of his/her mandate, the announcement of new elections at the Rector, or
- b) the President fails to initiate the announcement of the upcoming election at the Rector within one year of the formation of the incumbent Body of Governors.

**(8)** The election shall be considered successfully completed if the conditions under Section 10 (1), (3), and (5) are met and no appeal is submitted to the election committee within the provided deadline. If the above conditions are not met, the elections shall be repeated within each doctoral school or the field/program, as necessary.

**Section 11 (1)** An election committee consisting of at least three members (hereinafter: EC) shall be set up. The president and members of the EC shall be nominated by the Body of Governors and appointed by the Rector, with the condition that the president of the EC shall be a teacher, researcher, or administrative employee of the University.

**(2)** The tasks of the EC:

- a) processing and publishing the nominations received during the nomination period;
- b) the technical preparation, organization, or assistance in the organization of the election;
- c) counting the votes cast and announcing the results;
- d) documenting the election and the EC's operations;
- e) deciding on applications for legal remedy concerning the election;
- f) reporting to the Rector, the president, and the Body of Governors regarding the election.

**(3)** Minutes shall be drawn up of the EC's session, opening the ballot boxes, and counting the votes. The EC's mandate shall extend until the formation of the new Body of Governors, after which any EC tasks shall be performed by the Body of Governors until the establishment of the next EC. The EC session shall have a quorum if more than half of its members are present. Attending members shall vote on all issues related to the EC with a simple majority. In the event of a tie, the President's vote shall be decisive. The EC may decide to suspend the election. Objections may be submitted against the EC's decisions to the Body of Governors within 3 workdays of the announcement of the decision.

**(4)** The EC shall announce the results of the election via the NEPTUN system. The official time of announcement is the time the official notice was sent using the NEPTUN system. The EC may publish the election results on one other fora as well.

**(5)** The Rector provides legal oversight for the elections, either in person or via delegated proxy(-ies). The latter shall be obligated to promptly inform the EC and the Rector of any detected and provable violations. In this case, the EC shall immediately suspend the election and draw up minutes of the event. The minutes shall be sent to the Rector.

**Section 12 (1)** All of the University's doctoral students with active status as well as the person admitted to a doctoral program or a doctoral student with passive status who undertakes, in a written statement, to register for an active semester by the formation of the Body of Governors to be elected may be a candidate in the election. If the candidate fails to meet the above condition by the formation of the Body of Governors, the EC shall cancel the results of the election and determine the results in the manner set out in Section 13 (5).

**(2)** A condition for candidacy is that the candidate complete, sign, and submit to the secretariat of the candidate's own doctoral school by the deadline specified in the election announcement, in two copies the nomination form published on the websites of the Doctoral Schools, which also contains the data processing consent.

**(3)** The EC shall include the person submitting the nomination fee in the list of candidates if the EC is able to determine that

- a) the nominee does indeed have the right to a passive vote in the election, and
- b) there are no data or objectives in the introduction and objectives that cannot be reconciled with the spirit of the University.

**(4)** If the conditions under paragraph (3) are met, the secretariat of the doctoral school provides the data in connection with point (a) to the election committee, and, in case of dispute, the Rector or the person appointed by the Rector shall issue a position in the case of point (b) upon the request of the election committee.

**(5)** The secretariat of the doctoral school (program) shall then cover the Neptun code, the data protection consent form, the signature, and, if requested, the photograph, and publish the candidate's nomination form on the doctoral school's website, where voters can gain information on candidates.

**(6)** Notices pertaining to the elections may be posted only in the University and on the University, DSA, Doctoral School, and faculty official websites and social media pages.

**Section 13 (1)** Votes may be cast during the election period only. Each doctoral student may cast only one vote, as certified by signing the attendance sheet. All doctoral students may vote for the



candidates running in representation of their own doctoral schools (and, within the school, the field/program).

**(2)** The ballot contains the names of the candidates who had submitted valid nomination forms in ABC order, the name of the doctoral school, the name of the field/doctoral program (if relevant), and the EC's certification (doctoral school or other seal, initial). The vote shall be considered valid if it is cast on a certified ballot and if the voter's intent can be clearly determined. The ballots unused after the closing of the election shall be submitted to the EC in a sealed envelope, which the EC shall destroy on the day of receipt.

**(3)** Ballots are collected in the ballot boxes used for the purpose. Ballot boxes may be opened at the end of the election period by the president of the EC in the presence of at least one committee member. Minutes shall be drawn up of the opening of the ballot boxes, which shall contain:

- a) the date of opening the ballot box;
- b) the names of the persons in attendance;
- c) the total number of votes cast, the total number of invalid ballots, and the numbers of votes cast for each candidate;
- d) the names and signatures of the persons counting the votes.

**(4)** The candidate who received the most votes within the doctoral school or, within the school, the field/program, shall be appointed as member to the Body of Governors.

**(5)** If an elected member drops out before the inaugural session or the representative of a doctoral school or a field/program within the school drops out from the Body of Governors due to the termination of his/her membership in the Body of Governors, the candidate who received the most votes from the same doctoral school or the same field/program in the same elections shall become member of the Body of Governors for the remainder of the cycle on condition that he/she accepts the position. If the mandate cannot be issued in the manner specified above, the elections shall be repeated within each doctoral school or the field/program, as necessary.

**Section 14 (1)** The elections may be held using the electronic system used by the University and suitable for unique identification, for which the University organizational unit that operates the system shall provide IT support. The provisions of Section 13 shall apply mutatis mutandis to electronic voting.

## **Chapter V**

### **Transitional, interpretative, and enacting provisions**

**Section 15 (1)** Where these Statutes make reference to doctoral students, it shall also be understood to mean the persons who started their doctoral programs prior to September 1, 2016 and with doctoral candidate status as of the entry into effect of these Statutes.

**(2)** The mandates of members of the Body of Governors elected prior to the entry into effect of these Statutes shall remain valid until the formation of the Body of Governors resulting from the elections due in the year of the entry into effect of these Statutes; the mandate of the President shall last until the election of the next President.

**Section 16 (1)** These Statutes were approved by the DSA Body of Governors on January 19, 2021.

**(2)** These Statutes shall enter into effect on the day following their approval by the University Council.