

Rector's Order 2/2022 on the rules of procedure regarding public opinion polls and market research for educational, business and scientific purposes at the University of Pécs

Scope of the Order

Article 1 The personal scope of the Order shall cover all faculties, autonomous units, and maintained institutions (hereinafter referred to as "organisational units") of the University of Pécs (hereinafter referred to as "the University") and all students and employees of the University (hereinafter referred to as "University citizens").

Article 2 The material scope of the Order shall cover all public opinion polls, market research, queries, and questionnaire surveys (hereinafter referred to as "research") aimed at the citizens of the University, including market research and public opinion polls for educational, business or scientific purposes, regardless of the purpose, subject, title, participants, and person conducting the research (hereinafter referred to as "researcher").

Purpose of the Order

Article 3 The purpose of the Order is to establish a uniform policy and procedure for research conducted at the University and for research concerning academic life.

Types of Research

Article 4 (1) Types of research:

- a) Within the University
 - aa) not requiring authorization,
 - ab) requiring the authorization of the head of the organisational unit,
 - ac) requiring the authorization of the Vice-Rector,
- b) From outside of the University
 - ba) requiring the authorization of the head of the organisational unit,
 - bb) requiring the authorization of the Vice-Rector.

(2) A guide to the types of research referred to in Section (1) is contained in the 2nd Annex to the Order.

Authorization of Research

Article 5 Research at the University may only be conducted – with the exception of Article 4 point aa) – based on a research plan and with the written authorization of the Vice-Rector for Science (hereinafter referred to as the Vice-Rector) or the head of the relevant organisational unit.

Article 6 (1) The application which contains the research plan for conducting research and the request for authorization, – whether it is from within the University or from outside the University – shall be submitted

- a) in the case of research involving a single organisational unit, to the head of the concerned organisational unit,
- b) in the case of research involving several organisational units, to the Vice-Rector.

(2) The application shall state:

- a) the research eligibility,
- b) the purpose of the research,
- c) the methodological description of the research,
- d) the basic population and the planned sample size
- e) in the case of oral interviews, the locations and times of the interviews,
- f) a record of the task plan and schedule,

- g) the scope of processed personal data and their sources, the purpose of the data processing, safeguards for the practical enforcement of the data subject's rights, the technical and organisational measures to ensure data protection,
- h) the method of communicating results, and the expected date of notification
- i) in annexes the questionnaires, in-depth interview questionnaire-catalogs, etc.

(3) If the researcher submits an application concerning more than one organisational unit to a head of an organisational unit, the head of the organisational unit shall forward the application, together with his/her opinion to the Vice-Rector without delay.

(4) Regarding a research application that is University-wide and is for the preparation of his/her thesis or dissertation, the student of the University as a researcher shall submit his/her application to the Head of the Faculty or to the Head of the Doctoral School. If the Head of the Faculty or the Head of the Doctoral School supports the research application, he/she shall forward it to the Vice-Rector within 8 days.

(5) Within 3 days, the Vice-Rector forwards the submitted applications for a professional opinion to the responsible professional research advisor, who shall prepare written information and a professional recommendation for the Vice-Rector within 8 days from receiving the documents.

(6) Within 15 days from receiving the application the Vice-Rector shall make a decision on the research authorization and notify the researcher of his/her decision.

(7) If necessary, the Vice-Rector may conduct an interview with the researcher in person before issuing the authorization.

Article 7 (1) If the Vice-Rector issues authorization for research from outside of the University, he/she shall designate a contact person (hereinafter referred to as "designated contact person") in the authorization. In case the research authorization application was submitted by a University citizen, the researcher shall be considered the designated contact person as well.

(2) The designated contact person shall be responsible for maintaining contact with the researcher, the Vice-Rector, and the head of the organisational unit concerned with the research.

(3) After consultation with the Vice-Rector, in accordance with the legislation in force and the university regulations, the designated contact person may assist the researcher in his/her work by providing data and support in posting (e.g. study system, newsletter).

Article 8 (1) The Vice-Rector shall reject an application for conducting research, if the research – based on the information contained in the application– is likely to harm the interests of the University citizens, or if the protection of personal data would be compromised during or after the research.

(2) Research with political content or purpose shall not be conducted at the University.

(3) In case of business inquiries and applications, the University may set a fee, in which case the University shall be obliged to stipulate it in a separate agreement.

Conduction of the Research

Article 9 (1) During the research, the researcher shall proceed in accordance with the information provided by him/her pursuant to Section (2) of Article 6 and shall not deviate from the research plan and the application. Furthermore, the researcher shall be obliged to comply with the legislation in force and university regulations and shall enforce them with those involved with the research.

(2) In the research preparation, conduct, and follow-up, the researcher shall respect the human dignity and individual rights of the University citizens.

(3) The research shall be conducted per the research plan and shall aim to cause the least possible disruption to the academic life of the University.

(4) In case the researcher or the designated contact person detects a violation of the law or the regulations during the research, he/she shall immediately inform the Vice-Rector.

(5) In case the violation of the law or regulations detected during the research justifies it, the Vice-Rector shall revoke the authorization for conducting the research and shall prohibit further research and the utilization of the results obtained so far.

(6) The Vice-Rector shall prohibit with immediate effect any research that has not been declared or has been conducted without authorization. The results of research conducted without authorization shall not be published or sold by the researcher.

(7) In case of violating the provisions of this Order and in case of conducting unauthorized research, the researcher shall be liable according to the relevant provisions of the Civil Code.

(8) In the case of a violation of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation, GDPR); Act CXII of 2011 on Informational Self-Determination and Freedom of Information („Privacy Act”, Infotv.), other legislation, data protection practices and provisions established in the course of the Hungarian National Authority for Data Protection and Freedom of Information (NAIH) activities, under the applicable legislation, as well as regarding the University’s data protection regulations the researcher as a data controller shall be fully liable for any violation.

Different provisions for Research involving a single organisational unit

Article 10 (1) In the case of research involving a single organisational unit – whether it is research within the University or from outside of the University – the application shall be submitted to the head of the organisational unit. The head of the organisational unit shall evaluate the application within 15 days.

(2) Within the organisational unit, the provisions set forth in Articles 5 to 9 shall be applied appropriately.

(3) The head of the organisational unit shall inform and immediately forward a copy of the research plan approved by him/her to the Vice-Rector.

Completion of the Research

Article 11 (1) Within 30 days of the completion of the research, the researcher shall submit a written report on the research to the Vice-Rector or to the head of the organisational unit.

(2) The report shall include:

- a) the process of conducting the research,
- b) the deviation from the research plan or the deviation from the application specified in Article 6 Section (2) and the reasons for the deviation,
- c) a reference to the effectiveness of the research.

(3) The researcher shall provide the University with a summary evaluation of the research results.

(4) Unless otherwise agreed, the University shall be entitled to utilize the results of the research for its own purposes.

(5) The Vice-Rector shall prepare an annual summary of the research conducted at the University and its results for the Rector's Leadership Meeting.

Records of research conducted at the University

Article 12 (1) The professional research advisor shall keep a record of the designated contact persons, applications, authorizations, and research conducted at the University.

(2) The minimum requirements for the record form are contained in 1st Annex to the Order.

Closing provisions

Article 13 (1) This Order shall come into effect on 17 October 2022.

(2) Rector's Order 3/2015 shall be repealed upon the commencement of this Order.

Pécs, 17 October 2022.

Dr. Attila Miseta
Rector

Minimum data content of the record form

Serial number	Name of the researcher, contact details (address, phone, e-mail)	Topic and location of the research	Authorised/ Rejected (date, the authorization of the person who assessed the application)	Name and contact details of the designated coordinator	Date of the completion of the research, submission of the report	Other
1.						
2.						
3.						
4.						
5.						
6.						

Guide to the Research authorization process**I. Research within the University****1) Research within the University that does not require authorization or notification**

Inquiries are limited to autonomous internal faculties/organisational units, such as requests for information related to faculty/organisational unit training, education, and administration, either through internal or external implementation (commissioning a market research company).

Example:

- a) *The Dean's Leadership of the Faculty of Law would like to assess among its former students the receptiveness of launching a new course, the number of students they can expect, and whether it is worth starting.
There is no need to notify the Vice-Rector.*
- b) *The Leadership of the Faculty of Pharmacy would like to assess the recognition of the faculty by sending out a questionnaire to its students.
There is no need to notify the Vice-Rector.*
- c) *An organisational unit of the Faculty of Humanities and Social Sciences would like to assess graduate students' expectations of the labour market and their opinions on their training (exit questionnaire survey).
There is no need to notify the Vice-Rector.*
- d) *For its campaign to support international enrolment, the Faculty of Sciences is surveying its international students to identify critical issues that can be found in the enrollment process.
There is no need to notify the Vice-Rector.*
- e) *An organisational unit of the Faculty of Business and Economics assesses what services shall be provided to students during the semester.
There is no need to notify the Vice-Rector.*
- f) *The Faculty of Music and Visual Arts would like to assess the satisfaction of the staff of the Registrar's Office through an online questionnaire survey and an in-depth interview.
There is no need to notify the Vice-Rector.*

- g) *The Rector's Cabinet would like to assess the availability of digital tools for staff to work from home.
There is no need to notify the Vice-Rector.*
- h) *The Student Union surveys the student delegates to assess the quality of its work.
There is no need to notify the Vice-Rector.*
- i) *The Chancellery plans to change working hours and is collecting opinions from the staff regarding this.
There is no need to notify the Vice-Rector.*

2) Research conducted within the University, that requires the authorization of the head of the organisational unit, and the notification of the Vice-Rector

Inquiries are limited to students or employees of an internal faculty/organisational unit, either through internal or external implementation (commissioning a market research company).

Example:

*Related to his/her thesis, a student of the Medical School would like to contact the students of the faculty with a questionnaire on paper or electronically.
The dean may authorize the research, and a copy of the research plan and the report shall be forwarded to the Vice-Rector.*

- a) *For his/her dissertation, a doctoral student of the Faculty of Health Sciences would like to survey the lecturers and students of the faculty.
The Head of the Doctoral School/Dean may authorize the research, and a copy of the research plan and the report shall be forwarded to the Vice-Rector.*
- b) *A lecturer of the Faculty of Cultural Sciences, Education and Regional Development would like to validate a well-known international model in Hungary. For this purpose, he plans to have some elements of the model evaluated by the students, graduates, and lecturers of the faculty.
The Dean may authorize the research, and a copy of the research plan and the report shall be forwarded to the Vice-Rector.*
- c) *The Student Union plans to survey the students' satisfaction regarding advocacy.
The research plan may be approved by the President of the Student Union, who notifies the Vice-Rector of the survey period and of the students concerned.*

3) Research within the University that requires the authorization of the Vice-Rector

Inquiries from faculties/organizational units that involve more than one organizational unit (e.g. two faculties, a faculty and the Rector's Cabinet, etc.), either through internal or external implementation (commissioning a market research company).

Example:

- a) *In relation to his/her thesis, a student from the Faculty of Music and Visual Arts would like to ask students of two faculties to fill in a questionnaire.
The research plan, together with the opinion of the two Deans concerned, shall be submitted to the Vice-Rector.*
- b) *In relation to his/her thesis, a student of the Faculty of Sciences would like to survey the students of three or more faculties
The research plan, together with the opinion of the Dean of the Faculty of Sciences, shall be submitted to the Vice-Rector.*
- c) *For his/her dissertation, a doctoral student of the Faculty of Humanities and Social Sciences would like to query the lecturers and students of two faculties.
The research plan, together with the opinion of the two Deans concerned and the opinion of the Head of the Doctoral School shall be submitted to the Vice-Rector.*
- d) *In relation to his/her dissertation, a doctoral student of the Faculty of Engineering and Information Technology would like to contact the lecturers and students of three or more faculties.*

The research plan, together with the opinion of the Dean of the Faculty of Engineering and Information Technology and the opinion of the Head of the Doctoral School shall be submitted to the Vice-Rector.

- e) *The Support Service would like to assess the lecturers of each faculty in relation to the employment of people with disabilities.
The research plan shall be submitted to the Vice-Rector.*
- f) *The Knowledge Centre plans to send all lecturers a questionnaire on digital services.
The research plan shall be submitted to the Vice-Rector.*
- g) *The Centre of Academic Affairs plans to assess the students' satisfaction with the work of the Registrar's Offices.
The research plan shall be submitted to the Vice-Rector.*
- h) *A lecturer at the Faculty of Business and Economics would like to assess the digital education experiences of the lecturers and students.
The research plan shall be submitted to the Vice-Rector.*

II. Research from outside of the University

1) Research from outside of the University that requires the authorization of the head of the organizational unit and the notification of the Vice-Rector

If an inquiry is clearly focused on one area, the head of the concerned organisational unit may issue the research authorization, but a copy of the research authorization as stated in the Rector's Order and a report of the results shall be forwarded to the Vice-Rector.

Example:

- a) *SAMPLE University wishes to assess the competencies of the students of the Faculty of Humanities and Social Sciences in cooperation with several higher education institutions.
The dean may authorize the research, and a copy of the research plan and the report shall be forwarded to the Vice-Rector.*
- b) *SAMPLE University2 conducts a motivational survey among lecturers in the field of medical science. Because of a long-standing relationship, a well-known professor is asked to forward the questionnaire to colleagues.
The Institute Director or the Dean may authorize the research, and a copy of the research plan and the report shall be forwarded to the Vice-Rector.*

2) Research from outside of the University that requires the authorization of the Vice-Rector

If it is clear from the inquiry that the research concerns several organisational units or areas, regardless of the fact that the subject of the request is essentially focused on one organisational unit, it shall be forwarded to the Vice-Rector. This helps to avoid the need for external requests to be authorised by several organisational units.

Example:

- a) *SAMPLE University contacts the Faculty of Engineering and Information Technology to assess their attitudes and experiences related to digital education. It is clear from the questionnaire that the questionnaire is not exclusively targeted at the students of the Faculty of Engineering and Information Technology; therefore, they may contact other faculties/organizational units of PTE.
In this case, the inquiry shall be forwarded to the Vice-Rector.*
- b) *HUNGARIAN Research Institute would like to assess the students' attitudes towards student loans. A colleague from the University receives the inquiry.
He/She shall forward the letter from the MAGYAR Research Institute to the Vice-Rector.*
- c) *A State Ministry wants to assess the training and outcome requirements knowledge of the lecturers. The inquiry is sent directly to the Rector.
In this case, the inquiry shall be forwarded to the Vice-Rector.*

- d) *The Maintainer wants to assess the attitude of the employees towards work. The inquiry is sent directly to the Rector.
In this case, the research plan and the survey schedule shall be consulted with the Vice-Rector.*