

Terms of Use

METU JOBS PORTAL

1. Content of the Terms of Use

1.1. These Terms of Use as a contract (hereinafter: the **Contract**) are concluded between the Budapest Metropolitan University (headquarters: 1148 Budapest, Nagy Lajos király útja 1-9; institutional identification: FI33842, hereinafter: the **Operator or METU, the legal predecessor of the Budapest College of Communication and Business or BKF**) and the user (hereinafter: the **User**) of the services available on the website <https://metujobs.metropolitan.hu> (hereinafter: the **Service**) operated by METU in order to use the Services of the METU Jobs Portal (hereinafter: METU Jobs Portal or **Portal**).

1.2. On the METU Jobs Portal, the student User can create a profile page, where they can enter the data specified in the privacy policy, upload a picture, photo, and make their data available to Employers by activating the profile page.

1.3. On the METU Jobs Portal, the employer can create an employer User profile page, where the employer can enter the data specified in the privacy policy, upload job vacancies, and search student profile pages, contact the students of choice.

1.4. If the User starts using any element of the Service, simultaneously accepts the terms of this Terms of Use.

1.5. These Terms of Use are considered to be **general terms and conditions** as defined in Section 6: 77 (1) of Act V of 2013 on the Civil Code. An integral part of these Terms of Use is the **Privacy Policy** governing the handling of personal data on the METU Jobs Portal.

1.6. The Operator is entitled to unilaterally amend the Agreement at any time, informing the Users about the amendment in the form of a short notice on the website <https://metujobs.metropolitan.hu>. After the modification, by using the Service, the User accepts the modification of the terms.

1.7. The Operator shall inform the Users about the service elements not specified in this Agreement on the Portal or through the information document available on the Portal.

1.8. The User undertakes to record the change in their data on the Profile page. It is the sole responsibility of each User to maintain the confidentiality of each user password. The User is also fully responsible for all activities performed in connection with the Profile page.

1.9. The Operator shall not be liable for damages resulting from unauthorized use of user passwords with or without the knowledge of the Users.

1.10. However, the User is liable for damages caused to the Operator or any third party by unauthorized use of his own password.

1.11. The User is obliged to immediately inform the Operator about any unauthorized use of the Profile page or any other act that violates security. The Operator is entitled to send an electronic message to the User's e-mail address in connection with the registration or its termination, or in connection with the operation of the Service (such as its use, expiration, change of content / form, user change, maintenance, incident).

1.12. The Operator measures registration activity for the purpose of statistical data generation, analysis and anonymous statistics.

2. The purpose of the METU Jobs Portal

2.1. The purpose of the Service is to create an online meeting opportunity for students, graduate students who are interested in vacancies, and for Employers who present their career opportunities and facilitate the selection of internships. Among other, it provides an opportunity for the Student User to apply for Career Coaching online. The Portal also provides an interface for students to create portfolios as part and/or independent of their academic obligations.

2.2. The Operator does not check the job market offers uploaded to the Portal within the framework of the Service, as well as the reality content of the information made available by the Users, and does not search for facts or circumstances that indicate the continuation of illegal activity, furthermore, any activity without permission and without authorization; the operator excludes its liability for the resulting damage. The Operator does not take part in the establishment of a legal relationship between Student and Employer Users outside of the services listed in Provision 2.1. and is therefore not liable for any resulting damage.

2.3. The Operator excludes liability for any damage that may result from the Operator's deletion of the User Profile page due to its violation of these Terms of Use or violation of the law.

2.4. By entry, registering, logging in or maintaining, the User undertakes that the data, information, photos displayed or stored on the Profile page do not infringe the rights or legitimate interests of the Operator or a third party, they contain only and exclusively information and data that correspond to reality.

3. Definitions:

METU Jobs Portal:

The Portal was created by sole proprietor Tibor Pável and is operated by METU.

Contact details of the operator: Budapest Metropolitan University (headquarters: 1148 Budapest, Nagy Lajos király útja 1-9 .; institutional ID: FI33842) CareerCentre,

e-mail address: metujobs@metropolitan.hu, telephone number: + 36-1-273-2461.

Registering authority: Educational Authority

User:

Student User, Employer User

Student User:

A person with a student status with METU; a person previously in a student status with METU.

Student User Login:

Access to the Portal does not require registration for the Student User. Only a person with a current or previous student status is entitled to login as a Student User.

Access is by entering a Neptun code and password. After logging in, the system creates the Student User's profile page, after that the User is entitled to browse the job offers, but without completing, closing and completing the profile page, the system cannot offer a job.

Student Profile Page: Use of the site is available to all persons with active student status or a previous BKF/METU student status. In order for the students/former students to be able to fully use the services provided by the Portal, it is necessary to create their profile page.

If the required data fields are not filled in during the creation of the student/former student profile page, the “home page” after entry will be the profile page.

Student Portfolio Page:

The portfolio created by the student provides an insight into the student’s professional work. The student can create several independent portfolios with a publicity chosen by the student - the student can select to publish the portfolio to instructors, students, employers, and / or the METUJobs home page using the appropriate check box.

Their own portfolio can be deleted by the student and the Portal administrator. Deletion of the portfolio by the student may have academic consequences in the case of a portfolio created as part of a study obligation.

Students have the opportunity to filter their portfolios by semesters, as well as to export their portfolios in full or per semester.

Public student portfolios can be searched by name or Neptun code for user groups designated by the student with viewing rights, and can be filtered by training and semester. The portfolio home page displays the 20 most recently uploaded public portfolios.

Employer User:

A legal entity offering a professional internship place, a job opportunity, furthermore, an organization without legal personality, natural person, sole proprietor who uses the METU Jobs Portal Services for the purpose specified in point 2.1. of the Terms of Use and designates the person authorized to use the Service on behalf and for the benefit of the Employer User.

Registering Employer:

Registration begins with the registration form with valid data, filling in the required fields correctly and completely. If the User does not provide data, enters the data in an incorrect format, or enters an e-mail address with which registration already exists, the registration will start again until the registration form is complete, or no longer conflicts to the uniquely identifiable data of an existing registration. A necessary condition for registration is to confirm that the User is familiar with the contents of the Terms of Use and the Data Management Information, and that the registration request is approved by the “admin” of the Portal. The Employer is obliged to ensure that the e-mail address and password required for the use of the Portal are accessible only to those authorized. The operator shall not be liable for the consequences of breach of this obligation.

Employer Profile Page: Use of the site is available to all employers with an accepted registration and to any natural person authorized by them. In order to be able to fully use the services provided by the Portal, it is necessary to create a profile page.

Neptun Code: A unique identifier generated for the student User in the Neptun Electronic Study Administration System.

Instructor user: METU instructors can access the portal with the instructor user to evaluate the student portfolios to be prepared as a study obligation.

System Administrator (admin): A natural person with an employment relationship with the Operator, who enables the management and configuration of the administrative interface, the METU Jobs Portal service, and ensures the issuance, revocation, viewing and modification of various accesses and permissions, individuals and elements (employers, advertisements) recording, modifying, deleting, managing career coaching, adding, modifying, deleting programs.

4. Services provided by the Portal

The User is entitled to use the services provided by the Portal after logging in to the Portal.

4.1. The Student User on the Profile page AFTER LOGIN is able to:

- fill in the required data fields,
- browse job offers,
- upload a photo,
- create a portfolio, view their own portfolios, download their aggregated data in a structured way,
- view, filter and apply for career opportunities and internships offered by Employer Users,
- find out about the programs announced by CareerCentre,
- browse Employer User profiles
- contact the Operator

AFTER COMPLETING THE PROFILE PAGE:

- decide to activate or deactivate the Profile page
- apply for Career Coaching
- download profile data in a PDF file

4.2. The Employer User on the Profile page is able to:

- decide to activate or deactivate the Profile page
- fill in the required data fields
- upload job offers, advertisements
- browse registered, profile page and active student Users
- view and filter the Student Users Profile page
- initiate contact with registered, profile-based and active student Users
- be browsed by Student Users
- contact the Operator

5. Termination of the contract:

5.1. The Contract shall terminate with immediate effect and automatically upon cancellation of the User's registration. Operator reserves the right to terminate the Service in its entirety at any time, in which case this Contract and the Privacy Policy will automatically terminate.

Ways to delete a Profile page:

- The Student User shall delete their profile at any time and to request the deletion of their data and registration at any time at the e-mail address metujobs@metropolitan.hu, based on which the data saved on the profile page will be deleted as soon as possible.
- The Employer User shall delete their profile at any time and at any time request the deletion of their data and registration at the e-mail address metujobs@metropolitan.hu, based on which the data saved on the profile page will be deleted as soon as possible.
- The User acknowledges that in case of violation of the Terms of Use, their registration may be cancelled. The Operator reserves the right, at its own discretion and discretion, for reasons of reputation or business policy, as well as for ethical reasons or to restore the lawful status, to cancel the registration of any User without justification, in an irreversible manner, of which the User will be notified electronically.

6. User statuses

6.1. Active/Inactive Student User/Active job seeker Status:

With an inactive status the students/former students cannot apply for ads, does not see the personalized ads recommended for them, employers cannot view their profile, but can apply for Career Coaching, can see programs.

This in itself does not preclude the use of personal data obtained prior to the deactivation of the Profile Page by an Employer User. In active status, the User can use all the functions of the portal. With the active Student User profile, the data provided by the User from the following will be visible to employers:

- name, e-mail address, Neptune code, birth data, gender data, citizenship, telephone, place of residence, studies, work experience, jobs, jobs, activities, language skills, computer skills, professional skills, soft skills, User profile, contacts on social media, User-uploaded documents: portfolio, photo, and selected fields of work.

The Student User can choose whether or not to actively search for a job. If the Student User profile is set to "actively looking for a job", the profile will be displayed to the Employer User and will be searchable on the portal. If the Student User does not actively seek employment, the profile will not be visible and searchable by the Employer User.

In case of profile inactivation/deletion, the profile is not visible to Employer Users and cannot be searched. In this case, the Student User cannot apply for a job posting and cannot see the positions offered to the Student User, but can use the portfolio-related functions of the Portal.

Student User warrants and agrees to upload only data that they wish to display.

Student User acknowledges that some of their uploaded documents may be accessed by Employer Users.

6.2. Active/Inactive Employer User Status:

The employer has the option to deactivate the profile page. In the inactive status, the Profile page remains present, but is not visible or searchable by either other Employer Users or Student Users. If an Employer Profile page becomes inactive, the ads it publishes and approved by "admin" will also be inactive.

The following data will be visible of an employer with an active user status: company name, profile picture and data uploaded for the given advertisement, advertisement and video gallery.

The Employer User warrants and agrees to upload only data that they wish to display.

After deactivating the Profile page, the Employer User has the opportunity to request the deletion of the Profile page at the e-mail address metujobs@metropolitan.hu.

7. Portal operation:

7.1. The Operator shall not be liable for errors and consequences related to causes beyond its control, such as technical failures or outages on the Internet, technical shutdowns of any origin, interruptions, destructive applications or programs placed by others (including, but not limited to: viruses, worms, macros or hacker activities). In order to protect against breaches of the security of information systems, METU shall take all appropriate measures to promote secure data management.

7.2. The Operator is not responsible for the effectiveness of the User's search, as well as for the existence and topicality of the recommended jobs, and for the accuracy of the information contained therein. At the same time, the Operator takes every measure in its power to ensure that only real job offers are published on the Portal, and that employers search for Users only with existing, specific job offers.

7.3. It is the duty of the Operator to ensure the functional condition of the Portal and to eliminate any operational problems that may occur.

7.4. After logging in, the use of the Services is free of charge for the Users.

7.5. Process of requesting a forgotten password: the employer writes an e-mail to metujobs@metropolitan.hu. The METU "admin" changes the password of the employer profile page from the "admin" interface, which is sent to the employer by e-mail in response and asks the User to change the received password after the first login.

8. Complaint management:

The Users or their representatives acting on the basis of a power of attorney valid on their behalf are entitled to submit a complaint, question or request to the e-mail address metujobs@metropolitan.hu. The Operator must send a reasoned opinion on the written complaint to the User electronically within 30 calendar days of the receipt of the complaint.

The data of the User submitting the complaint must be handled in accordance with the provisions of Act CXII of 2011 on the right to informational self-determination and freedom of information.

The language of the complaint procedure is Hungarian. An employee of the Operator - who speaks a language understood by the User - is obliged to participate in the handling of the complaint initiated by the User who speaks a foreign language to provide linguistic assistance to the User.

9. Copyright:

The entire content of the website, including but not limited to the names, logos, graphics, brochures, analyses and other information materials, interfaces and their layout is protected by copyright, therefore anyone may use it exclusively for their own personal purposes. The copying, reproduction and other uses, in particular for commercial, commercial, advertising and other interests and purposes, are prohibited without the express, prior written permission of the Operator.

10. Other provisions:

By accepting these Terms of Use, the User declares that the Operator has allowed the User to get acquainted with its content in advance of concluding the contract. By registering to the Portal, the User acknowledges that the provisions of the Terms of Use as binding. If the User does not accept the terms, they are not entitled to create a Profile page.

These Terms of Use are effective as of 7. December 2020 and will remain in effect until revoked.

Annex 1

DATA FIELDS

Student User

When managing and creating a profile, the student/former student provides the following information:

- "Basic data" The User shall enter and change the name and e-mail address. The Neptun code is given and cannot be changed. Basic information is required. Additional data and documents are uploaded at the discretion of the student user, optional.
- "Personal data" A section for entering or modifying personal data. Birth, gender, citizenship, telephone number or place of residence.
- "Studies" Entering or modifying studies. Up to ten institutions can be specified. A new one may be added by pressing the "+ More Studies" button. Previously entered studies can be modified with the "pencil" icon and deleted with the "trash" icon.
- "Work experience" Adding or modifying jobs. Up to ten pieces of experiences can be entered. A new one may be added by pressing the "+ More work experience" button. Previously entered experiences can be modified with the "pencil" icon and deleted with the "trash" icon.
- "Language skills" Entering or modifying language skills. Up to ten languages can be specified. A new one may be added by pressing the "+ More language skills" button. Previously entered language skills can be modified with the "pencil" icon and deleted with the "trash" icon.
- "Computer Skills" Student Users can enter their computer skills or modify the list. Clicking on the "pencil" icon will open a checklist. The list can be changed after clicking the save button by checking or unchecking the list.
- "Professional Skills" Student Users can enter their professional skills or modify the list. Clicking on the "pencil" icon will open a checklist. The list can be changed after clicking the save button by checking or unchecking the list.
- "Soft Skills" Student Users can enter their soft skills or modify the list. Clicking on the "pencil" icon will open a checklist. The list can be changed after clicking the save button by checking or unchecking the list.
- "Three Sentences" The most important three sentences about the Student User are to make it easier for employers to find and decide.
- "Social Appearance" Social media contact information for Users.
- "Profile picture" is used to make the student user more personal

- “Documents” A total of eight different documents can be uploaded. The format of the documents to be uploaded shall be .pdf.
- “Seeking in fields of work like this...” The most important part of the Student Profile. The system recommends jobs based on this information.

During the management and creation of the portfolio, the following data is provided by the student / former student

- The title of the portfolio
- Name
- Neptun code
- Cover picture
- Profile picture
- Faculty visited by the student
- Level of training, language of training, work schedule, name of training
- Semester - Course
- Social media contacts - E-mail address - My website address
- Situation description
 - The elements required and completed in the semester
 - Deadline of the completion of the portfolio
 - In case of a portfolio item is related to the studies, the name of the course
 - In case of a portfolio item is not related to the studies, the place of performance of the portfolio (e.g. the company name)
- Assigned task
 - Job title or type of university assignment
 - Objective: a description of the job or university assignment received
 - The title of the work
 - A specific and detailed description of the problem solution
 - Files of the work (jpg, .jpeg, .png, .pdf) - if the portfolio contains an image, it can be used as a cover image, for this the images intended for the cover image must be uploaded first
 - Links to the work's YouTube availability
- Results
 - The measurable result of the solution of the assignment
 - The student's own development and lessons learned
- In case of a public portfolio, an explanation of the professional competence, a short summary of the description of the task*
- In case of students of the courses advertised by the Faculty of Art and Creative Industries, the designated mentor

Items marked with * are not displayed to Employer Users.

The portfolio widget contains the following information

- The title of the portfolio
- Name
- Name of training
- Cover picture
- Profile picture

Employer User

When managing and creating a profile, the following information is provided by the Employer:

- "Basic data" Company name and other data closely related to the company, change, company name, tax number, e-mail address, registered office, website address,
- "Activity-related data" Company profile, main area of activity and brief presentation
- "Contact" Contact information: surname, first name, position, telephone number, e-mail address, password. The person's e-mail address and the given password are extremely important data. This data pair allows the employer to access the company account.
- "Uploading Images" It is possible to upload two .jpg or .jpeg images. One is a company-specific photo (Profile page header), the other is the company logo.

Mandatory information when creating the profile: Company name, tax number, company address: postal code, city, street, house number, e-mail address, Contact information: surname, first name, position, telephone number, e-mail address, password. Entering additional information is optional.

The Student User can freely browse through the Employer Users. When browsing, the employer contact's personal data is not visible.

Profile management:

The profile management page is used for later modification of the data provided during registration.

Displayed data:

- "Basic data" The company name and other data closely related to the company can be entered and modified.
- "Activity-related data" A company profile, main area of activity and a brief presentation are possible in this section.
- "Contact" Contact information. The person's e-mail address and the given password are extremely important data. This data pair allows the employer to access the company account.
- "Uploading Images" It is possible to upload two .jpg or .jpeg images. One is a company photo, the other is a company logo.

Instructor User permissions:

Portfolio Approval – portfolio drafts: This feature provides mentors to students in the training programs advertised by the Faculty of Art and Creative Industries to review the portfolio items submitted by their students in one interface. In the case of students of the courses advertised by the Faculty of Art and Creative Industries, the portfolio can be published on the main page of METU Jobs only if it has been approved and published by the mentor instructor. The system sends an automatic email to the instructor of the student's choice after creating and saving the portfolio item to be approved. The link in the email allows the instructor to navigate directly to the login page. This function is also available as a subpage from the menu (Portfolio items awaiting approval).

The instructors of the Faculty of Art and Creative Industries can view the portfolio items they accepted previously on their profile page.

"Admin" permissions:

- “Home” Allows the return to the main page from any submenu. This option can also be accessed by clicking on the portal logo in the menu bar.
- “Students” The submenus of this menu provide the following operations:
 - Create a new student profile: This feature allows the administrator to create a new student profile in the portal database.
 - Management of student profiles: The data of the selected student can be freely modified. The student profile can be deactivated. From a data management point of view, deletion is logical. The data is still physically in the database, but the student profile is no longer public.
- "Employers" The submenus of this menu give the option to perform the following operations:
 - Create a new employer profile: This feature allows the administrator to create a new employer profile in the portal database.
 - Managing employer profiles: The system allows to edit the profiles of registered employers. Editing begins with selecting an employer with a search box. The admin can search by employer name and email address. The details of the chosen employer are free to change. The employer profile can be deactivated. From a data management point of view, deletion is logical. The data is still physically in the database, but the employer profile and the ads associated with the profile are no longer public. The permanent deletion of the employer profile can be done by the operator.
- "Advertisements" The submenus of this menu give the option to perform the following actions
 - Creating a new advertisement: It is possible to create a new advertisement after registration of the owner (employer) of the advertisement. It is possible to create an advertisement after selecting an employer.
 - Ad management: The system provides the possibility to manage the ads of employers. The content of the ads is controlled by the admin. The admin has the right to edit.

Available ads can have the following statuses:

- “DRAFT ADVERTISEMENTS” Advertisements submitted by employers for publication or created by the METU administrator selecting the box “Save as draft”.
- “PUBLISHED ADS” A group of ads that appear to students and employers. This requires that the date of publication of the ads falls within the timeframe of the ad.
- “INACTIVE ADVERTISEMENTS” Ads that have expired or are associated with this status by the ad owner or METU administrator.
- “Matching” This feature allows Users to find students or ads based on pre-defined criteria.
- "Settings" This section contains several functions required for the operation of the Portal. These are the following:
 - Add and remove knowledge, skills, occupational groups

- New slide. The main presentation is used to expand the image collection: The interface allows to add a new element to the slide show of user pages in the pre-login mode.
- Slide editing. Edit the finished presentation.
- Latest ads: This menu item opens the published ad space within the ad management. The options and usage are the same as described in the section on managing ads.
- Partner logo selection: From the registered partners a customer whose company logo is displayed on the user interface in a highlighted interface can be selected. There, the logos can be clicked and navigated to the partner's website.
- Add new program: The system provides the possibility to place program offers on the main page of the user interface after the user logs in.
- Edit a program recommendation. The data of the published programs can be edited here.
- Career Coaching management: In this menu the inquiries and message exchanges that took place after the inquiries of the registered students can be found. Each item in the list includes the student's name, the date of the request, and the text of the request. By clicking on the student's name in the list, the profile can be accessed, which displays all personal and other information.
- "Admins" Edit METU administrators (search, edit). In the admins menu, it is possible to manage the basic data of registered and authorized administrators based on the ldap system. There is a group of main administrators and group of administrators. The rights of the main administrator differ from those of the administrators only in that they can manage the data of the administrators in addition to their own data. Search for administrators is possible by name or email address.
- "My Account" Editing the logged-in METU administrator's own data. The main administrator has the right to change the data and authorization level of the other administrators.

Last updated: 22 August 2023