

MOHOLY-NAGY UNIVERSITY OF ART AND DESIGN

GENERAL AND STUDENT EVENT ORGANISATION POLICY

Annex No. 4 to the
ORGANISATIONAL AND OPERATIONAL REGULATIONS

Date of entry into force: 27 July 2023, by Resolution No. 12/2023. (07.27.) of the Board of Trustees of the Foundation for Moholy-Nagy University of Art and Design

Mandatory review date: 27 July 2025

The Senate of Moholy-Nagy University of Art and Design (hereinafter: the University or MOME) hereby adopts the University's General and Student Event Organisation Policy (hereinafter: the Policy) pursuant to Act CCIV of 2011 on National Higher Education (hereinafter: National Higher Education Act).

CHAPTER 1

GENERAL PROVISIONS

Section 1

- (1) To protect the University's reputation and ensure the smooth running of its academic and institutional activities, any event held by the University or on its behalf – whether on campus or elsewhere – must align with the University's mission, internal regulations, and the Code of Ethics and Disciplinary Action Policy, and must be delivered to a high standard, in keeping with the University's traditions and conducted in an orderly and appropriate manner.
- (2) The purpose of this Policy is to:
 - a) ensure that all events within the scope of this Policy – irrespective of their type – may proceed in accordance with the organisers' aims, provided they remain within the framework laid down here;
 - b) set out clear internal procedures for the preparation and approval of events;
 - c) establish consistent principles for authorising events and standardise the related documentation;
 - d) ensure, throughout any event, the protection of participants' rights and their personal and material safety, safeguard the University's independence, and prevent any damage to property owned or used by the University.
- (3) The scope of this Policy extends to:
 - a) all organisational units of the University, its employees and students whenever an event is held on University premises or organised on behalf of the University at an external location. It also extends to all individuals and legal entities employed by, or leasing from or to the University when organising events, as well as any to other persons or organisations holding events on University premises;
 - b) events organised by the Student Council (HÖK) and the Doctoral Student Council (DÖK), whether held on University premises, in University-leased properties, or at external venues;
 - c) events organised for students by student-led groups or by any individual student, whether held on or off University premises;
 - d) events open to University students or employees and held on University premises by external organisers.

CHAPTER 2

DEFINITIONS

Section 2

- a) **Event:** a series of activities organised for a specific purpose within a defined space, time period and group of participants, as well as a one-off occasion during which a group of people engages in a shared activity on an ad hoc basis. Depending on the organiser, an event may be an internal event or an external event.
- b) **Internal event:** an event organised by the University or any of its organisational units, or by persons affiliated with them, held either in a University-owned facility, a facility used by the

University, or at an external venue, including events co-organised with an external organisation with the University's involvement.

- c) **External event:** an event held on University premises or in a facility used by the University which is neither an internal event nor a student event.
- d) **Students Student Council (HÖK) event:** an event organised by the Student Council (HÖK) or the Doctoral Student Council (DÖK) which is supported by the University, or which is organised on University premises or in partnership with the University.
- e) **Other student events:** events organised for students by student-led groups or by any individual student of the University, held on or off University premises; and student events organised by external organisers, open to University students and held on University premises.
- f) **Student events:** Student Council (HÖK) events and other student events, together.
- g) **Event organisation:** the full scope of preparatory, organisational, and coordinating work relating to a gathering held at a particular place and time for a pre-defined social, scientific, professional, cultural, sporting, or other purpose. This includes providing the infrastructure required to deliver the event (venue, technical equipment, interpreting, support services, etc.) as well as arrangements for participants (accommodation, catering, activities, etc.).
- h) **Event organiser:** the responsible person who is personally accountable for obtaining the required permits, submitting notifications, and providing information while organising the event, and who has the authority to take any necessary measures. They, or a person authorised by them, must be present at the venue throughout the event to ensure it is conducted properly and order is maintained.
- i) **Event area:** the part of University premises or an external venue made available to the organiser for use for the purposes of the event.
- j) **Marketing communications tools:** any communication tool capable of influencing the reputation, public awareness, or image of the University or any of its organisational units or bodies among external stakeholders.
- k) **Permitted capacity:** the maximum number of participants who can safely leave the room within the time required by law, taking into account the floor area and the evacuation calculation, and subject to the applicable rules in force in an emergency.
- l) **Evacuation calculation:** determination of the time interval within which the event venue can be evacuated in an emergency, taking into account the throughput capacity of exits available for leaving the rooms and the planned number of participants.
- m) **Security staff:** persons engaged by the organiser directly or through a security provider, responsible for maintaining order throughout the event. This does not include staff providing routine security for the premises (e.g. reception staff, security guards).
- n) **Force majeure:** an emergency, natural disaster, extreme weather condition, extraordinary incident, or traffic accident that jeopardises the safe and incident-free delivery of the event. Force majeure does not apply if the event venue is closed before the event takes place due to a regulatory measure (such as action by the tax authority, police, or fire service) arising from the organiser's actions or omissions.
- o) **Participation principle:** participants take part in individual events at their own risk.
- p) **Alumni event:** an event organised for former students of the University.
- q) **Music and dance event:** an event, as defined in Government Decree 23/2011 (III. 8.) Korm. on improving the safety of music and dance events, which is public and not private, held regularly or on a specific occasion or date, where the main purpose of the event is the provision of music to the public, whether by means of playing of selected recorded music or through live performance, taking place in or on a structure used for mass occupancy (meaning a structure containing a space intended for mass occupancy, or in which the simultaneous presence of more than 300 persons may be expected at any time; hereinafter: the Structure), and where attendance does not require a purchased seat. This also includes

events held outdoors where, at some point during the event, the number of participants is expected to exceed 1,000 (*hereinafter: Outdoor Event*).

CHAPTER 3

PREPARATION, ORGANISATION, AND OVERSIGHT OF INTERNAL EVENTS

Preparation of events not requiring approval

Section 3

- (1) Events not requiring approval include activities forming part of the University's core functions, as well as training courses and further training organised by the University or its organisational units; non-timetabled theoretical or practical sessions scheduled in advance within the University's academic calendar; and non-public, private events, provided that the event organiser acts within the scope of their authority as defined in the Organisational and Operational Procedure.
- (2) On University premises, internal events of the types listed in points (a)–(e) may be held without separate approval by the Event Organisation Committee, subject to notification to the Event Organisation Meeting, provided that the event is organised by a University organisational unit:
 - a) meetings of the Senate and the Consistory; meetings of professional bodies and committees; meetings of working groups; and other professional meetings;
 - b) events organised for educational purposes;
 - c) alumni events;
 - d) cultural and sporting events;
 - e) ceremonial, academic and professional events.
- (3) Events organised by the University's organisational units that can be planned in advance must be scheduled on a semester basis. The relevant schedule must be submitted to the Event Organisation Committee and the Event Organisation Meeting at least one month before the start of the semester.
- (4) Events that cannot be planned in advance must be notified in writing to the Event Organisation Meeting at least seven days prior to the event.
- (5) Any change to the arrangements of a previously planned event must likewise be notified to the Event Organisation Meeting no later than three days before the event. Where notification of such a change is not reasonably possible three days in advance due to the circumstances – for example, where the change only becomes apparent on the day before the event – the change must be reported to the Event Organisation Meeting without delay, provided it cannot be avoided. The organiser will be liable for any damage arising from delayed notification.
- (6) Notification of events must be submitted in writing to the Event Organisation Meeting via the online platform designated by the Brand Office, no later than 30 days prior to the event. The notification must include the following information:
 - a) the title of the event;
 - b) the organising body (e.g. church, company, association);
 - c) the responsible organiser;
 - d) the exact date and time of the event;
 - e) the precise location of the event;
 - f) the programme of the event;
 - g) the speakers or performers participating in the event;
 - h) the planned number of participants;
 - i) any requested services;
 - j) any other specific information required under the University's internal regulations.

- (7) In the case of recurring events taking place over a defined period, notification is required only once, provided that all dates are specified.

Preparation of events requiring approval

Section 4

- (1) An event requiring approval is any public event held on University premises that uses a space for a purpose other than its usual one.
- (2) Events under paragraph (1) require the prior approval of the Event Organisation Committee.
- (3) During preparation, the organiser must ensure compliance with all applicable financial and legal regulations. For internal events, the Campus Administration is responsible for obtaining the permits required for safe delivery of the event. For externally organised events, this responsibility rests with the organiser.
- (4) Music and dance events may only be held once the relevant event permit or notification required by government decree has been obtained. As part of the preparation process, the organiser must complete the online form provided by the Campus Administration.
- (5) Draft contracts relating to events must be reviewed in advance, and any financial commitment must be formally registered and countersigned in accordance with the relevant internal regulations.
- (6) Where an application for approval is incomplete, the approving body must request the submission of the missing information and set a deadline of five days for completion. Approval will be granted if the missing information is submitted within the deadline; otherwise, the application will be refused.
- (7) Events may be held only within the scope and conditions set out in the approval granted.

Organisation of events

Section 5

- (1) Responsibility for preparing complete documentation for an event lies with the organisational unit responsible for that event. This responsibility includes, in particular:
 - a) carrying out all preparatory planning activities;
 - b) developing alternative solutions where necessary;
 - c) preparing the event programme and operational schedule;
 - d) preparing a preliminary budget;
 - e) finalising the financial plan;
 - f) coordinating all organisational activities related to the event;
 - g) finalising the event's accounts and ensuring full documentation thereof;
 - h) accounting for any advance payments received in connection with the event within the prescribed deadlines;
 - i) preparing the professional report on the event.
- (2) Cost and revenue plans must clearly indicate the type, proportion, and proposed source of costs and revenues, and the availability of the required funds shall be verified.
- (3) Where the involvement of external service providers is required for the organisation of the event, the organiser must obtain the necessary quotations and justify the selection criteria for the offer selected.
- (4) Following approval by the Event Organisation Committee and, where required, confirmation of funding, and after the conclusion of the necessary contracts, the organiser may commence the organisation of the event in accordance with applicable legislation and University regulations.

- (5) In cooperation with the MOME Brand Office, the person responsible for the event will organise the promotion of the event, manage communication with media representatives, and coordinate media relations related to the event.

The Event Organisation Meeting and the Event Organisation Committee

Section 6

- (1) The Event Organisation Meeting is an operational body established at University level to coordinate events and manage event notifications. It meets on a weekly basis.
- (2) The Event Organisation Meeting is chaired by the Head of the Brand Office. Its permanent invitees are:
- a) a delegate of the Campus Administration;
 - b) a delegate of the Rector's Office;
 - c) a delegate of the Academy;
 - d) a delegate of the Innovation Centre;
 - e) a delegate of the TechPark;
 - f) a delegate of the Doctoral School;
 - g) a delegate of the Student Hub;
 - h) a delegate of the Student Council (HÖK);
 - i) the Director of Strategic Development or their delegate;
 - j) other members of the University community invited by the Head of the Brand Office.
- (3) Decisions are reached by consensus.
- (4) The role of the Event Organisation Committee is to oversee proposed events, with particular regard to their feasibility, cost-effectiveness, and compliance with University regulations and institutional values.
- (5) The members of the Event Organisation Committee are:
- a) the Director of the Campus Administration;
 - b) the Director of Strategic Development;
 - c) the Head of the Brand Office;
 - d) the Head of the Student Hub;
 - e) a representative of the Chief Executive Officer's Office;
 - f) a representative of the Rector's Office;
 - g) and for student and Student Council (HÖK) events, a delegate of the Student Council (HÖK), and for Doctoral School and Doctoral Student Council (DÖK) events, a delegate of the Doctoral Student Council (DÖK), on a case-by-case basis.
- (6) The Event Organisation Committee decides on the approval of events and resolves any matters relating to events where no consensus has been reached at the Event Organisation Meeting, as well as any issues formally referred to it by the Meeting.
- (7) The Chair of the Event Organisation Meeting must submit for decision any events that are subject only to notification where the risk set out in paragraph (10) may arise.
- (8) Applications for approval must be submitted to the Event Organisation Committee no later than 65 days prior to the start date of the event.
- (9) The Event Organisation Committee must review notifications and applications for approval at its next meeting and, in any case, no later than 10 days after receipt of the application. In urgent cases, or where the risk referred to in paragraph (10) arises, the Committee must decide within two working days, including by electronic means. The procedure for electronic decision-making must be set out in the Committee's rules of procedure.
- (10) The Event Organisation Committee may prohibit the holding of an event, or any part of it, if the event plan or notification reveals that the event, or any part of it, would undermine the University's reputation, mission, or Code of Ethics and Disciplinary Action Policy.

- (11) The Event Organisation Committee meets on a weekly basis and adopts its decisions by simple majority. In the event of a tied vote, the Head of the Brand Office must make the decision.

Monitoring and oversight of events

Section 7

- (1) On behalf of the University, events may be monitored by the Director of the Campus Administration, the Director of Strategic Development, the Head of the Brand Office, the Head of the Student Hub, or any person delegated by them.
- (2) Where life and/or property safety is seriously threatened, the person carrying out the monitoring may impose restrictive measures or prohibit the continuation of the event.
- (3) (3) Where, after the rooms or outdoor areas used for an event have been handed back to the University, significant damage, contamination, or deliberate vandalism is identified and the organiser does not acknowledge or disputes the extent of such damage, the person taking over the premises must, in addition to written documentation, record the actual condition by means of photographs or video. In doing so, care must be taken to ensure that the images can be clearly identified at a later date. Where necessary, the assistance of a specialist (damage assessor) must be sought in order to assess the damage.
- (4) During the event, any extraordinary incidents or disturbances must be reported to the Campus Administration.

Institutional responsibilities relating to the organisation of events

Section 8

- (1) Responsibilities of the Brand Office:
 - a) preparing the University-level event plan each semester;
 - b) drawing up the schedule for University-level events;
 - c) participating in the organisation and promotion of University-level events, including their internal and external communication, and maintaining records of members of the University community involved in the delivery of such events;
 - d) carrying out tasks related to institutional data processing and transfer;
 - e) submitting a brief written report on University-level events to the Chief Executive Officer within two weeks following the event;
 - f) investigating complaints received in connection with University-level events and taking the necessary measures, involving the relevant organisational units as appropriate;
 - g) performing the secretariat duties of the Event Organisation Meeting.
- (2) Responsibilities of the Campus Administration:
 - a) monitoring compliance with fire safety and property protection regulations;
 - b) submitting the required documentation to the competent authorities;
 - c) monitoring compliance with the conditions set out in the event permit;
 - d) reviewing requests for technical connections required for the delivery of events and, where professionally justified, arranging their installation, or proposing alternative solutions;
 - e) investigating complaints received in connection with unit-level events and taking the necessary measures.
- (3) Responsibilities of the organisational unit:
 - a) preparing a unit-level event plan each semester;
 - b) assisting with the processing of data specified in Annex No. 6 to the National Higher Education Act.

Press invitations and filming permits
Section 9

- (1) Where the organisers of an event held at the University, or any other member of the University community, intend to invite representatives of the press to cover the event, the Head of the Brand Office must be informed of both the fact and the content of the invitation. The Head of the Brand Office must also be informed of any media enquiries received by the event organiser or by any other person involved.
- (2) Photographing or filming at University events for publication in the press or other media is subject to the prior approval of the Head of the Brand Office and requires a photographing and filming permit issued by the Brand Office.

CHAPTER 4
EVENTS ORGANISED BY EXTERNAL PARTIES
Section 10

- (1) Events organised by external parties are delivered for profit-making purposes. Their objectives include maximising the utilisation of University spaces, increasing the University's revenue, and enhancing its reputation. All externally organised events are subject to mandatory notification.
- (2) Tasks related to the letting of premises and the delivery of the event, as well as internal coordination and administrative matters, are handled by the designated member of staff of the Business Development Office (hereinafter: Administrator). The Administrator is responsible for ensuring that events organised on University premises align with the University's reputation, mission, internal regulations, and Code of Ethics. Whether an event is consistent with the University's brand and values is decided by the Head of the Brand Office. Regardless of their nature, events must be planned and delivered so as to enable organisers to achieve the objectives they have set, ensure participants' personal safety and the security of their property, avoid compromising the University's independence, and avoid endangering any assets owned or used by the University.
- (3) In the case of externally organised events, following an enquiry from the client, the Event Organisation Meeting reviews the purpose of the proposed event and, where it is compatible with this Policy, checks compliance with the applicable submission deadlines. Applications must be submitted at least 70 days before the event in the case of music and dance events requiring approval, and at least 40 days before the event in the case of events requiring approval that are not music and dance events. Where an event does not require approval from a safety or security perspective, the application must be submitted at least 30 days before the event.
- (4) In the case of externally organised events, a contract must be concluded in all cases, irrespective of the amount of the rental fee. Responsibility for concluding the contract rests with the Business Development Office.

CHAPTER V

RULES FOR EVENTS ORGANISED BY STUDENTS, AND PARTICIPATION IN SUCH EVENTS

Planning Student Council events

Section 11

Student Council (HÖK) events that can be planned in advance must be planned for each academic term. The University-wide student events plan must be submitted to the Event Coordination Meeting and the Event Organising Committee within 10 days of the first day of the teaching period. The events plan is prepared by the designated administrator of the Student Council (HÖK).

Rights of the Student Council (HÖK)

Section 12

The Student Council (HÖK) is responsible for organising events aimed at maintaining student traditions (including the Freshers' Ball and Freshers' Camp) and for contributing to the preparation of the termly student events plans.

Initiating a student event and submitting a notification

Section 13

- (1) The organiser of a student event must notify the Event Coordination Meeting in accordance with this Policy by submitting the standard form set out in Annex 1 no later than 30 days before the event, or 65 days before the event in the case of music and dance events.
- (2) Other student events must be notified by the representative designated by the relevant student-led group, or by the student organising the event individually.
- (3) Any change to a planned event – including the venue, date or time, performers, programme elements, or the nature of the event – must be notified at least 7 days before the event. Where notification at least 7 days in advance is not possible due to the circumstances (for example, if the change only becomes known on the day before the event), the change must be notified to the Event Coordination Meeting without delay, provided that it cannot be avoided.
- (4) Unless otherwise provided for in this chapter (Chapter 5), the rules applicable to general events must be applied.

Use of premises

Section 14

- (1) For student events of a professional or academic nature, as well as events aimed at maintaining student traditions, the buildings, facilities, rooms, and outdoor areas managed by the University must be made available free of charge.
- (2) For other student events, the Event Organising Committee may, on a case-by-case basis and subject to the approval of the Rector and the CEO, authorise the free use of University premises.
- (3) Where free use of University premises is not authorised, the applicable rental fee must be calculated on a cost-recovery basis.

Who may organise Student Council (HÖK) events
Section 15

- (1) Events organised by or on behalf of the Student Council (HÖK) or the Doctoral Student Council (DÖK) may be organised exclusively by their elected officers.
- (2) During the preparation and delivery of Student Council (HÖK) events, the organisers may, with the approval of the CEO, request the assistance of University staff. The Campus Administration must be involved in the preparation.
- (3) In accordance with its Statutes, the Student Council (HÖK) is responsible for organising events that support the integration of newly admitted students, including in particular the following events:
 - a) Freshers' Camp
 - b) Freshers' Ball.

Institutional responsibilities relating to the organisation of student events
Section 16

- (1) The responsibilities of the Student Council (HÖK) are to:
 - a) prepare the University-wide student events plan each semester and organise student events aimed at maintaining traditions;
 - b) plan and initiate the use of the financial resources available to the Student Council (HÖK) for such events;
 - c) submit reports on University-level student events to the CEO where requested;
 - d) investigate complaints related to University-level student events and take the necessary measures.
- (2) Responsibilities of the Campus Administration are to:
 - a) monitor compliance with fire safety and property protection regulations;
 - b) submit any statutory notifications required, based on information provided by the event organiser;
 - c) monitor compliance with the conditions set out in event permits;
 - d) review requests for technical connections required for the delivery of events and, where professionally justified, arrange their installation, or proposing alternative solutions;

Provisions for managing and reducing integrity risks
Section 17

- (1) Student events may be held only once all permits required under this Policy and applicable legislation are in place.
- (2) (2) During both the preparation and delivery of a student event, the approving bodies and the professionally competent staff of the Campus Administration must be allowed to carry out their monitoring activities.

Rules on participation in student events
Section 18

- (1) The organiser decides who may attend a student event, based on the type of event, the approved budget, the venue, and the applicable legal regulations and internal policies.
- (2) In the case of student events announced as private, participation is limited to University staff and students within the group specified in the announcement.
- (3) In the case of student events not announced as private, participation is open to persons beyond the University's student body.
- (4) The Event Organising Committee decides whether a student event is to be announced as private, based on the organiser's recommendation.
- (5) The organiser may publish the participation notice, taking into account the nature of the student event and the intended group of participants, in the following ways:
 - a) the University website;
 - b) social media groups;
 - c) the student information portal;
 - d) notices displayed in University buildings in areas frequently used by students.
- (6) The participation notice must include the date and venue of the event, its nature and official title, the group of participants, and, where applicable, the participation fee. It may also include the programme, performers, and sponsors, if any.
- (7) Participants must verify their eligibility to attend a student event by presenting a student card and, where the event is not free of charge, a student card together with a valid admission ticket.
- (8) A person who is otherwise eligible to participate may nevertheless be excluded from the event if, despite verifying their eligibility, they violate the safety regulations applicable to the event or any other rules of conduct determined by the organisers.
- (9) Participants in student events are required to comply with all applicable legal provisions, as well as with the standards and rules laid down in the MOME Code of Ethics and Disciplinary Action Policy.
- (10) The organisers may exclude from the event any person who violates applicable laws or internal regulations, or whose conduct or appearance interferes with, disrupts, or disturbs other participants.

Procurement of services

Section 19

- (1) Where the organisation of a student event requires the involvement of an external service provider, the organiser must act in accordance with the applicable legal provisions and internal policies and must ensure that the relevant procurement procedure is carried out.
- (2) For student events, services may be procured either as a combined set of services or as individual services, at the organiser's discretion, in all cases taking into account the principles of cost-efficiency and professional organisation of the event.
- (3) For all student events, organisers are required to select the type and value of catering and other services in a reasonable and cost-conscious manner.

Freshers' Camp

Section 20

- (1) During the preparation, organisation, and delivery of the Freshers' Camp, the Rector or the Chief Executive Officer may request information from the President of the Student Council (HÖK) at any time. The President of the Student Council (HÖK) is required to provide a written response without delay.
- (2) The rules of the Freshers' Camp apply to all persons present at the camp, in particular to those who are registered as participants in the Freshers' Camp and have signed the Declaration of Responsibility (Annex 4); participate in the event as students of the University; or take part in the event at the request of the organisers.

Preparations for the Freshers' Camp

Section 21

- (1) In preparation for the Freshers' Camp, the Student Council (HÖK) is required to draw up an delivery plan which, following countersignature by the Campus Administration, must be submitted for approval to the Rector and the Chief Executive Officer, or to a person designated by them, no later than 60 days before the planned start date of the Freshers' Camp. The President of the Student Council (HÖK) must be informed in writing within one week of the approval of the delivery plan or if amendments or additional information are required.
- (2) The delivery plan must, in particular, set out the following:
 - a) the location and the proposed start and end dates of the Freshers' Camp;
 - b) the detailed schedule and programme of the Freshers' Camp;
 - c) the names and contact details (telephone number and email address) of the persons responsible for organising the Freshers' Camp, as well as of the students involved in its organisation;
 - d) a brief description of the Freshers' Camp programmes, comprising 3–5 sentences;
 - e) the external guests, speakers, and performers proposed to be invited to the Freshers' Camp;
 - f) the budget of the Freshers' Camp;
 - g) the name and contact details (telephone number and email address) of the person responsible for ensuring the safety of students participating in the Freshers' Camp.
- (3) The President of the Student Council (HÖK) is required to collect the relevant personal data from the organisers and forward them to the University. The personal data included in the approved delivery plan must be retained for five years.

Key provisions relating to the delivery of the Freshers' Camp

Section 22

- (1) A Freshers' Camp may be organised at the University only on the basis of an delivery plan approved in accordance with Section 21(2). The approved delivery plan must be attached to the event notification submitted under the general rules. Any changes arising after submission must be reported in accordance with those general rules.
- (2) Commitments, including the conclusion of contracts, placement of orders, or signing of request forms, may be undertaken only as permitted by the approved delivery plan and in accordance with the rules governing the assumption of commitments.
- (3) The revenues of the Freshers' Camp may include, in particular:

- a) budgetary funds allocated to the Student Council (HÖK);
 - b) revenue from participation fees;
 - c) sponsorship and other forms of support.
- (4) During the delivery of the Freshers' Camp, appropriate accommodation and catering must be provided for participating students.
- (5) During the delivery of the Freshers' Camp, participants must be given the opportunity to receive a detailed presentation of the University's programmes and services.
- (6) When organising community building events, activities, group games, or competitions, the safety and human dignity of participants must be safeguarded. Participation in such activities must not be made mandatory, and students who choose not to take part must not be placed at any disadvantage as a result.
- (7) If any organiser breaches the requirements set out in paragraph (6), any person who becomes aware of the breach, or whose dignity or rights have been affected, may and must report it to the person responsible for delivering the Freshers' Camp. Upon receiving such a report, the responsible person must investigate the matter immediately and take appropriate action in accordance with the University's internal policies and the applicable law. If it is established that a participant has failed to comply with the house rules of the Freshers' Camp or with the requirements set out in paragraph (6), but no more serious misconduct has occurred, the person responsible for delivering the Freshers' Camp may terminate that participant's participation and require them to leave the camp.
- (8) A participant who is instructed to leave the Freshers' Camp must do so within six hours of the instruction. Failure to comply may result in disciplinary proceedings being brought.
- (9) If the person responsible for delivering the Freshers' Camp fails to investigate a reported breach of paragraph (6), the reporting party may refer the matter to the Chief Executive Officer, who must investigate the case within five working days, make the decisions referred to in paragraph (7), and, where necessary, launch disciplinary proceedings.

Special protection of the right to human dignity Section 23

A person participating in the Freshers' Camp may not be compelled, against their will, to take part in any activity, in particular:

- a) to consume alcohol;
- b) to act in a manner that violates their personal moral values or convictions;
- c) to engage in any unlawful conduct.

Provisions following the conclusion of the Freshers' Camp Section 24

- (1) Following the conclusion of the Freshers' Camp, the President of the Student Council (HÖK) must prepare a written report. The report must, in particular, include:
- a) evaluation of the events of the Freshers' Camp in text form;
 - b) positive experiences and good practices identified during the Freshers' Camp;

- c) a description of any problematic incidents that occurred during the Freshers' Camp and the measures taken to address them.
- (2) Following the conclusion of the Freshers' Camp, the President of the Student Council (HÖK) must prepare a written financial account and submit it to the Directorate for Economic Affairs.

Freshers' Ball Section 25

- (1) (1) The University attaches particular importance to the Freshers' Ball as a formal event that marks the integration of newly enrolled students into the University community, contributes to a vibrant student life, and strengthens community bonds.
- (2) The Student Council (HÖK) responsible for organising the Freshers' Ball must draw up a delivery plan and submit it for approval to the Rector and the Chief Executive Officer, or to a person designated by them, no later than 65 days before the planned date of the Freshers' Ball. The President of the Student Council (HÖK) must be informed in writing within one week of the approval of the delivery plan or if amendments or additional information are required.
- (3) The delivery plan must, in particular, set out the following:
 - a) the location and the proposed start and end dates of the Freshers' Ball;
 - b) the detailed schedule and programme of the Freshers' Ball;
 - c) the performers and other contributors planned for the Freshers' Ball;
 - d) the names and contact details of the students responsible for organising the Freshers' Ball;
 - e) a detailed budget for the Freshers' Ball;
 - f) the name and contact details (telephone number and email address) of the person responsible for ensuring the safety of students participating in the Freshers' Ball.
- (4) A Freshers' Ball may be organised at the University only on the basis of an delivery plan approved in accordance with paragraph (3). The approved delivery plan must be attached to the event notification submitted under the general rules. Any changes arising after submission must be reported in accordance with those general rules.
- (5) During the preparation, organisation, and delivery of the Freshers' Ball, the Rector or the Chief Executive Officer may request information from the President of the Student Council (HÖK) at any time. The President of the Student Council (HÖK) is required to provide a written response without delay.
- (6) Commitments related to the organisation and delivery of the Freshers' Ball may be undertaken only in accordance with the rules governing the assumption of commitments.

Rules on exclusion from Student Council (HÖK) events Section 26

- (1) The President of the Student Council (HÖK) may exclude from Student Council (HÖK) events, including the Freshers' Camp, any person who violates applicable laws or internal regulations, or whose conduct or appearance interferes with, disrupts, or disturbs other participants.
- (2) The President of the Student Council (HÖK) must ensure that the circumstances of any breach are properly established and that the necessary measures are taken.

- (3) Where any participant or organiser of the Freshers' Camp breaches the provisions set out in the Declaration of Responsibility (Annex 4) or in these Regulations, ethical or disciplinary proceedings may be brought against that person.

CHAPTER 6
OBLIGATIONS AND RIGHTS OF THE EVENT ORGANISER

Principles governing the designation of the responsible person
Section 27

- (1) The organiser is responsible for ensuring order at the event is maintained.
- (2) The Event Organisation Meeting, and, in the case of events requiring approval, the Event Organisation Committee, approves the designation of the organiser.
- (3) The organiser is responsible for obtaining the required permits, submitting the necessary notifications, and providing the required information in connection with the organisation of the event. The organiser has the authority to take necessary measures. Throughout the entire duration of the event, the organiser must be present at the venue to ensure lawful conduct and the maintenance of order, and must ensure compliance with, and enforcement of, the provisions of this Policy.
- (4) For a given event, the organiser is responsible for notifying the competent authorities and for ensuring order at the event is maintained, with the involvement of the relevant organisational units of the University.
- (5) If the conduct of participants threatens the lawful conduct of the event, and order cannot be restored by other means, the organiser must terminate the event.
- (6) The organiser must provide the Campus Administration with all information required for the submission of mandatory notifications to the competent authorities. The Campus Administration must either return the issued permits to the organiser, provide copies of those permits, or inform the organiser in writing of the conditions and restrictions set out in them.
- (7) The organiser must ensure that participants leave the event venue by the end time specified in the event permit and that the venue is returned to its original condition.
- (8) During the event, the organiser must follow and enforce any instructions issued by the competent emergency authorities.
- (9) Where announced in advance, the organiser may restrict access to music and dance events for minors by requiring the presentation of an official document verifying age. In addition, to prevent alcohol being served to anyone under 18, entry may be made conditional on using a clearly distinguishable ticket, card, or wristband for anyone under 18.
- (10) The organiser must ensure that attendance does not exceed the permitted maximum and must refuse entry once that number has been reached.

CHAPTER 7
FINANCIAL PROVISIONS
Section 28

- (1) In accordance with this Policy, the organiser must prepare the event budget. Prior financial approval of the budget must be obtained in line with the Financial Policy.
- (2) No commitment, including the placement of orders or the conclusion of contracts, may be undertaken unless an approved budget is in place. All commitments related to events are subject to the Financial Commitment Policy in force at the time.

- (3) Depending on the nature of the event and the services to be procured, the organiser must procure services cost-effectively, in compliance with applicable law, University policies and instructions, and the University's procurement principles, and, where students are required to pay, must ensure that services are provided at the lowest possible cost.
- (4) Where there is no valid commitment document approved before delivery, including a signed contract, signed order, or approved request form, the University will not make any payment.
- (5) If the event is not free of charge, the organiser sets the participation fee payable by participants, taking into account the event budget and the budget allocated for events for the year as a whole.
- (6) Any revenue generated from participation fees must be accounted for within the event budget. Any revenue generated from participation fees must be accounted for within the event budget. If the financial settlement shows a surplus or remaining balance, and the event was funded from the Student Council (HÖK)'s budget, that amount should, where possible, be used to fund other student events.
- (7) Any financial support provided by a third party solely for the delivery of a specific event must be used exclusively for that event. Any in-kind support received must likewise be used in direct connection with the event concerned.
- (8) The Finance Directorate is responsible for preparing the final financial account of the event.

CHAPTER 8
Final provisions
Section 29

- (1) This Policy was proposed for adoption by the Senate of Moholy-Nagy University of Art and Design by Resolution No. 90_2022/2023 (VI.26) and was adopted by the Maintainer by Resolution No. 12/2023 (07.27.).
- (2) This Policy enters into force on the day following its adoption by the Maintainer. Upon its entry into force, the MOME Code of Ethics effective from 1 August 2017 is repealed.

27 July 2023, Budapest

Böszörményi Nagy Gergely
President of the Foundation for Moholy-Nagy
University of Art and Design

Annexes

1. Annex 1: Notification form for events not requiring approval
2. Annex 2: Application form for events requiring approval
3. Annex 3: Notification form for externally organised events
4. Annex 4: Declaration of responsibility
5. Annex 5: Camp rules and regulations

Notification form for events not requiring approval

(This form is intended solely to ensure internal information flow within the University. It does not replace any statutory obligations to notify the relevant authorities.)

Date of submission (year, month, day):

Filing number: (to be completed by the organisational unit)

Organiser's full name (surname and first name):

Organiser's organisational unit:

Organiser's organisational unit:
surname and first name:

Organiser's contact details: *(email address, mobile phone number number)*:

.....

Person authorised to act in place of the organiser in case of absence *(name, position, contact details)*:
.....

The title of the event:.....

Purpose of the event:.....

Programme of the event and names of performers/speakers:
.....

Date and duration of the event:

Exact venue (address and, within the venue, the rooms/areas to be used):
.....

Capacity of the selected venue: maximum ___ persons.....

Expected number of participants: minimum ___ persons.....

Method of monitoring attendance numbers *(e.g. attendance list, named register, entry ticket, wristband, etc.)*:
.....

Press involvement required / no press involvement required (underline as appropriate).

I declare that the information provided in this form and its annexes is accurate and complete.

I acknowledge the provisions of the Event Organisation Policy and agree to comply with the instructions of persons exercising supervisory authority.

.....
Signature of the organiser

Application form for events requiring approval

(This form is intended solely to ensure internal information flow within the University. It does not replace any statutory obligations to notify the relevant authorities.)

Date of receipt of permit (year, month, day):.....

Filing number: (to be completed by the organisational unit)

Organiser's full name (surname and first name):

Organiser's organisational unit:

Organiser's contact details: *(email address, mobile phone number)*:
.....

Person authorised to act in place of the organiser in case of absence *(name, position, contact details)*:
.....

The title of the event:.....

Purpose of the event (short summary):

.....
.....
.....
.....
.....

Programme of the event and names of performers/speakers:
.....

Associated organisational unit (if any):

Invitees (e.g. academic staff, students, external guests, representatives of the Ministry):

Participation of University leadership requested: (Rector, Chief Executive Officer – specify purpose: opening remarks, welcome address, other)

Invitation materials / publications requested:

IT requirements (microphone, sound system, laptop, projection):

Is a fire permit required?

Other technical requirements (furnishing, parking, cleaning, reception service, etc.):

Detailed budget plan (to be attached, including expected expenditure and revenue)

(Examples: catering, accommodation, other services (music, narration, decoration, awards, prizes, gifts, etc.)

Source of funding (e.g. grant funding):

Press involvement required / no press involvement required (underline as appropriate).

Event script required:

Additional remarks:

I declare that the information provided in this form and its annexes is accurate and complete.
I acknowledge the provisions of the General and Student Event Organisation Policy and agree to comply with the instructions of persons exercising supervisory authority.

.....
Signature of the organiser

.....
Approver

Annexes: Copies of all documents required for the event (e.g. site use permit for the venue; regulatory permits; specialised authority regulatory permits (e.g. pyrotechnics); other relevant permits; detailed budget plan).

.....
Signature

Notification form for externally organised events

Declaration of responsibility

I, the undersigned: (mother's name:; address:; ID number:; social security number:) declare, under penalty of criminal liability, that I have been informed of, and I accept and agree to the house rules and internal regulations established by the camp operators and organisers for the Freshers' Camp organised by the Student Council (HÖK) / Doctoral Student Council (DÖK) of Moholy-Nagy University of Art and Design (location:; date:). I accept financial responsibility for any damage caused by me.

I accept responsibility for my own physical safety and health. I confirm that at the time of pre-registration I disclosed to the organisers any medical conditions, allergies, medication sensitivities, or other relevant health information.

I confirm that I participate in the camp events at my own risk.

Dated

.....
signature

Camp house rules

1 Participants in the Freshers' Camp are morally and financially responsible for their own physical safety and that of others, for safeguarding camp equipment and facilities, and for observing standards of civilised and respectful conduct throughout the duration of the camp.

2 Any buildings, premises, or camp equipment made available for use must be returned at the end of the camp in the same condition and quantity in which they were received.

3 Each participant is liable for any damage caused by them.

4 Participants must comply with fire safety regulations. Lighting fires is prohibited inside buildings and tents. Smoking is permitted only in designated areas.

5 Littering within the camp area is prohibited. Waste must be disposed of in designated bins.

6 The use of illegal substances is strictly prohibited throughout the duration of the camp.

7 The camp area may be left only with the prior written permission of the camp leaders.

Name: Phone number:

8 Crossing areas marked off with tape or barriers without permission constitutes unauthorised departure from the camp and results in immediate removal from the camp.

9 The camp leader may remove from the Freshers' Camp any participant who breaches the camp rules. In such cases, the participant must leave the camp within six hours of being instructed to do so. A participant who has been removed may not bring any financial or other claims against the organisers.

10 The camp rules must be explained to participants before they complete the Declaration of Responsibility. By completing and signing the Statement of Responsibility, the participant declares – under penalty of criminal liability – that they have understood and accept the rules and agree that a breach of the rules may result in being required to leave the Freshers' Camp.