

**UNIVERSITY OF SZEGED**

**EQUAL OPPORTUNITIES PLAN**

**1 December, 2022 – 30 November, 2023**

**SZ-65-III/2022/2023 (XII.12.)**

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## **I. PREAMBLE**

The Student Equal Opportunities Plan is a document related to the regulations of the University ensuring student equity and equal treatment. The guidelines of the Plan complement and further specify the responsibilities of the University set out in regulations covering student equity and equal treatment. The deadline for the adoption of the next Student Equal Opportunities Plan is 30 November 2023.

The Plan does not include any benefits stemming from other provisions or internal regulations. However, it is in line with the effective Hungarian and European Union legislation (Act CCIV of 2011 on National Higher Education [hereinafter: Nftv.], Government Decree 87/2015 on the implementation of certain provisions of Act CCIV of 2011 on National Higher Education).

The scope of the Plan covers students applying to the University, students who have a contractual, legal relationship with the University and those with an inactive student status (hereinafter referred to as "Students"). It provides special support to students with disabilities as defined in Section 108 (6) of the Nftv (a.k.a. students with special educational needs at the University of Szeged).

The Act imposes two requirements - different in nature and in terms of conditions - on the University:

- the requirement of equal treatment for all employees and students
- the requirement to promote equal opportunities for endangered groups of employees and students.

The University of Szeged aims to promote the University's inclusive approach and realize the ideal of equal access.

In the event of a suspected or actual violation of the requirements of equal treatment and equal opportunities, the University ensures a full and thorough investigation of the circumstances of the case, and to this end cooperates with both the aggrieved party and the authority handling the case (Equal Treatment Authority). It also ensures that the causes are identified and, in justified cases, takes the necessary measures to enforce personal liability and prevent further violations. There is a separate plan on the prohibition of gender discrimination.

In view of the high number of students and staff, the University does not appoint one person as Equal Opportunities Officer/ Representative, but operates two Equal Opportunities Committees in parallel (Employee Equal Opportunities Committee, Student Equal Opportunities Committee), supervised and coordinated by the Equal Opportunities Coordinators, in order to ensure full equity. The Senate of the University of Szeged decides on the person of the Equal Opportunities Coordinators and the members of the committees.

## **II. PRIORITIZED OBJECTIVES IN THE FIELD OF EQUAL OPPORTUNITIES**

In addition to certain objectives that must be continuously fulfilled and sustained, other objectives are established as prioritized strategic objectives. These objectives, which strengthen and extend the equal opportunities approach, should be present in the activities of all organizational units of the University in relation to the entire target group; and their implementation and realization will be given special attention in the forthcoming period.

The University has set the following specific objectives for the period 1 December 2022 - 30 November 2023, which will be promoted through the measures set out below:

### **1. FAMILIARIZING THE CITIZENS OF THE UNIVERSITY WITH THE PRINCIPLES OF EQUAL OPPORTUNITIES**

The University of Szeged provides equal opportunities training to all its citizens on the basis of the Student Equal Opportunities Policy. The electronic course material for the training will be compiled by the Sansz Office by the deadline below. The planned platform for the course is a dedicated lecturers' information scene on Coospace.

*Person(s) in charge:* Vice-Rector for Education, Student Equal Opportunities Coordinator

*Deadline:* 30 November 2023.

### **2. PLANNED DEVELOPMENT OF THE EDUCATIONAL ENVIRONMENT**

On the basis of the recommendation of the Student Equal Opportunities Committee, the University of Szeged will assess the educational buildings and dormitories in a planned and scheduled manner, and on the basis of this assessment, will draw up an improvement strategy. The long-term goal is to provide clear and easily accessible accessibility information on University buildings to applicants and students.

*Person(s) in charge:* Strategy and Development Directorate, Technical Directorate

*Deadline:* 30 November each year

### **3. RENEWAL OF THE EQUAL OPPORTUNITIES INFORMATION PORTAL**

A new equal opportunities information portal needs to be developed and integrated into the university website system.

*Person(s) in charge:* Student Equal Opportunities Coordinator, IT SERVICES Directorate

*Deadline:* 30 November 2023

### **4. ENABLING STUDENTS WITH SPECIAL EDUCATIONAL NEEDS TO JOIN COMMUNITY PROGRAMMES**

It is an important task of the Sansz Office is to organize community programs for students with special educational needs, and also to facilitate the participation of registered students in events organized by other central service units and faculties.

*Person(s) in charge:* Student Equal Opportunities Coordinator

*Deadline:* ongoing

### **III. OBJECTIVES TO BE CONTINUOUSLY FULFILLED AND MAINTAINED**

#### **1. ENFORCING THE STIPULATIONS OF EQUAL TREATMENT AND CONDUCTING A COMPLAINTS PROCEDURE**

In the event of a violation of equal treatment, harassment, unlawful segregation or retaliation, the student may contact the Student Equal Opportunities Committee before initiating the procedures provided for in Act CXXV of 2003 on equal treatment and the promotion of equal opportunities. The parties shall attempt to resolve the matter of the complaint amicably through conciliation.

##### Measures, tasks:

a) The Student Equal Opportunities Committee shall ensure that the stipulations of equal treatment are enforced and that any complaint procedure is properly conducted. The regulations for conducting a complaints procedure are laid down in the Student Equal Opportunities Code.

*Person(s) in charge:* Vice-Rector for Education, Student Equal Opportunities Coordinator  
*Deadline:* ad hoc

#### **2. CREATING AND MAINTAINING AN ACCESSIBLE ENVIRONMENT FOR STUDENTS WITH DISABILITIES**

The University strives to provide an accessible educational, research and living environment for students with disabilities to the extent possible.

##### Measures and tasks:

a) The University strives to realize the full accessibility of University buildings and properties from the resources allocated for this purpose in its annual budget and by using grant funds, thus helping students with special needs to have barrier-free access to tertiary education as well as to the public services of the University.

*Person(s) in charge:* Chancellor, Vice-Rector for Education, Student Equal Opportunities Coordinator  
*Deadline:* ongoing

b) The Student Equal Opportunities Committee shall examine the possibilities for improving institutional and personal accessibility and make recommendations.

*Person(s) in charge:* Vice-Rector for Education, Student Equal Opportunities Coordinator  
*Deadline:* ongoing

c) News, information, articles, especially exemplary initiatives and activities related to equal opportunities are regularly published in the University's magazine and website. Amendments and updating of the content of the website shall be carried out by the unit designated for this purpose in accordance with the University's Organizational and Operational Regulations.

*Person(s) in charge:* Vice-Rector for Education, Chancellor, representatives of student unions, Student Equal Opportunities Coordinator

*Deadline:* ongoing

d) The University shall ensure the accessibility of its information systems and the necessary conditions for the orientation of students with visual and hearing impairments, with the aim of ensuring these conditions for foreign students as well (websites, signage).

*Person(s) in charge:* Vice-Rector for Education, Chancellor, Student Equal Opportunities Coordinator, representatives of student unions

*Deadline:* ongoing

e) The economic and technical units of the University will carry out an assessment of the realization of full accessibility of University buildings

*Person(s) in charge:* Technical Directorate

*Deadline:* ongoing

### **3. APPLYING EQUAL OPPORTUNITIES CRITERIA IN UNIVERSITY TENDERS**

a, Applying equal opportunities criteria, as well as planning and awareness of commitments in university tenders

Given the high number of University tenders, it is particularly important to ensure that equal opportunities considerations are taken into account in all tender preparation and project implementation activities. It is of particular importance that only developments that promote the full implementation of equal opportunities are carried out at the University. In the case of tenders, the University should reflect equal opportunities awareness in its public events, communications and behavior in relation to the development, avoid any segregationist behavior and reduce existing prejudices affecting certain groups. In the case of consortium projects, these principles should also be encouraged for project partners. Care should be taken to ensure that the target group or its representatives are involved in the planning of the project, whether it concerns employees or students either directly or indirectly, and that the committees responsible for ensuring equal opportunities are involved in the planning work from the proposal preparation stage.

The University will seek to submit tenders that are designed to promote or improve equal opportunities.

*Person(s) in charge:* the project manager of the given tender in cooperation with the Strategy and Development Directorate, Vice-Rector for Education, Student Equal Opportunities Coordinator

*Deadline:* ad hoc, during tender monitoring and the planning phase of the project

### **4. CONTINUOUS OPERATION OF THE STUDENT EQUAL OPPORTUNITIES COMMITTEE, COORDINATION OF THE COMMITTEE'S ACTIVITIES**

The continuous operation of the Student Equal Opportunities Committee and the coordination of its activities ensure that equal opportunities are guaranteed from the students' side, since the Committee is responsible for monitoring, evaluating and, if necessary, making proposals for

the full implementation of the principles of equal opportunities and for drafting the resolutions necessary for the assessment of equal opportunities requests.

According to Government Decree No. 87/2015 (IV. 9.) § 62, in the case of applications for preferences/ exemptions the Committee shall make a proposal (resolution) on the basis of the expert opinion attesting the disability. The Committee shall then send the student's application and the resolution to the Equal Opportunities Officer of the Faculty concerned for a decision. (The type and extent of the disability of a student, its permanent or temporary nature is certified by an expert opinion as specified in paragraph 63§ (2) or (3) of Government Decree 87/2015 (IV. 9.), and the eligibility is examined on this basis by the Equal Opportunities Committee.) The decisions of the Committee regarding students are enforced by the Senior Coordinator and the Equal Opportunities Officer of the Faculty concerned, who is responsible for educational and administrative tasks. The Committee's Senior Coordinator shall ensure that, where necessary, the procedures for taking decisions and examining applications are amended.

Measures, tasks:

a) In order to ensure the continuous operation of the Student Equal Opportunities Committee, it is necessary to ensure that meetings are held twice a year and minutes are taken.

*Person(s) in charge:* Student Equal Opportunities Coordinator  
*Deadline:* ongoing

b) Guarantee that the principles of equal opportunities for students are fully ensured, monitored, evaluated and, if necessary, proposals are made.

*Person(s) in charge:* Vice-Rector for Education, Student Equal Opportunities Coordinator  
*Deadline:* ongoing

c) Ensure that the Plan for the subsequent period is prepared in time

*Person(s) in charge:* Vice-Rector for Education, Student Equal Opportunities Coordinator  
*Deadline:* 30 November 2023

d) Ensure that the work of the Student Equal Opportunities Committee is properly coordinated and monitored at the institutional level. The timely completion of the assigned tasks is a priority.

*Person(s) in charge:* Vice-Rector for Education, Student Equal Opportunities Coordinator, Unit(s) determined by the Organizational and Operational Regulations  
*Deadline:* ongoing

## **5. ELEMENTS OF EQUAL OPPORTUNITIES FOR STUDENTS**

Measures, tasks:

a) It is essential to plan how to use the additional normative support to assist the studies of students with disabilities and to purchase the equipment necessary for assistance.

*Person(s) in charge:* Vice-Rector for Education, Student Equal Opportunities Coordinator  
*Deadline:* ongoing

b) Ensure the distribution and control of the use of the additional normative support for students with disabilities. Priority should be given to the purchase of high-value equipment that is essential for learning and the simplest way of arranging these investments should be adopted.

*Person(s) in charge:* Vice-Rector for Education, Student Equal Opportunities Coordinator

*Deadline:* ongoing

c) The costs of transport to the site of education for students with severe disabilities or visual impairments should be subsidized.

*Person(s) in charge:* Vice-Rector for Education, Student Equal Opportunities Coordinator

*Deadline:* ongoing

d) Priority should be given to the provision of information to students, and to maintaining continuous contact with them (newsletters, electronic student registration system, personal consultations, etc.), with special attention paid to students with disabilities.

*Person(s) in charge:* Vice-Rector for Education, Student Equal Opportunities Coordinator

*Deadline:* ongoing

e) Ensure that the resolution of applications for exemption is carried out in the predetermined order. To this end, the Committee will ensure that the action plan is communicated to both teachers and students on a continuous basis.

*Person(s) in charge:* Vice-Rector for Education, Student Equal Opportunities Coordinator

*Deadline:* ongoing

f) Ensure contact with students with disabilities and their personal assistants, both electronically and, if necessary, in person. The dissemination of information on events and training courses organized (also) for people with disabilities by the University Life Coaching Centre and the provision of information on access to special technical facilities for learning are important tasks. Provisions should be made to supply exam accommodations for disabled students during their studies and examinations, and to organize consultations requested by disabled students during term time.

*Person(s) in charge:* Vice-Rector for Education, Student Equal Opportunities Coordinator

*Deadline:* ongoing

g) Ensure that the number of students with disabilities is recorded continuously and in compliance with data protection provisions, and that the data are used for statistical purposes. It is essential that the up-to-date data protection provisions in this field are communicated to the teachers of the students concerned. The development of registration via the Modulo system is a continuous task.

*Person(s) in charge:* Vice-Rector for Education, Student Equal Opportunities Coordinator

*Deadline:* ongoing

h) Priority should be given to informing teaching and non-teaching staff about the study rights and obligations of students with disabilities (newsletters, electronic student information system,

group consultations, organized training). In order to achieve this task, it is important to use the most efficient components of the information and communication system of the University of Szeged.

*Person(s) in charge:* Vice-Rector for Education, Student Equal Opportunities Coordinator  
*Deadline:* ongoing

i) The staff members previously appointed by the Academic Offices shall continuously pay special attention to the management of the affairs of the students concerned, mediate between the teachers and the Student Equal Opportunities Committee. They shall also inform students not registered during the enrolment process and integrate them into the support system as soon as possible. The regular training of the Faculty's equal opportunities staff is the responsibility of the Student Equal Opportunities Committee.

*Person(s) in charge:* Student Equal Opportunities Coordinator, Head of Academic Office  
*Deadline:* ongoing

j) Priority should be given to informing student organizations within the university (in particular the Students' Union) about the study rights and obligations of students with disabilities (newsletters, student electronic information system, group consultations, organized courses, training sessions).

*Person(s) in charge:* Vice-Rector for Education, Student Equal Opportunities Coordinator  
*Deadline:* ongoing

k) In order to make the work of the Student Equal Opportunities Committee more effective, the Students' Union should play a prominent role in disseminating adequate information and in informing students about the events of the Life Coaching Centre. In order to achieve this task, it is important to use the most efficient components of the information and communication system of the University of Szeged.

*Person(s) in charge:* Vice-Rector for Education, Student Equal Opportunities Coordinator, Students' Union  
*Deadline:* ongoing

l) The University will examine what programs and services are available for equal opportunities groups in addition to the problems of people with disabilities.

*Person(s) in charge:* Vice-Rector for Education, Student Equal Opportunities Coordinator, Students' Union  
*Deadline:* ongoing

#### **IV. FINAL PROVISIONS**

1. The employer undertakes to make this Plan and the annual report of the Equal Opportunities Coordinator for the previous period available on the University's website to all those covered by the Plan within 30 days of its adoption by the Senate.

2. The Parties agree that the University will continuously endeavor to extend the scope of the benefits set out in the Plan.

3. The Parties undertake to adopt the next Student Equal Opportunities Plan by 30 November 2023, after evaluating the implementation of this Plan and taking into account its implications and achievements.

The signatories to the Plan will continue to familiarize themselves with the possibilities, ways and principles of ensuring equal treatment in the EU Member States. Novel options and experience gained from the international perspective will be put into good news by the University.

5. The Student Equal Opportunities Plan for the period 1 December, 2022 - 30 November, 2023 was approved by the Senate of the University of Szeged by its resolution SZ-65-III/2022/2023 (XII.12.).

In order to enforce the requirements of equal opportunities, the representatives of the following organizations have signed and accepted the present Plan:

On behalf of the University:

Prof. Dr. László Rovó, Rector

Dr. Judit Fendler, Chancellor

On behalf of the students:

Tamás Ábrahám, President of the Students' Union

## APPENDIX

### EQUAL OPPORTUNITIES AND EQUAL TREATMENT COMPLAINT FORM FOR STUDENTS

Student's name and address	
Student's EHA/ Neptun code, faculty and study program	
Date of filing the complaint	
Short summary of alleged discrimination	
Position and recommendation of the Equal Opportunities Coordinator (to be filled in by the Equal Opportunities Coordinator)	
Date of position (to be filled in by the Equal Opportunities Coordinator)	