

**Organizational and Operational Regulations of the Undergraduate
Research Society (URS = TDK) of the Faculty of Pharmacy, University of
Pécs**

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I. Aims and Tasks of URS

The aim of the Undergraduate Research Society of the Faculty of Pharmacy (hereinafter referred to as URS) is to help university students become pharmacists and biotechnologists who meet the requirements of their age. It should provide the deepening of the scientific foundations of their profession, that is, it should contribute to increasing the professional level of the training of medical doctors. URS is the first basic institution aimed at providing an opportunity for training a new generation of instructor-researchers. The work done by TDK students is taken into account when applying for admission to the doctoral PhD program.

Following from these objectives, SRS activity constitutes an integral part of university education; it provides an opportunity for performing special educational-instructional tasks for the consultant, however, it means not only research but also work on the student's part. In order to accomplish the above-mentioned objectives, the SRS aims at providing the following opportunities for as many students as possible:

- I.1.) The opportunity of joining in the theoretical and practical research activity carried out at the departments, clinics and laboratories of the university.
- I.2.) While carrying out research activity with the scholars of science the following opportunities are provided:
 - a) developing creative scientific thinking,
 - b) developing an ambition to gain exact data and to synthesizes them at a high level by way of collecting practical experience, thereby promoting effective orientation in the specialist literature essential for pharmacy and biotechnology practice,
 - c) developing creative talent,
 - d) transmission of exemplary pharmacy and biotechnology attitude.

II. Activities and Organization of URS

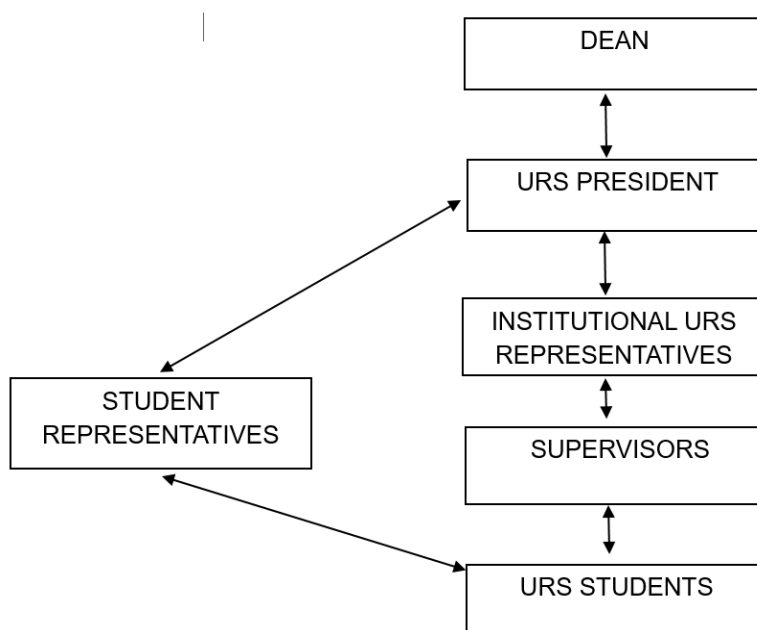
- II.1.) The URS – as a student community – is a voluntary organization of URS students.

- II.2.) URS activity - as a university movement - means the scientific research cooperation of participating students (hereinafter URS students) and instructors involved (hereinafter URS supervisors).
- II.3.) Members of the URS organization: Dean, Vice Deans, URS President, URS Representatives of Departments, URS Supervisors, URS Students (see organizational chart).
- II.4.) The members of the URS are students who are registered by the URS, carry out actual research in an announced research theme or in a scientific theme chosen by themselves and participate in the work of the Members' Meeting.
- II.5.) URS supervisors are instructor-researchers employed either by the University or by other institutions involved in the educational activity of the University who announce research themes for students in their basic or applied research area, facilitate carrying out research and direct students' work in the given research theme. URS supervisors must have at least a PhD degree.
- II.6.) The head of the educational organizational unit exercises the supervisory authority of the institutional URS through the URS representative appointed by him or her (institutional URS representatives). The Institute URS representatives maintains regular contact with the URS president and ensures that the URS topics announced at the given institute are published on the institute's website and regularly updated.
- II.7.) The Dean exercises his supervisory authority through his/her representative, the president of the URS. The president of the URS shall be a lecturer-researcher employed by the University with at least a habilitation, who shall be appointed from among the supervisors on the recommendation of the Dean and who shall be the chairperson with full powers at the meetings of the General Assembly and the Presidium. In the event that the URS president is unable to perform his or her duties, the Dean may appoint a deputy URS president from among the supervisors. The URS president is primarily assisted in his or her administrative work by the teacher and student members of the GYTK URS Committee. The Dean, the Vice-Deans, and the URS representatives of the institutes are permanent guests with advisory rights at the meetings of the General Assembly. The URS president is appointed by the Dean and is aligned with the re-election of the Faculty leadership.
- II.8.) Student representation is also required at the meetings of the Presidium. The members of the student representation are: one student from each of the second to fourth years participating in Hungarian pharmacy program and actually engaged in URS work, one

student from the English program, and one student from the biotechnology BSc program. The students are elected by mutual vote at the General Assembly. This is supervised by the URS president. The renewal of student representation takes place every year within the framework of the General Assembly (see the chapter on the Presidium).

II.9.) The URS is governed by the Members' Meeting and the Presidium.

Organization chart of GYTK URS



III. Presidium

The General Assembly elects one member from each of the second, third, and fourth years of the Hungarian program, one member from the English program, and one member from the biotechnology BSc program to the Presidium from among the URS members who have accepted the duties associated with the position. They shall constitute the student representation of the Presidium. The maximum number of student members of the URS Presidium is 5. Other members of the Presidium is the Vice-Deans, the URS President, and the faculty members of the URS Committee. At the meetings of the Presidium, the minutes shall be taken by one of the student members of the Presidium, as proposed by the URS President.

- III.1.) Students are elected by mutual vote at the General Assembly. This is supervised by the URS President. The renewal of student representation takes place every year within the framework of the General Assembly. The election consists of two rounds. In the first round, those who receive more than half of the votes cast by those present shall be considered elected. In the second round, if necessary, those who receive the most votes shall be considered elected.
- III.2.) Each member of the Presidium has voting rights in decision-making. The Presidium is obliged to make decisions that do not harm the interests of the Faculty/University. In case of disputes, the dean of the GYTK may overrule the decision and make the final decision.
- III.3.) The student representatives of the Presidium divide the tasks among themselves and shall be obliged to report in writing to the president of the TDK on a monthly basis on the work performed in their area of responsibility.
- III.4.) Active student representation comes with special benefits, e.g., TDK student grants, trips abroad, and PhD admissions.

IV. General Assembly

- IV.1.) The General Assembly consists, by virtue of membership, of all Hungarian and international students enrolled in the Faculty who carry out registered URS activities.
- IV.2.) The regular annual meetings of the General Assembly are convened by the President of the URS for a date between September 15 and November 10, and between February 15 and March 10 of each academic year. An extraordinary meeting may be convened by the Vice-Dean for Scientific Affairs. Extraordinary meetings may not be convened outside the teaching period.
- IV.3.) Meetings of the General Assembly are quorate if more than 25% of its members are present. If an URS student does not attend either of the two General Assembly meetings held during an academic year, they automatically lose their TDK membership.
- IV.4.) The responsibilities of the General Assembly include electing the student members of the Executive Committee, receiving reports from the Executive Committee, and discussing any URS-related issues raised by any of its members, as well as making decisions where it has the relevant authority.
- IV.5.) Meetings of the General Assembly are public. Faculty members and researchers who have announced URS topics (supervisors) may attend with the right to participate in discussions.

V. Operation of the URS

A. Establishment of URS Membership

At the beginning of each academic year, the current URS topics must be published on the GYTK website of the relevant institute/department. This is the responsibility of the designated URS coordinator of the institute (URS representative). If international students may also apply for a given topic, it must be announced in both Hungarian and a foreign language (English). Students choose the topic of the instructor with whom they wish to work in the given research area.

V.A.1.) All students of the Faculty of Pharmacy of the University of Pécs (PTE GYTK) may conduct URS work in the institutes of the University, primarily within the faculties of health sciences and natural sciences, provided that their application is accepted by the relevant institute/department. Registration may take place no earlier than after the successful completion of the first academic year. The supervisor may also assign a new topic to the URS student that has not yet been published on the website. In such cases, the new topic must also be uploaded to the website at the start of the work.

V.A.2.) Following registration on the Faculty URS website, the student submits their application electronically, indicating the selected URS topic. The supervisor is notified electronically of the registration. The student is formally admitted after the supervisor electronically approves the application. Students may apply to join the URS both in the autumn and spring semesters by the deadline set by the URS Committee; however, the official application must be renewed at the beginning of each semester. If this does not occur, the student's URS membership is terminated but may be reactivated through re-registration. The acceptance of the URS work in a given semester is decided by the supervisor and is also recorded electronically in the URS topic register. Students may conduct URS work only while having an active student status.

V.A.3.) An URS topic may be announced by a university lecturer holding a PhD degree. An instructor–researcher without a PhD may only act as a co-supervisor. In such cases, a qualified instructor must be invited to lead the URS topic.

V.A.4.) The President of the TDK has the right to verify whether TDK membership corresponds to actual scholarly work.

B. Duties and Rights of the URS Student

Duties:

- V.B.1.) To prepare for their vocation with maximum commitment, to strive for the development of their intellect and critical thinking, and to set an example through their academic performance.
- V.B.2.) To strive to acquire foreign language proficiency and to improve their general and professional education.
- V.B.3.) To carry out the scientific tasks assigned by the supervisor and co-supervisor, as well as the teaching-related tasks assigned by the head of the institute/department.
- V.B.4.) To participate in the life and events of the institute-level and university-level URS organization (General Assembly of the URS, institute seminars, conferences, evening scientific meetings, methodological courses, etc.), as well as, more broadly, in the scientific life of the University (e.g. section meetings, congresses, etc.).
- V.B.5.) To represent the URS activities of the Faculty of Pharmacy (GYTK) and the University to the best of their knowledge and preparation during domestic and international assignments outside the University.
- V.B.6.) In the event of the termination of their URS membership, the student is obliged to notify the Executive Committee in writing.

Rights:

- V.B.7.) In the course of their work, the student may request the assistance of the members of the research group, the institute, and the University.
- V.B.8.) Following appropriate training and authorization, the student may use the instruments, equipment, and chemicals of the institute.
- V.B.9.) The student may participate in the organizational life and events of the URS, as well as in the scientific life of the University.
- V.B.10.) Upon fulfilling the specified conditions, the student is entitled to certain benefits and allowances.
- V.B.11.) If the student's interests change and they wish to choose a different topic or supervisor – subject to acceptance – they may request a transfer to another supervisor or institute. In such cases, URS registration must be completed again in the electronic system.

V.B.12.) With the consent of their supervisor and the head of the institute, the student may establish collaboration with the URS activities of other institutes or, where appropriate, other institutions.

C. Duties and Rights of URS Supervisors

V.C.1.) Work that promotes and supports URS activities constitutes an educational task of distinguished importance and responsibility for instructors of faculty institutes, clinics, and laboratories.

V.C.2.) Accordingly, and in line with the system of requirements applied to university instructors (education and research), it is the duty of all instructors to announce URS topics and, as supervisors, to involve an appropriate number of students in URS work. Supervisors bear professional and ethical responsibility for the students under their guidance. If they supervise international students, they must also announce their topics in the relevant foreign language.

V.C.3.) The URS supervisor is obliged to ensure the conditions necessary for conducting research within the announced topics. Their responsibilities include supporting, guiding, and supervising the student's research work.

V.C.4.) The URS supervisor is entitled to express their opinion on any matter concerning the activities of the organization, either at the General Assembly or outside it.

D. Termination of URS Membership

V.D.1.) A TDK student may withdraw from the TDK Organization at any time by notifying the Executive Committee. This notification is mandatory and may only be omitted if the student has completed their studies at the University.

V.D.2.) The Executive Committee may terminate TDK membership by a qualified majority vote, upon the recommendation of the supervisor or the head of the institute, if the member fails to fulfill the obligations undertaken in these regulations or abuses their rights.

V.D.3.) Upon the termination of the student's full student status, TDK membership is automatically terminated.

V.D.4.) If a TDK student does not attend either of the two General Assembly meetings held during an academic year, they automatically lose their TDK membership.

E. Duties and Authority of the URS Presidium

- V.E.1.) The Executive Committee is obliged to maintain continuous records of all results related to the active URS activities of students (research papers, presentations, study trips, theses, language examinations, etc.).
- V.E.2.) By providing these records, the Executive Committee supports and recommends URS students in various applications, including the awarding of scholarships, domestic and international study trips, and university positions.
- V.E.3.) The Executive Committee reports on the operation of the URS organization to the Faculty leadership.
- V.E.4.) It maintains contact with the URS organizations of other faculties of the University, as well as with other domestic and international partner institutions.
- V.E.5.) It maintains contact with the Academic Administration Office (for the purpose of having dean's research papers recognized as thesis work).
- V.E.6.) It continuously informs students about its activities, in cooperation with the Student Union.
- V.E.7.) It cooperates with special student organizations in the pharmaceutical sciences.
- V.E.8.) It manages and organizes the domestic and international relations of the URS (faculties of pharmaceutical sciences of partner universities, exchange URS programs, Hungarian Pharmaceutical Society, Hungarian Chamber of Pharmacists, etc.).
- V.E.9.) It maintains close relations with the URS organizations and executive committees of partner faculties within the University of Pécs.
- V.E.10.) It prepares the annual work plan of the URS and submits proposals for the use of the financial resources allocated to the URS.
- V.E.11.) Each year, the Executive Committee participates in the preparation of the institutional (so-called "internal") URS Conferences, organized jointly with the Medical School (ÁOK) in the Pharmaceutical Sciences Section structured in accordance with the OTDK system, and, at specified intervals (based on coordination with partner universities), in the National URS Conferences. Students who achieve a qualifying placement at the relevant internal conferences held in the two-year period concerned (i.e. in the year preceding the OTDK and in the year of the OTDK) are eligible to advance to the OTDK. This arrangement also provides an opportunity for graduated students who are participating in PhD programs to compete.
- V.E.12.) During the institutional conference, the Executive Committee ensures the establishment of the evaluation committees and the assessment of presentations. It

provides assistance in data processing and manages further presentation opportunities for the best presenters at domestic and international events.

V.E.13.) It supports the dissemination, publication, and practical utilization of the results achieved through URS work.

V.E.14.) The Executive Committee decides on the use of the financial resources available to the URS and reports on this to the Dean, the Financial Officer, and the Faculty Council.

V.E.15.) The Executive Committee applies for funding to support URS activities from pharmaceutical companies, business enterprises, research institutes, and foundations. From these funds, a separate budget is established to support the participation of URS students in domestic and international conferences (registration, accommodation, travel). Students may apply for support from this fund twice a year. The allocation of the funds is jointly decided by the Dean, the Vice-Deans, and the President of the URS.

Professional and Other Rights of Students Participating in the URS

- 1) The student may give a presentation at an internal (institutional) URS conference. Based on their URS topic, they may write and submit a Dean's Scientific Students' Research Paper. With the approval of the head of the institute and the supervisor, the student may publish a paper on their scientific results in a professional journal.
- 2) The student may be delegated to the National URS Conference, as well as to domestic and international congresses.
- 3) A student who has carried out outstanding URS work over several years shall be given priority during admission to PhD programs, as well as in the awarding of faculty, university, and other competitive recommendations, and in the filling of university positions.
- 4) Scientific Students' Research work may be accepted as an elective course. If the student is already a registered URS member, they may enroll in the course(s) entitled Scientific Students' Research Work for Pharmacy Students, thereby earning credit points. The conditions of the courses are as follows:

Scientific Students' Research Work for Pharmacy Students 1 (Optional)

Requirements for the acceptance of the semester:

- Continuous URS work is recommended. The prerequisite for URS 1 is that the student must be registered in the URS student registration system. Enrollment in consecutive courses may be interrupted and continued in a later semester. URS membership does not oblige the student to enroll in the Scientific Students' Research Work course; however, only registered URS members may enroll in this course.

Criteria for accepting the course:

- A research plan of the URS work conducted by the student, approved by the supervisor with their signature.
- Presentation of the relevant scientific literature related to the student's URS work.
- The research plan, the literature, and the results achieved during the semester must be presented in a 3–5 minute presentation using PowerPoint or another visual method by

the 13th week of the teaching period. The date of the presentation is determined by the URS Committee.

Scientific Students' Research Work for Pharmacy Students 2 (Optional)

Requirements for the acceptance of the semester:

- Continuous URS work is recommended. The prerequisite for URS 2 is that the student must be registered in the URS student registration system and must have successfully completed the URS 1 course.

Criteria for accepting the course:

- Submission of an abstract or conference paper certifying conference participation to the course coordinator by the 13th week of the teaching period (both co-authored and first-author works, as well as domestic and/or international conference participation, are accepted).
- A 3–5 minute oral report on the student's URS work presented with PowerPoint or another visual method by the 13th week of the teaching period. The date of the presentation is determined by the URS Committee.
- At least one of the two requirements must be fulfilled.

Scientific Students' Research Work for Pharmacy Students 3 (Elective)

Requirements for the acceptance of the semester:

- Continuous URS work is recommended. The prerequisite for URS 3 is that the student must be registered in the URS student registration system and must have successfully completed the URS 2 course.

Criteria for accepting the course:

- Submission of an abstract or conference paper certifying conference participation to the course coordinator by the 13th week of the teaching period (both co-authored and first-author works, as well as domestic and/or international conference participation are accepted).
- Submission of a co-authored and/or first-author publication published in a domestic and/or international professional journal to the course coordinator by the 13th week of the teaching period.
- Participation in an URS Conference.

- At least one of the three requirements must be fulfilled.

Scientific Students' Research Work for Pharmacy Students 4 (Elective)

Requirements for the acceptance of the semester:

- Continuous URS work is recommended. The prerequisite for URS 4 is that the student must be registered in the URS student registration system and must have successfully completed the URS 3 course.

Criteria for accepting the course:

- Submission of an abstract or conference paper certifying conference participation to the course coordinator by the 13th week of the teaching period (both co-authored and first-author works, as well as domestic and/or international conference participation are accepted).
- Submission of a co-authored and/or first-author publication published in a domestic and/or international professional journal to the course coordinator by the 13th week of the teaching period.
- Participation in an URS Conference.
- Submission of a Dean's Essay.
- At least one of the four requirements must be fulfilled.

Writing and Evaluation of URS Research Essay Announced by the Dean

- 1) The topic of the Dean's Essay (hereinafter referred to as the "essay") may be selected from the research areas announced by the teaching institutes, or it may also be based on another, non-announced topic proposed by the institute-level URS and accepted by the student. A student may prepare an essay based on a selected topic **after completing at least one year** of Scientific Students' Research work, certified in the URS register. The essay presenting URS activities may be experimental in nature (which is particularly encouraged), but may also present the results of clinical or literature-based research.
- 2) The Dean of the Faculty issues a call for submissions for the preparation and submission of essay at the beginning of each academic year, in which the criteria for evaluation are also made public.
- 3) The exact title of the essay is determined jointly by the students and their supervisors. The formal requirements are identical to those for a thesis (see Study and Examination Regulations). The essay may be submitted under a motto (anonymous submission), but it may also be submitted with the author's and supervisor(s') names indicated, similarly to a thesis. In the case of anonymous submission, a sealed envelope must be attached upon submission, containing (together with the motto) the title of the paper, the name of the author, and the details of the supervisor(s) and the institute.
- 4) The Dean's essay must be submitted to the Dean's Office by the specified deadline in two copies (bound or stitched format). Unbound or loose-leaf papers will not be accepted. A Dean's essay may not be submitted with co-authors.
- 5) Submitted papers are evaluated by Reviewers appointed by the URS Committee. The President of the URS appoints the reviewers, who must be professionally competent in the subject of the paper. Reviewers may only be qualified instructor-researchers holding at least a PhD degree. External reviewers (e.g. from hospitals or industry) may also be invited, provided they meet the reviewer requirements. Each paper is evaluated anonymously by two independent reviewers. If a significant discrepancy (>30%) is found between the scores of the two reviewers, an additional reviewer must be involved. After the announcement of results, the author of the paper receives one copy of each written review. Based on the reviews, the URS Committee submits a proposal for acceptance and awarding of the papers to the Dean's Leadership. The President of

the URS and the Dean's Leadership (Dean and Vice-Deans) jointly decide on the awards. The Dean decides on the monetary amounts associated with the awarded papers.

- 6) The results of the Dean's essay are announced at the end-of-semester closing event organized by the URS Committee. The awards are presented to the students by the Dean (or their deputy), with simultaneous recognition of the work of the supervisors present. At the same time, the supervising instructor(s) also receive recognition, in accordance with Section 12 of Dean's Instruction No. 1/2020 (01.10.) of the Faculty of Pharmacy, University of Pécs.
- 7) An awarded Dean's essay may be accepted as a thesis. If the author has received any award for a presentation based on the topic of the paper at an URS Conference, they are not required to defend the thesis, and the thesis is graded as excellent. In the absence of such a presentation, the paper must be defended at an institute-level defense, similar to the thesis defense, in order to demonstrate the author's ability to discuss their topic. According to the thesis preparation guidelines for graduating pharmacy and biotechnology students: If a student has won an award with a Dean's essay in a competition announced by the Dean, the essay is recognized as a thesis. It is recommended that the Dean's essay review be requested and used as the thesis review. If the student who received an essay award also delivered an award-winning presentation based on the essay topic at an URS Conference, the essay does not need to be defended orally and must be accepted automatically as an excellent thesis. If a student delivered an award-winning URS presentation based on the thesis topic at the final examination, the thesis does not need to be defended; instead, the grade proposed by the chair of the thesis defense committee based on the supervisor's and reviewer's opinions may be accepted. The thesis supervisor provides a written statement confirming that the thesis topic is identical to the topic of the award-winning URS presentation. Detailed information is available on the website of the Registrar's Office.

Review Guidelines and Evaluation Form

- 1) The number and identity of reviewers, the distribution of essays, and the deadline and method of submission of reviews are determined by the President of the URS, who informs the Dean's Leadership accordingly.

- 2) Each essay is reviewed by two designated reviewers, who provide independent opinions and scores.
- 3) The written review should be half to one typed page in length. It should not contain “statistical data” (e.g. number of pages, number of figures, etc.), but should primarily provide justification for the scores awarded. The strengths and weaknesses of the paper should be highlighted.
- 4) The reviewer must also complete the evaluation (scoring) sheet (see sample below).
- 5) Copies of the written reviews and scoring sheets are provided to the student at the announcement of results. The copy received by the applicant must NOT contain the name of the reviewer or any information that could reveal the reviewer’s identity.
- 6) At the evaluation meeting, the Dean, the Vice-Deans, and the President of the URS allocate the number of awards previously determined and approved, based on the received evaluations. Generally, the best 60% of the submitted essays are awarded.
- 7) Awarding process:
 - a.) At the beginning of the awarding process, it must be determined which submissions are eligible for awards and which fall into the “non-awarded” category.
 - b.) Awarded papers are classified into first, second, and third prize categories based on their evaluations.
- 8) The URS Committee makes its decision in accordance with the final ranking order established by the scoring results.

Evaluation of the Dean's essay based on these points of view – PTE GYTK

Name of the student:	Max. point	Point given by reviewer
1. Introduction - The modernity and importance of the topic. Convincing description and justification of the objectives, placing them within the current scientific knowledge. Quantity, quality and use of cited literature. Amount and proportions of citations to own and others' works.	14	
2. Methods - Modernity and adequacy of the methods. Adequacy of statistical analysis. Presentation of ethical considerations.	12	
3. Results - A detailed description of the objectives, the credibility/reliability and relevance of the results. Quantity and quality of documentation (figures, tables etc.).	12	
4. Discussion/Conclusion - Placing the results between your own and others' previous results, combining them and confronting them. Analysis of the results in moderation, but recognizing their importance, and description of their practical applications. Ideas for further work.	14	
5. General comments - Language correctness, the correct use of technical terms. Compilation of the bibliography in terms of content and form. Misspelling.	8	
Total points	60	

Criteria for Awarding the Prize for the “Most Outstanding URS Student Activity”

The purpose of this award, which is presented annually at the graduation ceremony, is to recognize the work of the graduating pharmacy and biotechnology BSc students who have demonstrated the most outstanding Scientific Students’ Research (URS = TDK) activity. The award may be granted to one student from the Hungarian-language pharmacy program, one student from the English-language pharmacy program, and one student from the English-language biotechnology BSc program, in accordance with Section 11 of Dean’s Instruction No. 1/2020 (01.10.) of the Faculty of Pharmacy, University of Pécs.

The evaluation takes the following aspects into account:

- Duration and effectiveness of URS work (URS presentations, research papers, local and national placements, participations)
- Mentoring and training of junior URS students
- Publication activity (conference presentations, publications in domestic and international scientific journals)

The evaluation of applications and the awarding of the prize are carried out by a Board of Trustees, composed of the following members:

- Chair: Dean
- Members: Vice-Deans, President of the URS, and the supervisor of the student who received the award for the highest-quality URS presentation in the given year (see Annex No. 4).

System of Evaluation:

Criteria	Points	Comment
Active URS semester	1 point per semester	-
URS presentation	1 point per presentation	-
Ranking at URS conference	1 st place 3 points 2 nd place 2 points 3 rd place or special price 1 point	-
OTDK presentation	2 points per presentation	-
Ranking at OTDK conference	1 st place 6 points 2 nd place 4 points 3 rd place or special price 2 points	-
Dean's essay	1 point for submitted thesis 2 points for thesis that achieved a ranking	-
Conference participation	domestic, Hungarian- language conference 1 point international, English- language conference 2 points	Maximum 5 points can be counted.
Scientific publication	5 points per publication	in Hungarian and English (in a journal with impact factor)
Other extra points	mentoring, committee membership, etc.	Maximum 5 points can be counted.

Award for the Highest Quality URS (TDK) Presentation

This award is a special prize given to **a pharmacy or a BSc student in biotechnology** for the work that received the highest total score in the in-house (ÁOK-GYTK) TDK Conference. The award is decided based on the jury's scores and announced at the award ceremony.