



VOLUME I OF THE ROO ORGANISATIONAL AND OPERATIONAL PROCEDURES

At its meeting of 17th December 2019 the Board of Trustees supported the adoption of the Operational and Organisational Procedures under Resolution No 25/2019. (17.12).

Amended under
Resolution No. 19/2020(26. 05)
Resolution No. 39/2020 (01.10)
Resolution No. 48/2020 (17. 11)
Resolution No. 07/2021 (27. 01)

of the Board of Trustees

The Maintainer of Corvinus University of Budapest (hereinafter referred to as CORVINUS or University) has laid down the Rules of Organisation and Operation of the University (hereinafter referred to as ROO) as follows.

VOLUME I
ORGANISATIONAL AND OPERATIONAL PROCEDURES

CHAPTER I
GENERAL PROVISIONS
THE PURPOSE OF THE PROCEDURES

1. §

(1)The purpose of establishing the Organisational and Operational Procedures (hereinafter referred to as OOP) is to determine the organisation, structure, governance, decision making process, the procedure for the selection of executive employees, furthermore, the procedures applicable to the duties, functioning of the organisational units and communication within the institution, the procedures for organising student events and services provided for students, as well as the rules of quality management.

SCOPE OF THE PROCEDURE

2. §

(1)The scope of the Procedure extends to:

- a) the registered seat, the business premises and the bases of operation of the University;
- b) all organisational units of the University;
- c) all activities of the University, regardless of the nature of the activity and whether the activity is pursued at its registered seat, business premises or elsewhere, in Hungary or abroad;
- d) the employees of the University, other persons who do not have employment relationship with the University, but who participate in the work of the University, therefore in particular any person participating in any university board or any person who performs educational, research or other work at the University in the framework of a scholarship scheme, in accordance with the provisions of the contract for work;
- e) regardless of the form of financing, all students of Hungarian and – according to the effective laws – non-Hungarian citizenship, who study in any cycle of education, study programme or mode of study, and also the applicants to the University and its former students, furthermore, any person who has an adult education status at the University (the persons specified in subparagraphs d) and e) are hereinafter jointly referred to as University Citizens).

THE LEGAL STATUS, BASIC DATA, MAINTAINER AND THE DUTIES OF THE UNIVERSITY

3. §

- (1) CORVINUS is a non-state university recognised by the National Assembly of Hungary, which operates as a public-benefit entity. The University is an independent legal entity which operates under its Founding Charter.
- (2) The University offers two-cycle and single-cycle bachelor and master programmes providing higher education qualification in the fields of education set out in its Founding Charter, as well as doctoral programmes in the disciplines specified in its Founding Charter.
- (3) In the framework of higher education, the University shall also organise specialised postgraduate programmes in the fields of education set out in its Founding Charter as programmes not providing higher education qualification.
- (4) The University participates in adult education in accordance with its Founding Charter.
- (5) The programmes of the University are delivered in Hungarian, English and German.
- (6) In the course of its scientific research activities, the University shall conduct basic and applied research and experimental development, carry out tasks of scientific management and technological innovation, as well as perform other research to support education.
- (7) The University shall fulfil the duties related to fostering talent, as well as duties related to improving the social reputation of science.
- (8) The basic data of the University, the data of its Maintainers, as well as the duties of the University are specified in its Founding Charter.

THE PRINCIPLES OF OPERATION OF THE UNIVERSITY

4. §

- (1) The organisational and operational procedures, the rules of employment at the University, as well as the student requirements are included in the Rules of Organisation and Operation. The University has one Rules of Organisation and Operation, which is published on its website.
- (2) The working language of the University is Hungarian.
- (3) Through its information and counselling system, the University shall help the integration and advancement of the students during the higher education studies, and the University shall provide help in career planning, in particular for students with disabilities, during and after the conclusion of the studies.
- (4) The University shall ensure that in course of its operation, the persons involved in the fulfilment of its duties comply with the requirement of equal treatment and equal access when making their decisions related to the students, faculty members and the staff working in higher education.
- (5) In line with its basic activity – including health promotion –the University shall ensure the organisation of regular physical and sports activities, library services, the development of financial, business, mother tongue and technical language skills

related to the knowledge-based economy, as well as shall create opportunity for the improvement of foreign language and technical language skills.

- (6) In order to facilitate equal opportunities, through its services the University shall contribute to ensuring the housing conditions and the healthy, addiction-free lifestyle of the students, and through its information and counselling system the University shall help the students' integration during the higher education studies and their professional advancement after the conclusion of the studies.
- (7) The University shall provide healthy and safe conditions of education and work, in order to prevent accidents, the University shall investigate and eliminate the causes of accidents, furthermore, the University shall ensure the enforcement of the requirements related to work safety.
- (8) By ensuring equal access, the University shall provide opportunity for those who do not have student status to become acquainted with the schedule of the lectures and – within the frameworks specified by the Rules of Organisation and Operation – to attend the lectures.
- (9) The University shall fulfil its duties by using the funds available to it efficiently, by enforcing and being responsible for the requirements.
- (10) The University is not committed to any religion or belief.
- (11) The organisation and the operation of the University are independent from any parties, and the University shall not provide financial support to any party and shall not accept financial support from any party. The University shall not provide its premises for operational purposes to any party or organisation affiliated with any party.
- (12) The University shall operate a quality assurance system.
- (13) The University shall enforce the four-eye principle in course of its operation as follows:
 - a) The countersignature of the Chancellor is required before any financial commitment is made to any third parties; the countersignature certifies the Chancellor's accounting and tax approval necessary for the commitment, as well as the availability of the funds, which is a condition of proper commitment.
 - b) Except for certain matters, all commitments require legal countersignature, which certifies legal and institutional regulatory compliance. The countersignature is a condition of proper commitment.
 - c) The four-eye principle shall be enforced in course of decision-making within the organisation, primarily through the separation of the person preparing the decision (proposer) and the decision-maker, as well as through joint decision and the enforcement of mandatory participation in the decisions.
 - d) If the person responsible for the implementation of the decision does not agree with the decision, then he/she may submit the case to his/her superior who took the decision.
- (14) The allocation of competences among the Rector, the President and the Chancellor at the University is specified in the Founding Charter, while the allocation of competences among the other executive employees of the University is specified in the Rules of Organisation and Operation.

- (15) The powers vested in the leaders of the University - in order to exercise their scopes of competence – shall be specified by the University in the Rules of Organisation and Operation.
- (16) Transfer of powers:
- a) The Rector may transfer his/her powers with respect to a specific scope of matters to his/her deputy or other executive employees of the University; such powers may be delegated permanently in the OOP or any internal regulatory document, or temporarily or by virtue of ad hoc power of attorney. The exerciser of the delegated competences shall subdelegate the competences to other parties.
 - b) The President and the Chancellor may transfer their respective powers with regard to a specific scope of matters to their respective deputies, any executive employee or employee of the University; such powers may be delegated permanently in the OOP or any internal regulatory document, or temporarily or by virtue of ad hoc power of attorney. The exerciser of the delegated competences shall not subdelegate the competences to other parties.

REPRESENTATION OF THE UNIVERSITY

5. §

- (1) The Rector, the President and the Chancellor shall represent the University within their scope of competences specified in the Founding Charter and in any institutional regulatory document.
- (2) The head of the organisational unit shall act as the representative of the University toward third parties, within the scope of competences specified in the Rules of Organisation and Operation and in any institutional regulatory document.
- (3) The provisions of Article 4(16) shall be applicable to delegating the powers of representation of the Rector, the President and the Chancellor.
- (4) Except for the matters specified in the institutional regulatory documents, the powers of representation shall be exercised jointly, as follows:
 - a) Depending on the subject matter of the case, the Rector may represent the University jointly with the President or the Chancellor, or the President may represent the University jointly with the Chancellor.
 - b) The executive employee vested with powers of representation may represent the University primarily jointly with the immediate subordinate executive employee who is vested with competences relevant to the subject of the case, and alternatively, the immediate subordinate may represent the University jointly with another employee vested with powers of representation.
 - c) Any other employee vested with powers of representation may represent the University primarily jointly with the immediate superior executive employee who is vested with competences relevant to the subject of the case, and alternatively, the immediate subordinate vested with powers of representation may represent the University jointly with another employee vested with powers of representation.
- (5) Signing on behalf of the company shall be fulfilled by the person or persons authorised to sign on behalf of the University by way of signing his/her/their

name(s) below or above the printed or pre-written name of the University and affixing the document with the stamp imprint of the University.

CHAPTER II

THE GOVERNANCE STRUCTURE OF THE UNIVERSITY

THE GOVERNING BODIES OF THE UNIVERSITY

6. §

(1) The governance of the University is carried out in the manner specified in the OOP, according to the allocation of competences among the bodies and the executive employees, through exercising the powers distributed among them. The participants of the decision-making process shall cooperate with each other.

(2) The governing bodies of the University shall be the:

- a) Senate
- b) Presidential Committee,
- c) University Doctoral Council
- d) Senate bodies.

SENATE

7. §

(1) The rights of the higher education institution laid down in the Fundamental Law shall be vested in the Senate.

(2) The competences of the Senate:

- a) Determination of the educational and research duties of the University, discussion of the annual reports of the Vice Rectors, controlling the implementation of the annual reports of the Vice Rectors.
- b) Provision of its opinion on the Rules of Organisation and Operation.
- c) ¹ Acceptance of the institution development plan. Provision of its opinion on the functional action plans designed to implement the institution development plan.
- d) ² Provision of its opinion on the institutional budget and the financial report.
- e) Acceptance of the educational programmes.
- f) Subject to the preliminary agreement of the Presidential Committee, the Senate shall make decisions on the launch and termination of programmes, and on initiating such launch or termination to the competent entities, as follows:
 - fa) after hearing the opinion of the Education Committee and subject to the preliminary agreement of the Presidential Committee, the Senate shall make decisions on initiating the establishment, launch or termination of bachelor programmes, master programmes, single-cycle programmes, specialist

¹ Amended under: Resolution number 07/2021 (27.01) of the Board of Trustees

² Introduced under: Resolution number 39/2020 (01.10) of the Board of Trustees

- postgraduate programmes, as well as the specialisations, subspecialisations thereof;
- fb) the Senate shall make decisions on initiating the establishment, launch or termination of doctoral programmes;
- fc) after hearing the opinion of the Education Committee, the Senate shall make decisions on initiating the launch or termination of any programme as an off-campus programme;
- fd) after hearing the opinion of the Education Committee, the Senate shall make decisions on initiating the launch or termination of any programme as a dual degree programme;
- g) Subject to the preliminary agreement of the Presidential Committee, the Senate shall make decisions on the establishment or termination of doctoral schools.
- h) The Senate shall make proposals for the contents of the call for applications for the position of Rector and for the evaluation of the applications.
- i) The Senate shall evaluate the leadership activity of the Rector, in the framework of which the Senate shall hear the Rector's annual report.
- j) The Senate shall make decisions on initiating the dismissal of the Rector.
- k) ³ The Senate shall provide its opinion on applications for the positions of university professor, scientific advisor and research professor.
- l) The Senate shall give opinion, and if applicable rank, the applications of the academic executive employees submitted to it upon the recommendation of the Rector.
- m) The Senate shall elect the members of the University Doctoral Council.
- n) The Senate shall make decisions on initiating court proceedings against any measure of the maintainer, requesting the court to establish that the decision of the maintainer infringed the University's autonomy ensured by the National Higher Education Act.
- o) The Senate shall determine the system of student counselling.
- p) ⁴ The Senate shall define the system for the evaluation of the lecturers' work by the students, the system for graduate tracking, and the quality management system.
- q) The Senate shall make decisions on the founding and awarding of titles and acknowledgements.
- r) ⁵ The Senate shall establish rules in the following areas and topics:
- ra) Student Requirement System, except for the Regulations on Student Fees and Benefits;
 - rb) Student Requirement System, except for the Regulations on Student Fees and Benefits;
 - rc) the rules of habilitation;

³ Amended under: Resolution number 48/2020 (17.11) of the Board of Trustees

⁴ Amended under: Resolution number 07/2021 (27.01) of the Board of Trustees

⁵ Introduced under: Resolution number 07/2021 (27.01) of the Board of Trustees

- rd) ethical standards, framework;
 - re) equal opportunities framework;
 - rf) system of students' scientific associations, demonstrator system;
 - rg) intellectual property management;
 - rh) operation of dormitories.
- s) The Senate shall take decisions on the establishment of senate committees.
- t) The Senate shall define its own rules of operation in the form of rules of procedure.
- (3)^{6 7} In case of subparagraphs b) and d) of paragraph 2, the Senate shall exercise its right to give opinion before submission to the Maintainer. The Rector shall be responsible for presenting the Senate's opinion to the Maintainer.
- (4)⁸ Upon the initiative of the chairperson of the Academic Career Committee, the Senate shall give its opinion on the proposal for the non-ex officio members of the Academic Career Committee. Upon the initiative of the chairperson of the Academic Career Committee, the Senate shall give its opinion on the proposal for the members of the Academic Advisory Council.
- (5) The Senate shall approve the Statutes of the Student Union of Corvinus University of Budapest (CUB HÖK) and the PhD Student Union of Corvinus University of Budapest (CUB DÖK), at the first meeting following the thirtieth day after the submission of the statutes at the latest. Submission shall mean when the Delegates' Meeting sends the textual proposal along with the resolution of the Delegates' Meeting to the chairperson of the Senate. The approval of the Statutes may be denied only if it is unlawful or in breach of the Organisational and Operational Rules of the University. If the Senate fails to make a declaration at its first meeting following the thirtieth day after the submission of the statutes at the latest, then the statutes shall be considered accepted.
- (6) The Chairperson shall present a report to the Senate on his/her activity related to the scope of powers of the Senate every year.
- (7) The Senate may request a report from any of the university's organisational units relevant to the competences of the Senate.
- (8) The Senate may order an inquiry in any matter related to its competences and may establish a committee for conducting the inquiry.

THE MEMBERS, COMPOSITION AND ESTABLISHMENT OF THE SENATE

8. §

- (1)⁹ The Senate shall have 27 members, the Senate is chaired by the Rector. If the Student Union does not have the right to delegate members under Article 12(7) b) of the National Higher Education Act, then the Senate shall have 24 members.
- (2) Members of the Senate:
- a) ex officio members: the Rector, the Chancellor, the Vice-Rectors, the Deans and the Director-General of the Corvinus Doctoral Schools;

⁶ Amended under: Resolution number 48/2020. (17.11) of the Board of Trustees

⁷ Amended under: Resolution number 07/2021. (27.01) of the Board of Trustees

⁸ Amended under: Resolution number 48/2020. (17.11) of the Board of Trustees

⁹ Amended under: Resolution number 07/2021. (27.01) of the Board of Trustees

- b) elected members:
 - ba) twelve (12) representatives of employees employed in lecturer-researcher-professor jobs, as follows:
 - a) five (5) representatives in the university professor or associate professor category;
 - b) four (4) representatives in the assistant professor, assistant lecturer, teacher, master lecturer or researcher category;
 - c) three (3) representatives in the lecturer-researcher-teacher category without a manager's mandate.
 - bb) one (1) representative of the employees employed in other than the lecturer-researcher-teacher jobs;
 - c) delegated members:
 - ca) three (3) representatives elected by the CUB HÖK, in accordance with the conditions specified in Article 60(1) b) of the National Higher Education Act,
 - cb) one (1) representative of the CUB DÖK,
 - cc) one (1) representative of the representative trade unions.
- (3) The members of the Senate shall have four-year mandates, while the representatives of the student union and the PhD student union shall have at least a one-year, but not longer than a four-year mandate.
- (4) Only university citizens can be members of the Senate. Any member of the Senate can be elected for this office multiple times, repeatedly.
- (5) Any professor, researcher, other employee, doctoral student or student who is subject to disciplinary punishment shall not be a member of the Senate.
- (6) Students or doctoral students without active status shall not be members of the Senate.
- (7) ¹⁰ The rules of elections in the Senate are included in the Annex of the OOP.
- (8) ¹¹ ¹² The invitees of the Senate in advisory capacity: the President, the Rector's Appointee, one representative chosen by the Meeting of the Heads of Institute, the chairperson of the works council, the representative of the Maintainer.

FUNDAMENTAL RULES OF OPERATION OF THE SENATE

9. §

- (1) The meetings of the Senate shall be chaired by the Rector.
- (2) With the exception specified in Paragraph (6) below, the Senate shall exercise its competences during meetings. The Rector shall convene the meeting as necessary, but at least four times per academic year, by specifying the agenda.
- (3) The Senate shall have quorum if at least sixty percent of its members are present during the voting. The establishment of the quorum shall be examined before taking any decision.

¹⁰ Amended under: Resolution number 19/2020 (26.05) of the Board of Trustees

¹¹ Introduced under: Resolution number 39/2020 (01.10) of the Board of Trustees

¹² Amended under: Resolution number 48/2020 (17.11) of the Board of Trustees

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- (4) Every member of the Senate has one vote. Unless a higher vote ratio is specified by law or the Rules of Organisation and Operation, then the Senate shall make its decisions through the unanimous vote of the majority of its members present. The adoption of a resolution requires the votes in favour of the resolution of two thirds of the senators in the following cases:
 - a) initiating the dismissal of the Rector;
 - b) institutional transformation specified by Article 21/A of the National Higher Education Act.
 - (5) The meetings of the Senate are public, it being understood that the following agendas are not public:
 - a) agendas which concern personality rights, therefore in particular - but not limited to - personnel matters, as well as matters related to the evaluation, appointment (including the modification of the appointment), executive mandate of any given person, awarding honours;
 - b) agendas which (also) include trade secrets related to the business (not public benefit) activity of the University;
 - c) agendas in case of which publicity would jeopardise or infringe the University's legitimate interest related to intellectual property.

The Chairperson and the Secretary shall be responsible for ensuring the conditions of publicity.

- (6) The chairperson of the Senate may order a vote outside sessions (electronic decision-making), it being understood that personnel matters shall not be decided through electronic decision-making.
- (7) The Senate shall vote in secret ballot (on ballot paper)
 - a) in personnel matters,
 - b) if this is decided by more than fifty percent of the Senate members present.
- (8) A closed meeting shall be held if this is decided by more than fifty percent of the Senate members present.
- (9) A roll call vote shall be held if this is decided by more than fifty percent of the Senate members present.

10. §

- (1) The resolutions of the Senate shall be recorded in writing, with restarting numbers every academic year. The resolutions shall be issued with the signatures of the chairperson and the secretary of the Senate and with the stamp of the Senate.
- (2) The resolutions shall be published on the intranet within 15 days of the decision.
- (3) The meetings of the Senate shall be recorded in minutes based on sound recordings, and resolutions shall be recorded as written documents and if necessary, as extracts of the minutes as well. The minutes shall be authenticated by two members of the Senate invited to do so.
- (4) The minutes shall include:
 - a) announcements before the agenda;
 - b) the establishment of the quorum;

- c) the title of the items of agenda, the name and title of the proposing party, and the name and title of the person invited for each item of agenda;
 - d) the speakers in the discussion of the item of agenda, if the speakers make amendment proposals, then the proposal of the speakers or the key points thereof;
 - e) the list of resolutions, the text of the resolutions adopted;
 - f) the ratio with which the resolution was adopted;
 - g) the proposals as annex.
- (5) Upon the request of the chairperson or the secretary of the Senate, or any speaker or member of the Senate, who shall state the reasons thereof, verbatim minutes shall be drawn up. Verbatim minutes may be requested for proposals as well.
- (6) The resolutions of the Senate may be drawn up in the form of extracts of the minutes, which shall be issued with the signature of the Senate secretary and the stamp of the Senate.
- (7) The administrative and secretarial tasks related to the functioning of the Senate shall be fulfilled by the secretary of the Senate.
- (8) The detailed rules of the functioning of the Senate are specified in its rules procedure, which shall be adopted by the Senate itself.

PRESIDENTIAL COMMITTEE

11. §

- (1) The Presidential Committee is the decision-support, consultative body of the Board of Trustees and the strategy-defining body of the University.
- (2) The members of the Committee shall be the President, the Rector and the Chancellor; the chairperson of the Committee shall be the President. The President may invite anybody to the meetings of the Presidential Committee on a permanent or ad hoc basis.
- (3) The duties of the Presidential Committee are the following in particular:
- a) Making, preparing and giving opinion on proposals in all matters within the competences of the Maintainer, excluding matters related to exercising the employer's rights (personnel matters).
 - b) Approving any ad hoc financial commitments in excess of 100 million Hungarian Forints. If the value of multiple commitments which are related to the same matter and occur simultaneously exceed the 100 million Hungarian Forints limit, then such financial commitment shall also require approval.
 - c) Approving commitments which last more than three (3) years and exceed the aggregated sum of HUF 50 million.
 - d) Making proposals to the Board of Trustees for the organisation, structure and governance system of the University.
 - e) Liaising with the Public Interest Supervisory Board of the University.

- f) ¹³ Establishing rules in all topics and areas which are not assigned to the competences of any other body by the present Procedures.
- (4) The prior consent of the Presidential Committee is required for the following:
- a) the establishment or termination of doctoral schools;
 - b) the establishment, launch and termination of programmes;
 - c) the annual announcement of the study programmes in the Prospectus on Admission to Higher Education.
- The prior consent may extend exclusively to the assessment of the financial and infrastructural conditions in line with the strategy of the university and the examination of the economic impacts.
- (4/A) ¹⁴ The Presidential Committee may delegate its competences specified in Paragraph (3) f).
- (5) The rules of the functioning of the Presidential Committee are specified in its rules of procedure, which shall be adopted by the Presidential Committee itself.

UNIVERSITY DOCTORAL COUNCIL

12. §

- (1) The University Doctoral Council (hereinafter referred to as UDC) is the supreme decision-making body of the doctoral programme, the doctoral degree acquisition and the habilitation procedure at the University.
- (2) The members of the UDC shall be elected by the Senate, its chairperson shall be mandated by the Rector - based on the opinion of the Senate - from among the members of the UDC.
- (3) The detailed scope of duties and powers of the UDC shall be specified by the institutional regulatory documents related to the doctoral programmes and the habilitation procedure.

THE COMMITTEES OF THE SENATE

SPECIAL RULES APPLICABLE TO THE COMMITTEES

13. §

- (1) The Senate shall establish committees for the preparation of decisions, proposals and opinions falling within its competences. The committees are bodies which fulfil the proposal making, consultative and preparatory tasks and take decisions in operative matters for the Senate and the Rector.
- (2) The assignment letter of the chairperson and the members shall be issued by the Rector as the Chairperson of the Senate. The committee shall present a report on its activity to the Senate upon the request of the Rector, but at least every two years.
- (3) The rules of functioning of the committee shall be specified by its rules procedures, taking into consideration the following:
 - a) The committee shall meet at least every six months.

¹³ Introduced under: Resolution number 07/2021 (27.01) of the Board of Trustees

¹⁴ Introduced under: Board of Trustees resolution number 07/2021. (01.27.)

- b) The meetings shall be convened and chaired by the chairperson.
 - c) ¹⁵
 - d) The committee shall have quorum if the majority of its members is present, except for the adoption of the rules procedure, which requires the presence of two thirds of the members, it being understood that the presence of the student member is not a condition of the quorum.
 - e) The committee shall adopt its resolutions through simple majority, except for the adoption of the rules of procedure, which requires the support of two thirds of the members present, it being understood that in case of an equal number of votes the chairperson shall have the casting vote.
 - f) The committee shall incorporate its decisions in resolutions, which shall be issued with the official stamp of the committee and the signature of the chairperson, the issued documents being authenticated by the secretary.
 - g) The meetings of the committee shall be recorded in memoranda, which shall be issued with the official stamp of the committee and the signatures of the chairperson, the secretary and the person who drew them up.
 - h) The committee may make decisions also without holding a meeting, via electronic means, in which case the provisions of subparagraphs a)-b) above shall be applied *mutatis mutandis*.
 - i) The proposals to be discussed by the committee shall be prepared with the contents and in the form specified in the relevant regulations or by the chairperson of the committee.
 - j) The chairperson shall be responsible for preparing the rules of procedure of the committee, which shall be approved by the Rector as the chairperson of the Senate and shall be published on the official website of the University.
- (4) The chairperson of the Committee shall be responsible for the website of the Committee and for updating the contents thereof. At least the names of the chairperson, members and the secretary, as well as the rules of procedure of the Committee shall be published on the website.

SPECIAL RULES APPLICABLE TO THE AD HOC COMMITTEES

ARTICLE 13/A^{16 17}

- (1) The Senate may establish ad hoc committees for the fulfilment of specific, short-term (up to one-year) tasks.
- (2) The establishment of an ad hoc committee shall be decided by the Senate, by
 - a) specifying the task of the committee and the deadline for fulfilling the task;
 - b) specifying the number of members and the composition of the committee;
 - c) adopting the principles of the rules of procedure of the committee.

¹⁵ Deleted under: Resolution number 39/2020 (01.10) of the Board of Trustees

¹⁶ Introduced under: Resolution number 39/202. (01.10) of the Board of Trustees

¹⁷ Amended under: Resolution number 48/2020 (17.11) of the Board of Trustees

- (3) The provisions of Article 13 shall be applied mutatis mutandis to the procedure of the ad hoc committee.

EDUCATION COMMITTEE

14. §

- (1) The Education Committee is a body of the Senate which shall act within the Senate's and the Rector's competences related to programme development, education and study administration.
- (2) The chairperson of the Education Committee shall be the Vice-Rector for Education.
- (3) The members of the Education Committee:
- a) the Vice-Rector for Faculty,
 - b) ¹⁸ Vice-Rector for International Relations-Head of International Relations
 - c) deans responsible for the programmes,
 - d) Heads of Institute,
 - e) Head of the Teacher Training and Digital Learning Centre,
 - f) the representative of the Programme Management organisational unit appointed by the Vice-Rector for Education,
 - g) ¹⁹ the Head of Higher Education Legal Affairs,
 - h) the financial planning expert appointed by the Chancellor,
 - i) the person appointed by the Head of Student Services organisational unit,
 - j) one student appointed by each of the CUB HÖK and the CUB DÖK according to their statutes (it being understood that if the CUB HÖK or the CUB DÖK fails to delegate student members, then the quorum of the Education Committee shall be established by disregarding the student member).
- (4) Except for the members delegated by the CUB HÖK and the CUB DÖK, the mandates of the chairperson and the members of the Education Committee shall end consistently with the position on which the mandate is based or upon dismissal by the appointing person. The manner and duration of the mandate of the members delegated by the CUB HÖK and the CUB DÖK shall be defined in the statutes of the CUB HÖK and the CUB DÖK, it being understood that no student may be a member of the Committee unless he/she had registered for the semester concerned. In this case, upon the request of the chairperson of the Education Committee, the delegation of the new member shall be ensured by the chairpersons of the CUB HÖK and the CUB DÖK.
- (5) The decision-making competences of the Education Committee:
- a) Decision on the calendar of the academic year.
 - b) Decision on the principles and the schedule of the implementation of all complex tasks which require the cooperation of multiple organisational

¹⁸ Introduced under: Resolution number 48/2020 (17.11) of the Board of Trustees

¹⁹ Amended under: Resolution number 39/2020 (01.10) of the Board of Trustees

units and regarding which the Vice-Rector for Education requests the decision of the Education Committee.

- c) Establishment of ad hoc sub-committees for the fulfilment of the tasks specified in subparagraphs a) and b) above.
 - d) Decision in all matters concerning programme development, education and study administration which do not reach the regulatory provision level, and which do not belong to the competences of the Senate or any other committee or person, and in which the Vice-Rector for Education requests the decision of the Education Committee.
- (6) The preparatory and opinion-giving competences of the Education Committee:
- a) Giving opinion on the establishment, launching and termination of study programmes.
 - b) Giving opinion on proposals for the launch, modification and termination of subspecialisations.
 - c) Giving opinion on the launch or termination of any programme as an off-campus programme or dual degree programme.
 - d) Giving opinion on the principles of double/dual degree, multiple degree, joint degree agreements.
 - e) Giving opinion on the establishment or launch of non-higher education programmes (i.e. adult education, training provided by the authorities).
 - f) Giving opinion on the establishment or launch of specialisation programmes.
 - g) ²⁰ Giving opinion on the curriculum of the study programmes.
 - h) Giving opinion on the principles of mobility agreements and other agreements below the double/dual, multiple degree, joint degree agreement level.
 - i) Participating in defining the training paths of the University, including giving opinion on the quality policy of the University.
 - j) Participating in defining the yearly quality targets related to the educational strategy of the University.
 - k) Giving opinion on the proposals related to the student regulations and the amendment thereof.
 - l) Giving opinion on those amendments to regulations which concern the establishment or launch of programmes, the study administration activity and the transformation of the educational organisational units.
 - m) Giving opinion on the principles and proposals related to the establishment of the student counselling system and the system for the evaluation of the lecturers' work by the students.
 - n) Contributing to the preparation of instructions related to education and study administration.

²⁰ Amended under: Board of Trustees resolution number 39/2020. (10. 01.)

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- o) Deciding on the schedule of the review of curricula every five years and the monitoring of the review.
 - p) ²¹ Determining the professional principles and criteria related to the evaluation of teaching performance (in particular related to the academic advancement process and the functioning of the remuneration and performance development system), determining the professional principles and criteria related to the acknowledgement of teaching excellence.
- (7) ²² The University may operate the Digital Education Subcommittee as a subcommittee of the Education Committee with the involvement of the Teacher Training and Digital Learning Centre, furthermore, a Subcommittee for Student Affairs with the involvement of Student Services, as well as (a) programme development committee(s).
- (8) The competences of the Digital Education Subcommittee shall be:
- a) Making proposals for and giving opinion on the University's strategic, technological and teaching methodology development matters related to e-learning.
 - b) Developing the institutional e-learning rules, which determine the framework of the use of the university digital application. Ensuring that these rules are reflected in the Student Requirement System.
 - c) Developing the quality assurance system of the digital teaching materials prepared at the University.
 - d) Coordinating the implementation of the university e-learning strategy at university level and discussing issues related to e-learning.
- (9) ²³ The composition and the detailed rules of functioning of the Digital Education Subcommittee shall be determined in the rules of procedure of the Education Committee or in its own rules of procedure.
- (10) ²⁴ The Study Programme Development Committee shall be responsible for supporting the development of study programmes and the work of the study programme coordinators, monitoring the realisation of and giving opinion on the functioning of the study programme(s). The study programme development committee is the forum where the actors (for example, the faculty members, students, employers) who are most affected by the functioning of the study programme(s) can discuss experiences, formulate proposals and evaluate the results of the changes made. The study programme development committee shall be set up within a field of study, by study programmes closely related to each other. Bachelor programmes, master programmes, specialised postgraduate programmes and also executive degree programmes related to each other may belong to the same study programme development committee. The programmes provided in different languages and delivery modes under of a study programme belong to the same study programme development committee. The study programmes which belong to the same study programme

²¹ Introduced under: Resolution number 07/2021 (27.01) of the Board of Trustees

²² Amended under: Resolution number 39/2020 (01.10) of the Board of Trustees

²³ Amended under: Resolution number 48/2020 (17.11) of the Board of Trustees

²⁴ Introduced under: Resolution number 39/2020 (01.10) of the Board of Trustees

development committee shall be defined by the Vice-Rector for Education, based on the recommendation of the deans concerned.

- (11) ²⁵ The chairperson of the study programme development committee shall be entrusted by the Vice-Rector for Education, based on the recommendation of the deans concerned, while the members of the committee shall be entrusted by the chairperson of the study programme development committee, based on the recommendation of the study programme coordinator(s). The student members of the study programme development committee shall be recommended by the programme coordinator(s) from among the students with active status of the relevant study programme(s), in consultation with the Student Union.
- (12) ²⁶ The detailed rules of the functioning of the study programme development committee shall be defined in the rules of procedure of the Education Committee or its own rules of procedure.
- (13) ²⁷ The competences of the Subcommittee for Student Affairs shall be defined in the rules of procedure of the Education Committee.
- (14) ²⁸ The composition and the detailed rules of the functioning of the Subcommittee for Student Affairs shall be defined in the rules of procedure of the Education Committee or in its own rules of procedure.

ACADEMIC CAREER COMMITTEE

15. § ²⁹

- (1) The Academic Career Committee (hereinafter referred to as ACC) is the second-level forum of the evaluation of applications from lecturers and scientific researchers, which supports the Senate and the Rector in exercising their employer's rights.
- (2) The chairperson of the ACC shall be the Vice-Rector for Faculty.
- (3) The members of the ACC shall be:
 - a) the Vice-Rector for Education,
 - b) the Vice-Rector for Research,
 - c) 3 persons invited as members from the senior lecturers and scientific researchers of the University who are employed full-time (associate professors, full professors, senior research fellows, research professors, scientific advisors) (hereinafter referred to as internal member), including 1 member each from the business and management sciences, the economic sciences and the social sciences research fields.
 - d) 3 persons invited as members who are not employed by the University (hereinafter referred to as external member), including 1 member each from the business and management sciences, the economic sciences and the social sciences research areas.

²⁵ Introduced under: Resolution number 39/2020 (01.10) of the Board of Trustees

²⁶ Introduced under: Resolution number 39/2020 (01.10) of the Board of Trustees

²⁷ Introduced under: Resolution number 39/2020 (01.10.) of the Board of Trustees

²⁸ Introduced under: Resolution number 39/2020 (01.10) of the Board of Trustees

²⁹ Amended under: Resolution number 48/2020 (17.11) of the Board of Trustees

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- (4) The members specified in subparagraphs c) and d) of Paragraph (3) above shall be invited by the Rector, based on the proposal of the ACC's chairperson and after hearing the opinion of the Senate, also taking into account the representation of the various fields of research. When selecting the members it shall be taken into consideration that at least 1 member of the ACC should be a representative of the female gender.
 - (5) The chairperson and the ex officio members of the ACC shall be appointed for the duration of their respective senior position.
 - (6) The invited members of the ACC shall have a 3-year mandate. After the expiry of the mandates, the mandates may be extended multiple times, taking into consideration the distribution by research fields and the provisions of Paragraph (4). The committee membership of ex officio members shall cease upon the termination of their senior position. The committee membership of the invited members shall cease upon the expiry of their mandate, the withdrawal of their entrustment by the Rector, the resignation of the member, the termination of the member's employment, if the employment of the member becomes part-time, and upon the death of the member.
 - (7) The detailed rules of the functioning of the ACC shall be set out in its rules of procedure.
 - (8) The scope of decision-making competences of the ACC:
 - a) In line with the approved academic career model of the University, the ACC shall determine the promotion/employment conditions of the various jobs, once every year.
 - b) The ACC shall make decisions on its rules of procedure.
 - (9) The preparatory and opinion-giving competences of the ACC:
 - a) The ACC shall make recommendations on the members of the Assistant Professor Subcommittee to the chairperson of the ACC.
 - b) The ACC shall make recommendations on the members of the Academic Advisory Board to the Senate.
 - c) The ACC shall give opinion on the applications received for promotions to associate professor, senior research fellow, full professor, scientific advisor and research professor positions, and the applications received for new positions.
 - d) The ACC shall make proposals for the alteration of the academic career model and shall give opinion on the proposals related to the introduction and alteration of the academic career model.
 - e) The ACC shall give opinion on those modifications of the Employment Requirements which affect the academic jobs.
 - (10) The ACC operates the Assistant Professor (Research Fellow) Subcommittee (hereinafter referred to as Subcommittee) for the purpose of giving opinion on the assistant professor and research fellow promotions and job applications.
 - (11) The Subcommittee shall consist of 3 members; the members shall be invited by the chairperson of the ACC from the senior lecturers and researchers
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employed by the University full-time, taking into consideration the representation of the various fields of research specified in Paragraph (3) and based on the proposal of the ACC.

- (12) The members of the Subcommittee shall have a 3-year mandate. After the expiry of the mandate - taking into consideration the distribution by research fields and the provisions of Paragraph (3) - the mandates may be extended multiple times. Subcommittee membership shall cease upon the expiry of the mandate, the withdrawal of the entrustment by the Vice-Rector, the resignation of the member, the termination of the member's employment, if the employment of the member becomes part-time, and upon the death of the member.
- (13) The detailed rules of the functioning of the Subcommittee shall be set out in the ACC's rules of procedure.
- (14) In order to provide professional support for the work of the ACC, the University operates the Academic Advisory Board (hereinafter referred to as Board).
- (15) The Board shall have at least 10, but not more than 15 members, its members shall be invited by the Rector from the internationally renowned Hungarian or foreign experts of the fields of study taught or the fields of science researched by the University and who have higher education experience as well. The Rector shall invite the members based on the proposal of the ACC and after having requested the opinion of the Senate.
- (16) When selecting the members it shall be take into consideration that no more than 50% of the members may be employees of the University, at least 30% of the members should be representatives of the female gender, and efforts shall be made to enforce the equal representation of the fields of research specified in Paragraph (3).
- (17) The members of the Board shall have a 3-year mandate. After the expiry of the mandate - taking into consideration the distribution by research field-specified in Paragraph (3) and the provisions of Paragraph (16) - the mandates may be extended multiple times. Board membership shall cease upon the expiry of the mandate, the withdrawal of the entrustment by the Rector, the resignation of the member or the death of the member.
- (18) The duty of the Board is to review the applications for promotions to associate professor, full professor, scientific advisor, and research professor positions and job applications for new positions, for the purposes of which 1 external reviewer (not employed by the University) and 1 internal reviewer (employed by the University) shall be invited on each occasion (per application). The reviewers of the application concerned shall be invited by the chairperson of the ACC, based on the proposal of the ACC.

RESEARCH COMMITTEE

16. §

- (1) The Research Committee is a body of the Senate acting under its competences of scientific research, and the standing committee supporting the completion of the tasks of the Vice-Rector for Research.
- (2) The chairperson of the Research Committee shall be the Vice-Rector for Research.
- (3) The members of the Research Committee shall be:
 - a) the Head of the Library,
 - b) the Head of the Information Technology subunit of the Infrastructural Services,
 - c) the Director-General of the Corvinus Doctoral Schools,
 - d) the editors-in-chief of the key periodicals of CORVINUS university,
 - e) the Head of the CIAS,
 - f) the Head of the REKK (Regional Centre for Energy Policy Research),
 - g) three (3) persons representing the research centres run by the institutes, appointed by the Vice-Rector for Research,
 - h) one representative of the Grant Project Management unit,
 - i) one representative of the Financial Operations unit,
 - j) one student each appointed by the CUB HÖK and the CUB DÖK according to their statutes (it being understood that if the CUB HÖK and the CUB DÖK fail to delegate student members, then the quorum of the Research Committee shall be established by disregarding the student member).

INTERNATIONAL ADVISORY BOARD³⁰

17. §

UNIVERSITY INTERNATIONAL COMMITTEE^{31 32}

18. §

- (1) The International Committee is the preparatory and opinion-giving forum which handles the international network development and the mobility programme development matters of the University.
- (2)³³ The chairperson of the International Committee shall be the Vice-Rector for International Relations-Head of International Relations
- (3) The members of the International Committee shall be:
 - a) the Vice-Rectors,
 - b) the deans responsible for the educational programmes,
 - c) the Director-General of the Corvinus Doctoral Schools,

³⁰ The deadline for developing the rules applicable to the board: 31st March 2020. Responsible Head of International Relations.

³¹ The deadline for developing the rules applicable to the board: 31st March 2020. Responsible Head of International Relations.

³² Introduced under Resolution number 39/2020 (01.10) of the Board of Trustees

³³ Amended under: Resolution number 48/2020 (17.11) of the Board of Trustees

- d) ³⁴ three lecturers, researchers delegated by the Meeting of the Heads of Institute, taking into consideration the representation of the various disciplines,
 - e) ³⁵ the employee appointed by the Vice-Rector for International Relations-Head of International Relations,
 - f) the person appointed by the Head of Student Services organisational unit,
 - g) one student appointed by each of the CUB HÖK and the CUB DÖK according to their statutes (it being understood that if the CUB HÖK or the CUB DÖK fails to delegate student members, then the quorum of the International Committee shall be established by disregarding the student member).
- (4) ³⁶ Except for the members delegated by the CUB HÖK and the CUB DÖK, the mandates of the chairperson and the members of the International Committee shall end consistently with the position on which the mandate is based or upon dismissal by the appointing person/body. The manner and duration of the mandate of the members delegated by the CUB HÖK and the CUB DÖK shall be set out in the statutes of the CUB HÖK and the CUB DÖK, it being understood that no student may be a member of the Committee unless he/she had registered for the semester concerned. In this case, upon the request of the chairperson of the International Committee, the delegation of the new member shall be ensured by the chairpersons of the CUB HÖK and the CUB DÖK.
- (5) The preparatory and opinion-giving competences of the International Committee shall include:
- a) Giving opinion on the international strategy.
 - b) Giving opinion on the principles of mobility agreements and other agreements below the double/dual, multiple degree, joint degree agreement level.
 - c) Giving opinion on the proposals with an international dimension related to the student regulations and the amendment thereof.

THE LEADERS OF THE UNIVERSITY

19. §

- (1) The Leaders of the University are:
- a) the President,
 - b) the Rector,
 - c) the Chancellor,
 - d) the Vice-Rector,
 - e) ³⁷ the Vice-Rector for International Relations-Head of International Relations

³⁴ Amended under: Resolution number 07/2021 (27.01) of the Board of Trustees

³⁵ Amended under: Resolution number 48/2020 (17.11) of the Board of Trustees

³⁶ Amended under: Resolution number 48/2020 (17.11) of the Board of Trustees

³⁷ Introduced under: Resolution number 48/2020 (17.11) of the Board of Trustees

- f) the Dean,
- g) the Director-General,
- h) the Head of Institute,
- i) the Head of organisational unit specified in the OOP,
- j) with the exception of subparagraph d), the deputies of the above

GENERAL RULES APPLICABLE TO THE LEADERS

20. §

- (1) With the exception specified in the Employment Requirements, the executive employee mandates shall be granted through an application process at the University. The person exercising the employer's rights shall decide on the publication and the contents of the call for applications, in accordance with the provisions of the Employment Requirements.
- (2) With the exception of the Rector, the President and the Chancellor, the conditions of employment, the application procedure, the duration of the mandate and the detailed rules of the termination of the mandate applicable to the executive employees of the University are included in the Employment Requirements. The conditions of employment, the application procedure, the duration of the mandate and the detailed rules of the termination of the mandate applicable to the Rector, the President and the Chancellor shall be determined by the Maintainer.
- (3) The executive employees shall exercise the employer's rights in accordance with the provisions of the Employment Requirements and the internal regulatory documents.
- (4) The executive employees shall exercise the rights to enter into commitments, to issue payment orders and to certify performance in accordance with the internal regulatory documents.

THE RECTOR

21. §

- (1) The University shall be headed and represented by the Rector, who shall have competence and take decisions in respect of all matters that do not fall under the competence of any other person or body pursuant to the law, the Founding Charter, the ROO or the collective agreement.
- (2) The Rector shall be responsible for:
 - a) The lawful, proper and effective performance of the core activities of the University.
 - b) For the continuous development of education and scientific research.
 - c) For the domestic and international relations and cooperation in the field of education and research.
 - d) For ensuring that the educational programme of the University is in compliance with the applicable legal regulations.
 - e) For adopting the measures necessary for the amendment of the operating authorisation of the University, the launch of programmes, the registration

of the doctoral school and the higher education admission procedure, as defined by law.

- f) For all matters that do not fall under the competence of any other person or body pursuant to the law, the Founding Charter, the ROO or the collective agreement.

(3) The main duties of the Rector shall be:

- a) Exercising the employer's rights over employees employed as lecturers, researchers or teachers.
- b) Exercising the rights of the contracting party in relation to the non-employee engagement relationship of external lecturers.
- c) With respect to the matters within his/her competence, maintaining contact with the interest representation organisations.
- d) ³⁸ Coordinating cooperation established by the University with other higher education institutions in the field of the educational and research, maintaining relations with the national higher education organisations and bodies, managing international relations, international accreditation procedures jointly with the President.
- e) Establishing and managing educational and research activities in line with the educational programmes.
- f) Exercising the publisher's and distributor's rights of the University.
- g) Preparing the decisions of the Senate, supervising the implementation thereof.

(4) The Rector shall report to the Maintainer. The Rector's detailed scope of duties and competences under the Founding Charter and these Procedures shall be set out in the Rector's job description.

(5) In cases where the Rector is prevented from fulfilling his/her duties, is absent or is involved in the case concerned, or when office of the Rector is temporarily vacant, then the Rector may be deputised by the Vice-Rector for Education. When the Vice-Rector for Education deputises the Rector in cases when the Rector is prevented from fulfilling his/her duties, is absent or involved in the case concerned, or if the office of the Rector is temporarily vacant, then the Vice-Rector for Education shall act as the head of the University and as the chairperson of the Senate. In the event that the Rector and the Vice-Rector for Education are simultaneously prevented from fulfilling their duties, are absent or involved in the case concerned, or if the offices of the Rector and Vice-Rector for Education are temporarily vacant, then the Rector may be deputised by the Vice-Rector for Faculty, as specified above.

(6) The Rector shall inform the Senate about the implementation of its resolutions regularly, shall report to the Senate about measures taken within the competences delegated to him/her by the Senate and about all other significant measures, as well as about the reasons for those measures in case of which the Rector had deviated from the proposal or the opinion of the Senate.

³⁸ Amended under: Resolution number 48/2020 (17.11) of the Board of Trustees

- (7) When fulfilling his/her duties and exercising his/her competences, the Rector shall have right to give instructions and to take measures, however, the Rector shall not instruct the Senate and the committees thereof, the bodies attached to the educational organisational units or the interest representation bodies.
- (8) In connection with the fulfilment of his/her duties specified by law, the Rector may establish ad-hoc committees, without prejudice to the powers of the Senate and the Senate committees.
- (9) ³⁹ The Rector may be aided by the Rector's Appointee in the fulfilment of the Rector's duties of special importance.

THE PRESIDENT

22. §

- (1) The President is the head of the work organisation of the University. The President shall act as the head and the representative of the University with regard to his/her duties defined in the Founding Charter of the University and the university regulatory documents.
- (2) The President shall be responsible for:
 - a) The implementation of the institutional strategy approved by the Maintainer.
 - b) The operation of the University, and for leading the work organisation of the University.
 - c) The communication and HR management activity.
 - d) The enhancement of the international embeddedness of the University.
 - e) ⁴⁰ The domestic and international corporate and public institutional relations and cooperations, the effective performance and the continuous development of the alumni activity.
 - f) ⁴¹ The effective performance and the continuous development of the student services activity.
 - g) ⁴² The strategic legal services and the legal services related to the core activity.
 - h) ⁴³ The administrative and regulatory services.
 - i) ⁴⁴ Organising the internal audit system.
- (3) The main duties of the President shall be:
 - a) Managing and coordinating the development and implementation of the institutional strategies.
 - b) Liaising with the Maintainer.

³⁹ Introduced under: Resolution number 39/2020 (01.10) of the Board of Trustees

⁴⁰ Amended under: Resolution number 39/2020 (01.10) of the Board of Trustees

⁴¹ Amended under: Resolution number 48/202 (17.11) of the Board of Trustees

⁴² Introduced under: Resolution number 39/2020 (01.10) of the Board of Trustees

⁴³ Introduced under: Resolution number 39/2020 (01.10) of the Board of Trustees

⁴⁴ Introduced under: Resolution number 39/2020 (01.10) of the Board of Trustees

- c) ⁴⁵ ⁴⁶ Managing Communication, HR, the student services, the strategic legal services and the legal services related to the core activity, the administrative and regulatory services, as well as corporate and institutional relations, managing international relations and the international accreditation procedures jointly with the Rector.
 - d) ⁴⁷ Organising and operating the internal audit, data processing and document management.
 - e) With respect to the matters within his/her competence, liaising with the representative organisations.
- (4) The President shall report to the Maintainer. The President's detailed scope of duties and competences under the Founding Charter and these Procedures shall be included in the President's job description.
- (5) In cases where the President is prevented from fulfilling his/her duties, is absent or is involved in the case concerned, or if the office of the President is not temporarily vacant, then the President may be deputised by the Rector. In the event the President and the Rector are simultaneously prevented from fulfilling their duties, are absent or involved in the case concerned, or if the offices of the President and the Rector are temporarily vacant, then the President may be deputised by the Chancellor.

THE CHANCELLOR

23. §

- (1) The Chancellor shall be the head of the legal, financial, infrastructural and internal audit organisation of the University. The Chancellor shall act as the head and the representative of the University with regard to his/her duties defined in the Founding Charter of the University and the university regulatory documents.
- (2) The Chancellor shall be responsible for:
- a) ⁴⁸ The economic and the labour law services.
 - b) ⁴⁹ The financial activity of the University, including the accounting, controlling, payroll, social security and grant project management matters.
 - c) The infrastructural services, including the technical aspects of operation, information technology, facility management, procurement and logistics matters.
 - d) The financial stability of the University, and for the responsible financial management of the university units.
 - e) ⁵⁰
- (3) The main duties of the Chancellor shall be:

⁴⁵ Amended under: Resolution number 39/2020 (01.10) of the Board of Trustees

⁴⁶ Amended under: Resolution number 48/2020 (17.11) of the Board of Trustees

⁴⁷ Introduced under: Resolution number 39/2020 (01.10) of the Board of Trustees

⁴⁸ Amended under: Resolution number 39/2020 (01.10) of the Board of Trustees

⁴⁹ Amended under: Resolution number 07/2020 (27.01) of the Board of Trustees

⁵⁰ Deleted under: Resolution number 39/2020 (01.10) of the Board of Trustees

- a) ⁵¹ Managing the activities related to the financial, infrastructural services, and the economic and labour law services.
 - b) Exercising the owner's rights in those business associations and economic operators which operate with the participation of the University.
 - c) ⁵²
 - d) Within his/her scope of duties and competences, liaising with the Maintainer.
 - e) With respect to the matters within his/her competence, liaising with the interest representation organisations.
- (4) The Chancellor shall report to the Maintainer and the President. The Chancellor's detailed scope of duties and competences under the Founding Charter and these Procedures shall be included in the Chancellor's job description
- (5) In cases where the Chancellor is prevented from fulfilling his/her duties, is absent or are involved in the case concerned, or if the office of the Chancellor is temporarily vacant, then the Chancellor may be deputised by the Head of Infrastructural Services. In the event the Chancellor and the Head of Infrastructural Services are simultaneously prevented from fulfilling their duties, are absent or are involved in the case concerned, or if the offices of the Chancellor and the Head of Infrastructural Services are temporarily vacant, then the Chancellor may be deputised by the Head of Finance.

THE VICE-RECTORS

24. §

- (1) The Rector shall be assisted by three vice-rectors in the proper and effective performance and the continuous development of the educational and the scientific research activities.
- (2) The University shall have the following Vice-Rectors:
- a) the Vice-Rector for Education,
 - b) the Vice-Rector for Faculty,
 - c) the Vice-Rector for Research.
- (3) The main duties of the Vice-Rectors:
- a) Managing the preparation, the submission and the coordination of the implementation of the university strategy falling within their competences, making proposals for the organisational structure implementing the strategy.
 - b) Developing action plans ensuring the fulfilment of the university strategy falling within their competences, introducing the relevant set of instruments.

⁵¹ Amended under: Resolution number 39/2020 (01.10) of the Board of Trustees

⁵² Deleted under: Resolution number 39/2020 (01.10) of the Board of Trustees

- c) Reviewing the activities of domestic and international institutions of higher education which fall within their competences, managing competitor analysis, developing action plans, if necessary.
 - d) Through the heads of units, directing the work of the organisational units which fulfil the duties falling within the Vice-Rectors' competences, or managing the organisational units assigned to them directly.
 - e) Managing the work of the bodies specified in the ROO, and fulfilling membership duties.
 - f) Representing the University within the competences delegated by the Rector.
 - g) Deputising the Rector according to the OOP.
 - h) Preparing the risk analysis of the areas managed, supervised by the Vice-Rector, carrying out the risk management.
- (4) The Vice-Rector shall be considered as an executive employee.
- (5) The Vice-Rector shall report to the Rector. The Vice-Rector's detailed scope of duties and competences under the OOP shall be included in the Vice-Rector's job description.

THE VICE-RECTOR FOR EDUCATION

25. §

- (1) The Vice-Rector for Education shall be responsible for the management of the educational activity of the University, he/she shall be the responsible for educational activity within the institution.
- (2) The main duties of the Vice-Rector for Education shall be:
- a) Developing, presenting and implementing the education strategy in support of the realisation of the strategic goals of the University, making proposals for the organisational structure implementing the education strategy, constantly developing the education activity.
 - b) Developing, presenting and introducing the actions, regulations and instruments ensuring the fulfilment of the education strategy.
 - c) Managing and supporting the activity of the deans in charge of the various educational programmes, enforcing the university's education strategy and actions.
 - d) Reviewing the domestic and international higher education rankings, summarising the conclusions arising from such rankings, if necessary, drafting action plans, directing and controlling the realisation of the plans.
 - e) Coordinating the relationships established by the University in the field of education with other institutions of higher education, public administration bodies, corporations, businesses and other organisations.
 - f) Providing data related to education, supervising the compilation of education statistics and of the proper and accurate satisfaction of external information demands.
 - g) Operating the admission system.

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- h) Managing the activities related to educational quality assurance and to the institutional and programme accreditation of the University; participating in the international accreditation processes.
 - i) Acting as the direct supervisor of the Programme Management organisational unit.
 - j) Managing the activities related to the development and supply of teaching materials.
 - k) Except for the doctoral programme, approving the document regulating the operational system of the education portfolio of the University.
 - l) ⁵³ Making proposals to the Education Committee for the establishment of the study programme development committee. Based on the proposal of the deans concerned, making decisions on the study programmes belonging to the same study programme development committee. Based on the proposal of the deans concerned, making decisions on the chairperson of the study programme development committee.
 - m) Approving the deans' proposal for the development of study programmes.
 - n) ⁵⁴ Approving the curricula recommended by the deans.
 - o) Evaluating and approving of the Teacher and Course Evaluation System (HaVel) results submitted by the deans, calling the deans to take the necessary measures.
 - p) Evaluating and approving the Graduate Career Tracking System (DPR) results submitted by the deans, calling the deans to take the necessary measures.
 - q) Approving the results of the programme portfolio reviews submitted by the deans.
 - r) Approving the proposals of the deans for the announcement or suspension of study programmes, submitting the decision for preliminary approval to the Presidential Committee.
 - s) Within the frameworks determined by the Senate, in case of any study programme subject to the expert opinion of the Hungarian Accreditation Committee (HAC), making a decision on the documentation with regard to the launch of the new study programme and submitting it to the HAC.
 - t) ⁵⁵
 - u) After hearing the opinion of the Education Committee, making decisions on the establishment and launch of specialisation programmes, in this regard, making decisions on the name, place of delivery, schedule, language, curriculum and the financing of such specialisation programmes.
 - v) After hearing the opinion of the Education Committee, making decisions on the conclusion of mobility agreements and other agreements below the double/dual, multiple degree, joint degree agreement level.

⁵³ Introduced under: Resolution number 39/2020 (01.10) of the Board of Trustees

⁵⁴ Amended under: Resolution number 39/2020 (01.10) of the Board of Trustees

⁵⁵ Deleted under: Resolution number 39/2020 (01.10) of the Board of Trustees

- w) Managing the development and improvement of talent fostering programmes at university level.
- x) Fulfilling all duties which are delegated to his/her scope of duties by the Rector or the internal regulatory documents, and the solution of which affects education in the framework of the fulfilment of the University's domestic and international cooperation duties.

THE VICE-RECTOR FOR FACULTY

26. §

- (1) The Vice-Rector for Faculty shall be responsible for the management of the operation of the academic institutes and competence centres of the University, he/she be the responsible for the academic institutes and competence centres within the institution.
- (2) The main duties of the Vice-Rector for Faculty shall be:
 - a) ⁵⁶ Supervising and developing the academic career model, recommending the non-ex officio members of the ACC to the Senate; leading the ACC.
 - b) Participating in the development, presentation and implementation of the HR strategy in support of the realisation of the strategic goals of the University.
 - c) Participating in the development, presentation and introduction of the actions, regulations and instruments ensuring the fulfilment of the academic human resources strategy. Developing, presenting and operating recruitment, selection, job titles, classification and remuneration with regard to the academic career system, in cooperation with the Head of HR Services.
 - d) Managing the review of the academic human resources of the University, summarising the conclusions arising from such review, if necessary, drafting action plans, directing and controlling the realisation of the plans, in cooperation with the Head of HR Services.
 - e) Coordinating the relationships established by the University in the field of human resources development with other institutions of higher education, public administration bodies, corporations, businesses and other organisations.
 - f) Supervising and coordinating the work of the institutes and competence centres as professional centres. Making proposals for the institutional structure and the continuous development thereof.
 - g) Managing and supporting the activity of the heads of institute and the heads of the competence centres, enforcing the university-level academic HR strategy and actions.
 - h) Making decisions on the publication of the call for applications for the position of head of institute, the entrustment of the Heads of Institute, subject to the Senate's opinion and the approval of the Rector. Approving the decisions of the Heads of Institute on the establishment of the departments and the entrustment of the Heads of Department.

⁵⁶ Amended under: Resolution number 48/2020 (17. 11) of the Board of Trustees

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- i) Participating in the development, improvement and operation of the performance management system of the institutes and the competence centres.
 - j) Acting as the direct supervisor of the Academic Management organisational unit.
 - k) Performing the university-level coordination of the implementation of talent fostering programmes, with the participation of the Teacher Training and Digital Learning Centre.
 - l) Supervising the operation of colleges for advanced studies, in particular the education and scientific activity thereof.
 - m) Participating in the University's activities related to institutional and programme accreditation, participating in the international accreditation processes.
 - n) Cooperating with the Vice-Rector for Education in the approval of the HALVEL and DPR results and in the development of the necessary measures.
 - o) Fulfilling all duties which are delegated to his/her scope of duties by the Rector or the internal regulatory documents, and the solution of which affects education in the framework of the fulfilment of the University's domestic and international cooperation duties.

MEETING OF THE HEADS OF INSTITUTE ⁵⁷

Article 26/A

- (1) The Vice-Rector for Faculty shall be assisted by the Meeting of the Heads of Institute.
- (2) ⁵⁸ The chairperson of the Meeting of the Heads of Institute shall be the Vice-Rector for Faculty.
- (3) The members of the Meeting of the Heads of Institute:
 - a) the Heads of Institute,
 - b) the Head of the Teacher Training and Digital Learning Centre,
 - c) the Head of the Centre of Foreign Language Education and Research,
 - d) the Head of the Corvinus Language Examination Centre,
 - e) the Head of the Physical Education and University Sports Centre.
- (4) The proposing and consultative competences of the Meeting of the Heads of Institute shall be:
 - a) ⁵⁹ Giving opinion on the university's HR strategy, in particular the elements relevant to the academic area.
 - b) ⁶⁰ Giving opinion on the actions, regulations and instruments designed to implement the HR strategy.

⁵⁷ Introduced under: Resolution number 39/2020 (01.10) of the Board of Trustees

⁵⁸ Amended under: Resolution number 48/2020 (17.11) of the Board of Trustees

⁵⁹ Amended under: Resolution number 48/2020 (17.11) of the Board of Trustees

⁶⁰ Amended under: Resolution number 48/2020 (17.11) of the Board of Trustees

- c) ⁶¹ Giving opinion on the proposals related to the development and improvement of the academic career model, in particular the issues related to classification in the new career paths, the conditions of filling the job concerned, as well as to matters related to promotions.
- d) Giving opinion on the remuneration system.
- e) Giving opinion on the performance development system.
- f) Making and evaluating proposals related to the transformation and development of the institutional structure.
- g) Giving opinion on the concepts, development ideas and regulations related to the talent fostering programmes, in particular the activity of the Students' Scientific Associations and the work of the demonstrators.
- h) Fulfilling of all duties which are delegated to its scope of duties by the Rector, the Vice-Rector for Faculty or the internal regulatory documents.

UNIVERSITY COUNCIL FOR STUDENTS' SCIENTIFIC ASSOCIATIONS ⁶²

Article 26/B

- (1) The Vice-Rector for Faculty shall be assisted in performing his/her duties specified in Article 26(2) k) by the University Council for Students' Scientific Associations (ETDT).
- (2) The rules applicable to the Council are included in the Regulation on Students' Scientific Associations.

THE VICE-RECTOR FOR RESEARCH

27. §

- (1) The Vice-Rector for Research shall be responsible for managing the research activity of the University, he/she shall be responsible for research activities at the institutional level.
- (2) The main duties of the Vice-Rector for Research shall be:
 - a) Developing, presenting and implementing the research strategy in support of the realisation of the strategic goals of the University, making proposals for the organisational structure implementing the research strategy, constantly developing the research activity.
 - b) Developing, presenting and introducing the actions, regulations and instruments ensuring the fulfilment of the research strategy.
 - c) Maintaining relations with the university's research community and the institutes' research appointees.
 - d) Managing the development, measuring and data collection of the researcher performance system, coordinating of the adoption of international best practices.
 - e) Coordinating the development of the university research infrastructure (journal, specialist books, software, database, library) at the university level.

⁶¹ Amended under: Resolution number 48/2020 (17.11) of the Board of Trustees

⁶² Introduced under: Resolution number 39/2020 (01.10) of the Board of Trustees

- f) Coordinating the relationship established by the University in the field of scientific research with other institutions of higher education, public administration bodies and other organisations.
- g) Fulfilling all duties which facilitate the preservation and expansion of the domestic and international scientific research relations.
- h) ⁶³
- i) Supervising the organisation of the Corvinus Doctoral Schools, coordinating the PhD programmes of the doctoral schools, and ensuring that the programmes are improved in line with the University's strategy and according to international standards.
- j) Supervising the Corvinus Institute for Advanced Studies.
- k) Supervising the activity of the Regional Centre for Energy Policy Research.
- l) ⁶⁴ Supervising the activity of the CORVINUS research centres.
- m) Keeping records of the research, research and development activity of the University, managing data provision related to the research.
- n) Acting as the direct supervisor of the Research Management organisational unit.
- o) Coordinating and supervising the organisation and staging of university or institute-level international scientific conferences.
- p) ⁶⁵ Motivating, organising, managing and coordinating the University's applications for research grants. Providing support and incubation for applying for research grants, fulfilling executive decision support tasks, participating in setting up the project management, as well as performing the professional supervision, professional control and quality assurance of the implementation and maintenance duties of such projects research-wise.
- q) Supervising the doctoral programmes and the habilitation procedure, fulfilling the university-level coordination duties.
- r) Managing and organising the publication activity of the University, managing the portfolio of the journals and publications associated with the University, managing publication matters concerning the institutes.
- s) Fulfilling all duties delegated to his/her scope of duties by the Rector or the internal regulatory documents, and the solution of which affects the research activity in the framework of the fulfilment of the University's domestic and international cooperation duties.

Article 27/A
Grants Coordination Committee ⁶⁶

- (1) The purpose of the Committee is to ensure the strategic compliance and harmonisation of the grants, projects and assignments realised by using non-

⁶³ Deleted under: Resolution number 48/2020 (17.11) of the Board of Trustees

⁶⁴ Amended under: Resolution number 48/2020 (17.11) of the Board of Trustees

⁶⁵ Amended under: Resolution number 48/2020 (17.11) of the Board of Trustees

⁶⁶ Introduced under: Resolution number 07/2021 (27.01) of the Board of Trustees

- University funds, as well as the effectiveness and transparency of their implementation, and to ensure the sustainability of the results achieved.
- (2) The chairperson of the committee shall be the Vice-Rector for Research; the members of the committee are the Vice-Rector for Faculty, the Head of Corporate and Institutional Relations, the Head of Strategy, the Head of Finance and also the person appointed by the Vice-Rector for Research to be in charge of the professional management of the university's research management support.
 - (3) The Vice-Rector for Education, the Vice-Rector for International Relations - Head of International Relations, the Head of the Corvinus Institute for Advanced Studies, the Head of HR, the Head of Grant Projects Management, one employee of the Grant Projects Management who handles grant finances (appointed by the Head of Finance), the Head of Infrastructural Services, as well as two lecturers/researchers of the University appointed by the Rector who have significant experience with grants shall participate in the work of the Committee as permanent invitees.
 - (4) The secretarial duties of the Committee shall be fulfilled by the member of the Committee who is in charge of the university's research management support.
 - (5) The duties of the Committee shall be:
 - a) supervising the preparation and implementation of the projects launched in the framework of domestic and international research, development and innovation grants with an aggregate value in excess of the limit specified by the Presidential Committee;
 - b) in the preparatory phase of the grants, making a decision on submitting the application, if necessary, ensuring support for the development of the application documents;
 - c) approving the project organisation ensuring the implementation of the project (professional leader, parties involved, professional monitoring body), the plan and budget of the implementation, the frameworks of the compensation of the university employees who participate in the grant, taking into consideration the unique accounting rules of the grant.
 - d) when the milestones related to the implementation of the grant and specified in the implementation plan are achieved, reviewing the report of the monitoring body, and if necessary, ensuring the measures for intervening;
 - e) approving the documentation related to the conclusion of the project, before submitting the documentation to the funding organisation;
 - f) ensuring measures to maintain the results achieved in the course of the project and to integrate such results into the activity of the University.
 - (6) In addition, the Committee shall be responsible for the preparation of the operational (with respect to organisation, finances, remuneration) frameworks related to the implementation and fulfilment of the individual grants, projects and assignments to be realised using non-University funds, and after the necessary negotiations, submitting such frameworks to the decision-making body.
 - (7) The rules of procedure of the Committee shall be issued by the Chairperson of the Presidential Committee at the proposal of the Chairperson of the Committee. The rules of procedure of the Committee shall be developed so that the specificities and timing frameworks of the grant processes related to the domestic and international research, development and innovation funds are taken into consideration.

- (8) The Committee shall always involve in its decisions the leader(s) (Head of Institute, Head of Research Centre, Head of Competence Centre, Head of organisational unit) whose discipline is concerned by the decision.

VICE-RECTOR – EXECUTIVE⁶⁷

VICE-RECTOR FOR INTERNATIONAL RELATIONS-HEAD OF INTERNATIONAL RELATIONS

Article 27/B⁶⁸

- (1) The Rector and the President are assisted by the Vice-Rector for International Relations-Head of International Relations in the continuous development of the international relations of the University and in managing international affairs in accordance with the strategic goals.
- (2) The Vice-Rector for International Relations-Head of International Relations shall be considered as an executive employee.
- (3) The Vice-Rector for International Relations-Head of International Relations shall report to the Rector and the President, according to the division specified in the OOP. The detailed scope of duties and powers of the Vice-Rector for International Relations-Head of International Relations shall be included in his/her job description, within the frameworks of the OOP.

Article 27/C⁶⁹

- (1) The competences of the Vice-Rector for International Relations-Head of International Relations include the improvement of the University's international embeddedness, the management of international matters, he/she shall be responsible for international affairs at the institutional level.
- (2) The responsibility of the Vice-Rector for International Relations-Head of International Relations shall be:
 - a) Developing, presenting and implementing the international strategy in support of the realisation of the strategic goals of the University, making proposals for the organisational structure implementing the international strategy, developing the international activity on a permanent basis.
 - b) Developing, presenting and introducing actions, regulations and instruments ensuring the fulfilment of the international strategy.
 - c) Developing a set of instruments designed to improve the international management activity of executives.
 - d) Developing and operating a set of instruments designed to enhance the international academic embeddedness of the University.
 - e) Establishing and coordinating the international academic network partnership designed to support the strategy of the university.
 - f) Jointly with the relevant discipline, making decisions on bilateral or multilateral international education and research cooperations, partnerships,

⁶⁷ Introduced under: Resolution number 48/2020 (17.11) of the Board of Trustees

⁶⁸ The chapter numbers were amended under: Resolution number 07/202. (27.01) of the Board of Trustees

⁶⁹ The chapter numbers were amended under: Resolution number 07/2021 (27.01) of the Board of Trustees

and on academic (educational, research) membership in international organisations.

- g) Operating the International Advisory Board and the University International Committee.
- h) Obtaining and keeping international accreditations.
- i) Establishing and developing the university-level Study Abroad programme.
- j) Researching for international educational and research market demand.
- k) Performing the strategic and administrative coordination of international academic cooperations, operating the central database thereof.
- l) Performing the strategic and administrative coordination of the international mobility schemes, operating the central database thereof.
- m) Appearing at the international educational and research markets.
- n) Performing the direct management of the International Relations and Accreditation organisational unit.
- o) Fulfilling all duties which are delegated to his/her scope of duties by the Rector, the President or the internal regulatory documents, and which arise in the framework of the international presence of the University.

CHAPTER III

THE ORGANISATIONAL STRUCTURE OF THE UNIVERSITY

THE ORGANISATIONAL STRUCTURE AND THE ORGANISATIONAL UNITS OF THE UNIVERSITY

28. §

- (1) The internal organisation of the University shall be established so that it ensures that the core educational and scientific research duties of the University, the related supplementary and service duties, as well as the functional duties of the University ensuring operation are fulfilled properly, efficiently and economically.
- (2) The University operates:
 - a) education and scientific research,
 - b) scientific research,
 - c) ⁷⁰ service provider (including the competence centre) and
 - d) functional organisational units.
- (3) The education and scientific research organisational units may be the following:
 - a) programme directorate,
 - b) institute, within which departments and research centres may be established,

⁷⁰ Amended under: Resolution number 07/2020 (27.01) of the Board of Trustees

- c) doctoral school.
- (4) The scientific research organisational units may be the following:
 - a) research centre.

GENERAL PROVISIONS ⁷¹

29. §

- (1) Unless these Procedures specify otherwise, the leaders of the organisational units shall be considered executive employees.
- (2) The leader shall represent the University in accordance with the internal regulatory documents.
- (3) The detailed scope of duties and competences of the leader shall be included in the rules of operation of the relevant unit and his/her job description.

EDUCATION AND SCIENTIFIC RESEARCH ORGANISATION

PROGRAMME DIRECTORATE ⁷²

30. §

- (1) The Programme Directorate is the organisational unit managing the educational programmes of the University. The Programme Directorate shall fulfil its duty in order to develop the instruction programmes in accordance with the strategic goals. The definition of the education strategy, the management and control of the establishment, development and quality assurance of the educational programmes shall take place at the Programme Directorate' level. The development and management of the programme portfolio of the bachelor, master, specialised postgraduate and the executive programmes shall be realised within the Programme Directorate.
- (2) The University shall have the following Programme Directorates:
 - a) Directorate for Bachelor Programmes
 - b) Directorate for Master Programmes
 - c) Directorate for Executive and Specialist Postgraduate Programmes (EXPO).
- (3) The Programme Directorate shall be managed by the competent dean, under the leadership of the Vice-Rector for Education. The programme portfolios shall be managed by the deans, while the instruction programmes shall be managed by the study programme coordinators.
- (4) The detailed scope of duties and competences of the Programme Directorate shall be included in its rules of operation.

THE DEAN

31. §

- (1) The Dean shall be the leader of the study programme portfolio under his/her management.
- (2) The University shall have the following Deans:

⁷¹ The title was amended under: Resolution number 48/2020 (17.11) of the Board of Trustees

⁷² Amended under: Resolution number 39/2020 (01.10) of the Board of Trustees

- a) Dean of Undergraduate Programs,
- b) Dean of Graduate Programs,
- c) ⁷³ Dean of Executive Programmes and Specialist Postgraduate Programs.

(3) The main duties of the Dean:

- a) Compiling a programme portfolio adjusted to the market needs for the study programmes managed by the Dean.
- b) ⁷⁴ Proposing the necessary study programme developments to the Vice-Rector for Education, leading the planning and implementation of the programme innovation processes. Making proposals on the study programmes belonging to the same study programme development committee and for the chairperson of the study programme development committee.
- c) Accepting the results of the study programme developments and forwarding such results for approval to the Vice-Rector for Education.
- d) ⁷⁵ Accepting the curricula and forwarding them for approval to the Vice-Rector for Education.
- e) ⁷⁶ Measuring and evaluating the effectiveness of the educational programme portfolio regularly and based on internationally recognised standards, with the involvement of the Vice-Rector for International Relations-Head of International Relations, the heads of institute and the study programme coordinators.
- f) Evaluating the study programmes within the portfolio on a permanent basis, with the involvement of the study programme leaders.
- g) Making proposals to the Vice-Rector for Education for the establishment, launch and suspension of study programmes.
- h) Supporting and facilitating the cooperation of the study programme coordinators with the heads of institute.
- i) In cooperation with the lecturers in charge of the relevant subjects, accepting the detailed syllabus of the subjects taught in the study programme.
- j) Maintaining continuous and active relations with the organisations, corporations and institutes which employ the students who graduated at the academic level managed by the Dean, drafting a proposal thereon upon the request of the vice-rector responsible for the education portfolio.
- k) Maintaining regular relations with domestic and international professional communities (chambers, professional associations, academic, scientific bodies, businesses), coordinating the participation of guest lecturers in the university programmes, organising cooperations between the educational programmes and the professional communities.

⁷³ Amended under: Resolution number 39/2020 (01.10) of the Board of Trustees

⁷⁴ Amended under: Resolution number 39/2020 (01.10.) of the Board of Trustees

⁷⁵ Amended under: Resolution number 39/2020 (01.10) of the Board of Trustees

⁷⁶ Amended under: Resolution number 48/2020 (17.11) of the Board of Trustees

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- l) Participating in the actions necessary to increase the number of domestic and international students, and participating in the related enrolment process.
 - m) ⁷⁷ After hearing the opinion of the Education Committee, making decisions on launching double degree/joint degree programmes.
 - n) Controlling the personnel and infrastructural conditions and compliance of the programme on a permanent basis, approving the annual self-assessment of the study programmes.
 - o) Managing and reviewing the work of the study programme coordinators.
 - p) Giving opinion on the scientific research and publication strategy and activity of the institutes participating in the education and crucial to the quality of the programme.
 - q) Accepting the HALVEL results and forwarding such results for approval to the Vice-Rector for Education.
 - r) Acceptance of the DPR results and forwarding such results for approval to the Vice-Rector for Education.
 - s) Accepting the programme portfolio review results and forwarding such results for approval to the Vice-Rector for Education.
 - t) Evaluating the realisation of the annual and the strategic plans, with the involvement of the study programme leaders.
 - u) Maintaining relations with the heads of the institutes on a permanent basis.
 - v) Managing and operating the Deans' Advisory Board.
 - w) In the manner specified by the Vice-Rector for Education, participating in the direction of Programme Management.
 - x) Preparing a report on the functioning of the study programme portfolio for the Vice-Rector for Education every year.
 - y) Managing the work of the bodies specified in the ROO, and fulfilling the membership duties.
 - i) Preparing the risk analysis of the areas managed, controlled by him/her, carrying out the risk management.
 - z) Fulfilling all duties which are delegated to his/her scope of duties by the Rector or the internal regulatory documents, and the solution of which affects education in the framework of the fulfilment of the University's domestic and international cooperation duties.
- (4) The Dean shall report to the Vice-Rector for Education.
- (5) The Deans' Advisory Board shall be the professional advisory body of the dean. The purpose of the Deans' Advisory Board is to support the dean's education management work. The members of the Deans' Advisory Board shall include members from the employer side and key domestic and international actors of

⁷⁷ Introduced under: Resolution number 39/2020 (01.10) of the Board of Trustees

the academic sector. In addition, the chairperson of the CUB HÖK shall be a member of the Deans' Advisory Board.

STUDY PROGRAMME COORDINATOR

32. §

- (1) The study programme coordinator is the responsible professional leader of the study programme fostered by him/her. The study programme coordinator shall not be considered as an executive employee.
- (2) The study programme coordinators shall be appointed by the Vice-Rector for Education, subject to the proposal of the competent dean and in agreement with the Vice-Rector for Faculty.
- (3) The study programme coordinator's detailed scope of duties and competences shall be included in the study programme coordinator's job description, within the framework of these Procedures.
- (4) The main duties of the study programme coordinator shall be:
 - a) Making proposals to the dean for the announcement, suspension and development of the study programme.
 - b) Based on the labour market expectations, determining the expected competence portfolio of the graduates of the study program.
 - c) ⁷⁸ Making recommendations for the members of the study programme development committee.
 - d) ⁷⁹ In cooperation with the chairperson of the competent study programme development committee, leading the elaboration of the study programme to be established.
 - e) Based on the outcome competences, planning the scope of subjects to be taught.
 - f) Commissioning the subjects to be taught from the competent institute.
 - g) Based on consultation with the head of the relevant institute, entrusting the person responsible for the subject concerned.
 - h) Having the persons responsible for the subject concerned develop the detailed syllabus of the subjects taught in the study programme, controlling the enforcement thereof in the education process; in case of non-compliance, initiating changes.
 - i) Ensuring that the subjects are built on one another, ensuring the competence development process throughout the entire educational programme.
 - j) ⁸⁰ Compiling the curriculum.
 - k) Maintaining continuous and active relations with the students and lecturers of the study programme led by him/her, as well as with the

⁷⁸ Introduced under: Resolution number 39/2020 (01.10) of the Board of Trustees

⁷⁹ Amended under: Resolution number 39/2020 (01.10) of the Board of Trustees

⁸⁰ Amended under: Resolution number 39/2020 (01.10) of the Board of Trustees

organisations, corporations and institutes which employ the students who graduated from the study programme.

- l) Compiling the study guide of the study programme.
 - m) Participating in enrolment.
 - n) Managing the work of the bodies specified in the ROO, and fulfilling membership duties.
 - o) Taking into consideration the training purpose of the study programme and the competences to be achieved, giving opinion on the topics of the final exams announced by the institutes, controlling the preparation of the final exams.
 - p) Controlling the personnel and infrastructural conditions and compliance of the programme on a continuous basis, carrying out the annual self-assessment of the study programmes.
 - q) Preparing reports for the dean on the educational work, on the organisation of education and the experiences of the study programme every six months.
 - r) Cooperating with the institutes in course of the planning and the implementation of the programme.
- (5) The study programme coordinator shall report to the dean.

THE INSTITUTE

33. §

- (1) The institutes shall constitute the fundamental organisational frameworks of education and research carried out at the University. The institute is an independent organisational unit of the University, which shall be established in order to ensure that the education and research activities are realised efficiently and in line with the strategic goals. The institute is an organisational unit which belongs to the same or similar disciplines of science and operates under unified leadership. Within the institute, the educational and research activities are distributed, the even and proportionate workload of the employees is ensured.
- (2) The institute shall operate as a scientific community, the duty of which is to realise educational and research excellence in the fields of expertise fostered by the institute. Its senior lecturers, researchers take an active role in fostering the next generation of academics in their field of expertise.
- (3) The institute shall have a separate strategy adjusted to the strategic goals of the University, and shall set long-term and annual performance targets based on such strategy.
- (4) The leader of the institute shall be the Head of Institute.
- (5) The Head of Institute may propose the work of the institute to be partially or entirely organised into departments, according to the (partial) disciplines fostered by the institute.

- (6) ⁸¹ ⁸² The managerial work of the Head of Institute shall be assisted by an advisory board under the name of institute council. The council shall be led by the Head of Institute. Subject to the decision of the Head of Institute, the total number of council members shall be at least 4, but not more than 6, not including the Head of Institute. The institute council shall have invited and elected members, it being understood that one of the members shall be elected, while the other members shall be invited. If there are departments within the institute, then the Heads of Department shall be members of the Institute Council automatically, even if they are not considered senior lecturers. The Head of Department members shall decrease the number of invited members. The invited members of the Institute Council shall be invited by the Vice-Rector for Faculty from the full-time lecturers and researchers of the institute, based on the recommendation of the Head of Institute. The elected member shall also be any of the full-time lecturers or researchers of the institute. The rules of election shall be determined by the Head of Institute. The members of the council shall be selected to make sure that the composition reflects the key areas of research fostered by the institute.
- (7) The institute meeting shall consist of all the lecturers, researchers, non-teaching and non-researching staff members and professors emeritus/emera of the institute, and the meeting shall be convened by the Head of Institute at least once in every academic semester.
- (8) The institute meeting has the right to inspect the applications for the position of Head of Institute, to interview the applicants and discuss the applications. The institute meeting shall hear and discuss the Head of Institute's report every year, and the institute meeting may make observations related to the report and may ask questions from the Head of Institute.
- (9) The detailed scope of duties and competences of the institutes - not including the institute council and the institute meeting - shall be specified by their respective procedures.
- (10) The list of institutes operating at the University is included in the annex of the OOP.

RESEARCH CENTRE OPERATING WITHIN THE INSTITUTE

34. §

- (1) The institutes may establish institute's research centres related to their respective research profiles. The foundation of an institute's research centre shall be subject to the prior authorisation of the Vice-Rector for Research and the provision of an annual report. The authorisation document and the reports shall present the research centre's fields (fields) of scientific research, the expected and the actual research and publication results, the connection of such results to the strategic goals of the University, the staff members of the research centre and its financing model.

35. §

THE HEAD OF INSTITUTE

⁸¹ Amended under: Resolution number 39/2020 (01.10) of the Board of Trustees

⁸² Amended under: Resolution number 48/2020 (17.11) of the Board of Trustees

- (1) The leader of the institute shall be the Head of Institute.
- (2) The main duties of the Head of Institute shall be:
 - a) Managing the development and the implementation of the institute's strategy.
 - b) Ensuring the professional management of the execution of the educational, research and innovation activities within the institute.
 - c) Planning the institution's human resources developments, initiating decisions related to applications for lecturer-researcher and non-lecturer or non-researcher positions, to assignments, to academic promotions, participating in such decisions.
 - d) Making proposals for organising the work of the institute into departments entirely or in part.
 - e) Reporting to the institute meeting about the activity of the institute, the institute's strategy and the implementation thereof every year.
 - f) Requesting the opinion of the Institute Council regarding the institute's strategy, its annual work plan and report, its human resources development plans as well as before decisions of strategic importance.
 - g) Managing the work of the bodies specified in the ROO, and fulfilling membership duties.
- (3) The Head of Institute shall report to the Vice-Rector for Faculty.
- (4) If the institute is organised into departments entirely or in part, then the Head of Department shall be responsible for the professional coordination of the lecturing-research work carried out in the institute. The Head of Department shall not be considered an executive employee. Decisions on granting and revoking mandates shall be made by the Head of Institute, subject to the approval of the Vice-Rector for Faculty. The duties and competences of the Heads of Department shall be included in their job description.
- (5) The Head of Department shall report to the Head of Institute.
- (6) The work of the Head of Institute may be assisted by a deputy. The Deputy Head of Institute shall report to the Head of Institute.

CORVINUS DOCTORAL SCHOOLS

36. §

- (1) The Corvinus Doctoral Schools (CDS) shall serve as the organisational framework of education preparing students for obtaining a scientific degree, of the degree acquisition and the habilitation procedures. The CDS shall coordinate the quality assurance duties of the doctoral programmes, and the operative duties related to the doctoral programmes and the habilitation procedure.
- (2) The Corvinus Doctoral Schools shall be led by the Director-General. The Director-General shall report to the Vice-Rector for Research. The Director-General and the Vice-Rector for Education shall be responsible jointly for making sure that the development and operation of the doctoral programmes meet international standards. The detailed scope of duties and competences of the Director-General shall be included in the University Doctoral Regulations,

the Rules of Operation of the Corvinus Doctoral Schools, as well as his/her job description within the framework of the Rules of Operation of the Doctoral School.

- (3) The doctoral schools shall operate within the scope of Corvinus Doctoral Schools. The doctoral school shall be led by the Head of the Doctoral School as its professional leader. The Head of Doctoral School shall not be considered as an executive employee. The detailed scope of duties and competences of the Head of Doctoral School shall be included in the University Doctoral Regulations, the rules of operation of the Corvinus Doctoral Schools, as well as his/her job description in the framework of the Rules of Operation of the Doctoral School.
- (4) The Director-General shall be assisted by the Doctoral Cabinet.
- (5) The detailed scope of duties and competences of the CDS shall be included in its Rules of Operation.

SCIENTIFIC RESEARCH ORGANISATION

THE RESEARCH CENTRE

37. §

- (1) The research centre is the organisational framework of scientific research carried at the University, it is operated under the supervision of the Vice-Rector for Research. The Head of Research Centre and the Vice-Rector for Education shall jointly be responsible for making sure that the development and operation of scientific research meet international standards. Upon initiative by the Vice-Rector for Research, the Rector may make a proposal for the establishment of the research centre, by way of amending the OOP. The establishment of any research centre shall be subject to the submission of annual reports. The authorisation document and the reports shall present the field (fields) of scientific research, the expected and the actual research and publication results, the connection of such results to the strategic goals of the University, the staff members of the research centre and the financing model.
- (2) The research centre shall be an international research centre supervised by the Vice-Rector for Research, a separate scientific research organisational unit.
- (3) The main activities of the research centre shall be:
 - a) Providing scientific research scholarships to its researchers.
 - b) Harmonising and coordinating the research activity and the research plans of the research groups working within the frameworks of the research centre.
 - c) Through the research groups operating within the framework of the research centre, carrying out basic research, applied research, experimental development and innovation activities.
 - d) Participating in the development of the incentive systems supporting scientific research, participating in organising the larger scientific research community of the university.
 - e) Cooperating with the CDS, institutes' research centres, research groups and individual researchers.

- f) Based on the research plans of the research groups working within the framework of the research centre, generating research projects, networking with the involvement of Hungarian and foreign professionals.
- g) Participating in the development of the research, development and innovation strategy as part of the Institutional Development Plan of the University and in preparing other R+D+I strategic materials.
- h) Feeding back the results created through research and development into education, raising the awareness of the general public through presentations, events, articles and other forms of showcasing.
- i) Coordinating the development and utilisation of the university 's (social, economic, natural, infrastructural) data assets necessary for scientific research, coordinating the data access system.

(4) Additional activities of the Research Centre:

- a) Participating in the education and the talent fostering activity of the University.
- b) Ensuring that talented students can participate in research projects.

(5) The Research Centre may operate research groups, which are not considered as separate organisational units. A research group operating within the Centre is a scientific research cluster which shall not be considered as an organisational unit. The research groups shall have their own short-term and long-term research plans approved by the Head of the Research Centre and the Vice-Rector for Research, the infrastructure and equipment necessary for performing their activity, appropriate connections to support their activity, as well as strategies and working plans supporting and ensuring their sustainable activity. The research group shall be led by the professional manager. The professional manager shall not be considered as an executive employee.

(6) The research centre's council shall be the international consultative and advisory board of the research centre. The members of the research centre board shall be the Rector, the Vice-Rector for Research, the head of the research centre, as well as at least three internationally renowned professionals invited by the Rector.

(7) The Researchers' Council is the consultative and advisory body of the research centre. Its members shall be appointed by the head of the research centre from the senior researchers of the research centre, subject to the approval of the Vice-Rector for Research.

(8) The main duties of the Researchers' Council shall be:

- a) Participating in the publication and evaluation of the researcher's' applications related to the research centre.
- b) Giving opinion on the research plans of the research groups.
- c) Taking into consideration the research plans of the research groups, making proposals for the research and other duties of the research groups.
- d) Giving opinion on all matters regarding which the head of the research centre requests its opinion.

- e) It may make proposals in all professional matters which fall within the scope of duties of the Centre.
- (9) The detailed scope of duties and competences of the research centre - including those of the researchers' council - shall be included in its rules of operation.
- (10) The list of research centres operating at the University is included in the annex of the OOP.

THE HEAD OF RESEARCH CENTRE

38. §

- (1) The research centre shall be led by the Head of Research Centre.
- (2) The main duties of the Head of Research Centre shall be:
- a) Coordinating the research activity carried out in the research centre.
 - b) Participating in the development of the research-development-innovation strategy, as well as in the development of other R+D+I strategic materials.
 - c) Coordinating the duties of the professional managers of the research groups operating within the research centre.
 - d) Organising and managing the meetings of the Council of the Research Centre and the Researchers' Council.
 - e) Managing the work of the bodies specified in the ROO, and fulfilling membership duties.
 - f) Preparing the risk analysis of the areas managed, supervised by him/her, performing risk management.
 - g) Fulfilling all duties which are delegated to its scope of duties by the Rector or the internal regulatory documents.
- (3) The Head of Research Centre shall report to the Vice-Rector for Research.

FUNCTIONAL AND SERVICE PROVIDER ORGANISATIONAL UNITS ⁸³

39. § ⁸⁴

PROGRAMME MANAGEMENT

40. §

- (1) Programme Management is the professional and administrative organisational unit designed to support education management; it shall perform its activity under the direct management of the Vice-Rector for Education. Apart from the doctoral programme, the Programme Management shall fulfil its duties on all the business premises of the University and with respect to its entire educational activity.
- (2) The main duties of the organisational unit shall be:
- a) Supporting the strategic developments in the area of education.

⁸³ The title was amended under: Resolution number 48/2020 (17.11) of the Board of Trustees

⁸⁴ Deleted under: Resolution number 48/2020 (17.11) of the Board of Trustees

- b) Content management services: preparing educational materials, analyses, benchmark studies, presentations.
- c) Performing educational project management duties: maintaining operational contact with the institutes and coordinating with them, in cooperation with the Student Services organisational unit and other organisational units supporting education.
- d) Managing, maintaining and monitoring the programme development project plans. Preparing project reports, compiling monitoring reports.
- e) Performing duties linked to instruction programmes and university-level quality assurance, coordinating the instruction programmes and the process of institutional accreditation, participating in the international accreditation processes.
- f) Actively participating in the enrolment activity, in the communication activity related to the instruction programmes, furnishing the content elements of the marketing materials related to the instruction programmes and approving them. Taking care of the programme descriptions on the university website.
- g) Fulfilling duties with respect to the organisation of education.
- h) Fulfilling the administrative duties of the bodies specified in the Rules of Organisation and Operation.
- i) Initiating and approving Neptun developments.
- j) ⁸⁵ Supporting the content-related duties related to the maintenance of the curricula.
- k) Supporting the work of the study programme development committees, providing administrative support for the compilation of applications for the establishment or launch of study programmes, applications for the establishment or launch of subspecialisations, making preparations for committee decisions.
- l) Compiling the contents of the admission bulletin, planning and coordinating the admission procedure, determining the professional content of the in-house admission procedure.
- m) Developing, submitting and maintaining student regulations.
- n) Operating the Graduate Career Tracking System.
- o) Operating the system for the review of the lecturers' work by the students (HALVEL).
- p) Supporting contacts with the external partners of the instruction programmes - Hungarian and foreign universities, companies, institutions - and drafting the monitoring report of the cooperations.
- q) Providing the content elements of the student and teacher mobility cooperation agreements, compiling and maintaining the contents of the cooperations for the issuance of dual or multiple diplomas.

⁸⁵ Amended under: Resolution number 39/2020 (01.10) of the Board of Trustees

- r) ⁸⁶ With regard to the programmes organised by the CEMS and the DSG, which operate as part of the Programme Management, fulfilling education organisation and special marketing tasks, in close cooperation with the corporate partners and the Student Services organisational unit, satisfying the special needs of the students.
 - s) Keeping records of and analysing the education data, fulfilling data provision duties.
- (3) The detailed scope of duties and competences of the organisational unit shall be included in the rules of operation of the unit.

ACADEMIC MANAGEMENT

41. §

- (1) Academic Management is the professional and administrative unit designed to support faculty. It shall perform its activity under the direct supervision of the Vice-Rector for Faculty.
- (2) The main duties of the organisational unit shall be:
- a) Managing and developing the system of institutes.
 - b) Operating and developing the academic career system.
 - c) Operating and developing the performance management system of the institutes and of the competence centres.
- (3) The detailed scope of duties and competences of the organisational unit shall be included in its rules of operation.

RESEARCH MANAGEMENT

42. §

- (1) Research Management is the professional and administrative organisational unit designated to support the development of research management; it shall perform its activity under the direct management of the Vice-Rector for Research. Research Management shall fulfil its duties on all business premises of the University and with respect to its entire research activity.
- (2) The detailed scope of duties and competences of the organisational unit shall be included in its rules of operation.

43. § ⁸⁷

TEACHER TRAINING AND DIGITAL LEARNING CENTRE

44. §

- (1) ⁸⁸ The Teacher Training and Digital Learning Centre (TDTK) is a competence centre that operates as a teaching methodology and digital research centre under the leadership of the Vice-Rector for Faculty, and fulfils the role of the teaching methodology and digital incubation centre of the University under the management of the Head of Centre.. The Teacher Training and Digital Learning Centre shall fulfil

⁸⁶ Amended under: Resolution number 39/2020 (01.10) of the Board of Trustees

⁸⁷ Deleted under: Resolution number 48/2020 (17.11) of the Board of Trustees

⁸⁸ Amended under: Resolution number 07/2021 (27.01) of the Board of Trustees

its duties on all the business premises of the University and with respect to all its activities.

- (2) The main duties of the organisational unit shall be:
 - a) Managing the learning outcomes-based programme development in cooperation with the study programme coordinators; providing support for course development, learning material development and methodological renewal.
 - b) Participating in the internal training of the lecturers and teachers of the University; providing support and mentoring.
 - c) In the framework of the integration programme (on-boarding), raising the awareness of newly hired lecturers, teachers and PhD students of approaches to learning and teaching.
 - d) Supporting the mentoring provided to the corporate professionals participating in the dual study programme.
 - e) Though the development of individual development plans, helping the lecturers, teachers in carrying out their activities at high standards.
 - f) Supporting students in their learning processes and mentoring them.
 - g) Developing and operating the quality assurance system of the digital learning materials prepared at the University, coordinating and reviewing the University's grants related to teaching methodology and e-learning.
 - h) Fulfilling the duties of the application host of the university's e-learning system, providing methodological and technological support for the digital learning materials prepared at the University. Bearing responsibility for creating digital learning materials.
 - i) Bearing responsibility for the teacher training programme; harmonising the work of the institutes participating in teacher training and further training.
 - j) Participating in the development and the implementation of the talent fostering system strategy of the university, supporting the pedagogical and psychological processes of talent fostering.
 - k) Developing the university's entry and outcome competence measurement system, developing the programmes supporting the functioning of the system for the parties concerned.
 - l) Fulfilling the operative institutional duties with regard to the Student's Scientific Association (TDK), Students' National Scientific Association (OTDK).
- (3) The Centre is assisted by the Teacher Training College in its work.
- (4) The Head of the Centre shall report to the Vice-Rector for Faculty.
- (5) The organisational unit is divided into the following groups:
 - a) Teacher Training and Teaching Methodology Group (TOMI)
 - b) Digital Learning Material Development and Service Provider Group (DIGITAN)
 - c) Customer Service

- d) Observatory Centre for Educational Development
 - e) TDK / OTDK Group.
- (6) Each group may be managed by a group leader. The leaders of the groups shall report to the Head of the Centre.
- (7) The detailed scope of duties and competences of the organisational unit shall be included in its rules of operation.

CENTRE OF FOREIGN LANGUAGE EDUCATION AND RESEARCH (IOK)

45. §

- (1) ⁸⁹ The Centre of Foreign Language Education and Research is a competence centre responsible for foreign language education under the leadership of the Vice-Rector for Faculty, with its activity managed by the Head of IOK. It shall fulfil its duties on all the business premises of the University with respect to all activities.
- (2) The main duties of the organisational unit shall be:
- a) Providing general language training and technical language training adjusted to the core activity in the framework of a wide selection of languages and courses.
 - b) Organising and implementing the complex foreign language communicative competence development related to the university studies of the students, preparing students for language exams, providing language exam preparatory course options.
- (3) The Head of IOK shall report to the Vice-Rector for Faculty.
- (4) The detailed scope of duties and competences of the organisational unit shall be included in its rules of operation.

CORVINUS LANGUAGE EXAMINATION CENTRE

46. §

- (1) ⁹⁰ The Corvinus Language Examination Centre is a competence centre responsible for language exams that operates under the leadership of the Vice-Rector for Faculty, its activity is managed by the Head of the Corvinus Language Examination Centre.
- (2) The Corvinus Language Examination Centre shall operate as an accredited examination centre.
- (3) The Head of the Corvinus Language Examination Centre shall report to the Vice-Rector for Faculty.
- (4) The detailed scope of duties and competences of the organisational unit shall be included in its rules of operation.

PHYSICAL EDUCATION AND SPORT CENTRE

47. §

⁸⁹ Amended under: Resolution number 07/2021 (27.01) of the Board of Trustees

⁹⁰ Amended under: Resolution number 07/2021 (27.01) of the Board of Trustees

- (1) ⁹¹ The Physical Education and Sport Centre is a competence centre responsible for organising regular physical exercise and sport activities in line with the core activity of the University. It operates under the leadership of the Vice-Rector for Faculty and its activities are directly managed by the Head of the Physical Education and Sport Centre. It shall fulfil its duties on all the business premises of the university with respect to all activities.
- (2) The main duties of the organisational unit shall be:
 - a) Fulfilling the teaching duties related to physical education.
 - b) Coordinating the tasks related to student and competitive sport.
 - c) Satisfying the leisure and grassroots sports needs of the university citizens, coordinating and organising the relevant programmes and tasks.
 - d) Performing the in-house coordination of the work of the various units engaged in sports.
 - e) Providing counselling for the students, in particular for students who do not do sports regularly.
 - f) Developing the mentoring system and coordinating the operation thereof.
 - g) Surveying the needs related to the sports activity of people living with disabilities, developing schemes for creating proper conditions for sports activities.
 - h) Making proposals for expanding the sport offer.
- (3) The Head of the Physical Education and University Sports Centre shall report to the Vice-Rector for Faculty.
- (4) The detailed scope of duties and competences of the organisational unit shall be included in its rules of operation.

CORVINUS SCIENCE SHOP ⁹²

Article 47/A

- (1) Corvinus Science Shop is a competence centre designed to support the third mission activity of the University, it operates under the leadership of the Vice-Rector for Faculty, its activities are directly managed by the Head of the Corvinus Science Shop. The Corvinus Science Shop shall fulfil its duties on all the business premises of the University with respect to all activities.
- (2) The Corvinus Science Shop is designed to serve so-called community engaged research and learning (CERL), by organising and mediating education and research projects for the lecturers, researchers and students of the university, based on the questions and issues raised by the community partners. Corvinus Science Shop shall ensure all these in the framework of subjects, for the researching and writing of theses, studies prepared for the students' scientific associations, and also in other forms of education and research, through communication between science and society. In doing so, it serves the third mission of the university, knowledge transfer to society, and also enhances the positive social impact of the university.
- (3) The main duties of the organisational unit shall be:

⁹¹ Amended under: Resolution number 07/2021 (27.01) of the Board of Trustees

⁹² Introduced under: Resolution number 07/2021 (27.01) of the Board of Trustees

- a) organising course projects for subjects taught in the bachelor, master and postgraduate programmes.
 - b) identifying community partners, maintaining relations, developing projects, realising cooperation, knowledge transfer;
 - c) developing the community-embedded and community engaged research and learning, i.e. CERL competences of the lecturers and researchers of the university, thereby contributing to the study programme and subject developments;
 - d) carrying out education in topics related to community-embedded and community engaged research and learning (CERL) and responsible research and innovation (RRI);
 - e) researching the methodologies, process, opportunities and implementation of community-embedded and community engaged research and learning at the university, supporting CERL research projects
 - f) recognising excellent community-embedded and engaged research and learning by students and researchers, recognising the work of community partners;
 - g) ensuring that the third mission of the university, i.e. the positive social impact created by the university, as well as that the community-embedded, community engaged research and learning appear in the university's public policy and regulations;
 - h) through embedding in the international CERL community, providing the lecturers and the researchers with opportunities to connect internationally.
- (4) The Head of Corvinus Science Shop shall report to the Vice-Rector for Faculty.
 - (5) The detailed scope of duties and competences of the organisational unit shall be included in its rules of operation.

UNIVERSITY LIBRARY

48. §

- (1) The University Library is a service provider unit responsible for library services operating under the leadership of the Vice-Rector for Research and managed by the Director General of the Library. The University Library shall fulfil its duties on all the business premises of the University with respect to all activities.
- (2) Through its activity the University Library - as an open scientific public collection - shall serve the education delivered at the University, individual and group learning and scientific research in the fields of science taught and researched at the University. The University Library shall collect, explore and make available documents of Hungarian and international scientific literature in the branches of science taught and researched at the University. In addition, the University Library shall provide a traditional and virtual learning environment and shall ensure the availability of the learning materials, shall provide scientometric services, shall fulfil the content holder duties of the University, shall cooperate with other libraries in running the Hungarian library and information system. The Library is a member of the National Document Supply System.
- (3) The Director General of the Library shall report to the Vice-Rector for Research.
- (4) The detailed scope of duties and competences of the organisational unit shall be included in its rules of operation.

UNIVERSITY ARCHIVES⁹³**ARTICLE 48/A**

- (1) The University Archives is a service provider unit responsible for archive services operating under the leadership of the Vice-Rector for Research, it is managed by the Head of the Archives. The University Archives shall fulfil its duties on all the business premises of the University with respect to all activities.
- (2) The University Archives - as higher education archives and public archives - shall collect, systemise the documentary materials of enduring value created in course of the operation of the central organs, teaching-research units, offices and institutions of the University, as well as their legal predecessors, and shall also make such material researchable. The scope of powers of the University Archives shall extend to the public documents created by the university and the legal predecessors thereof, and its scope of collection shall include private documents on the history of science and of the institution related to the university. The University Archives shall control the rules of discarding and managing the archive documents at the University.
- (3) The Head of the Archives shall report to the Vice-Rector for Research.
- (4) The detailed scope of duties and competences of the organisational unit shall be included in its rules of operation.

COLLEGES FOR ADVANCED STUDIES**49. §**

- (1) A college for advanced studies is a talent-fostering organisation built on the principle of self-government and the self-organised club activity of the college students who live together.
- (2) The objective of the college for advanced studies is to provide high-level, high-quality professional training by developing its own professional programme, thereby helping to foster the talent and encourage the participation in public life of students with outstanding abilities, to establish the material and personnel conditions of getting prepared for tasks facing intellectuals, and to educate intellectuals who are sensitive to social problems and have a professional attitude. In addition, the goal of the college for advanced studies is to provide its members with opportunities for professional training and independent learning which go beyond the educational activity of the University, as well as to educate intellectuals who are committed to society.
- (3) The members of the college for advanced studies shall determine the professional programme of the college for advanced studies and the associated requirements with regard to professional performances, in particular the professional requirements of membership, the training commitments, the principles of accepting the professional performance, as well as the obligation to accomplish the training programme of the college for advanced studies.
- (4) Subject to the decision of the members of the college for advanced studies, the college for advanced studies may be an open college, and any student of the higher education institutions specified by the college for advanced studies may become its member. The services of the college for advanced studies may also be used by students who are not members of the college for advanced studies.

⁹³ Introduced under: Resolution number 39/2020 (01.10) of the Board of Trustees

- (5) Within the framework set out in the university's regulatory documents, the members of the college for advanced studies may decide on the establishment and the termination of membership in the college for advanced studies.
- (6) The internal operational framework of the college for advanced studies shall be determined by the members of the college for advanced studies, taking into consideration the provisions of this article. The lawfulness of the operation shall be supervised by the Vice-Rector for Faculty, in cooperation with the Chancellor. The Vice-Rector for Faculty shall control the compliance of the operation with the principles of the college for advanced studies and the alignment thereof with the education, research and talent-fostering strategy of the University.
- (7) The Heads of the Colleges for Advanced Studies shall not be considered as executive employees.

50. § 94

INTERNATIONAL RELATIONS AND ACCREDITATIONS

51. § 95

- (1) The organisational unit responsible for international relations and accreditations is a functional unit which carries out the international management activity of the University under the joint leadership of the Rector and the President, and its activity is managed by the Vice-Rector for International Relations-Head of International Relations. It shall fulfil its duties on all the business premises of the University with respect to all its activities.
- (2) The main duties of the organisational unit shall be:
 - a) Defining, developing, presenting and implementing the international strategy in support of the realisation of the strategic goals of the University, making proposals for the organisational structure responsible for international matters and supporting the international strategy, developing the international activities on a permanent basis according to the needs of the parties concerned.
 - b) Developing, presenting and introducing the international policies, regulations and instruments ensuring the fulfilment of the international strategy.
 - c) Supporting the international management activity of the executives, enforcing the international policies of the university, advising executives in the course of the application of the international policies.
 - d) Performing the strategic coordination of international university partnerships in the academic area, mainly in the target markets and the important partner networks.
 - e) Initiating the establishment of bilateral or multilateral international education and research collaborations; reviewing and evaluating the initiatives addresses to the University.
 - f) Organising the hosting of official international academic delegations, with the involvement of the relevant organisational units of the university.

⁹⁴ Deleted under: Resolution number 48/2020 (17. 11) of the Board of Trustees

⁹⁵ Amended under: Resolution number 48/2020 (17. 11) of the Board of Trustees

- g) Making proposals for memberships in international academic (educational, research) organisations. Reviewing, managing and keeping records of the institutional memberships held in international academic (educational, research) organisations.
 - h) Running the International Advisory Board and the University International Committee.
 - i) Initiating developments towards becoming a bilingual university, collecting, systematising such initiatives and forwarding them to the competent executive.
 - j) Establishing and developing the university-level Study Abroad programme.
 - k) Supporting and making proposals for the development of the course portfolio and the research portfolio in accordance with the international market demands, collecting, systematising and forwarding such proposals to Programme Management, furthermore, displaying and marketing such development plans with regard to education management and research management in international markets.
 - l) Initiating international accreditations. Coordinating the University's activity related to international accreditations.
 - m) Managing the central database related to the international academic cooperations and partnerships of the University specified in agreements, monitoring, performing the strategic management and administrative coordination of cooperation and partnership contracts, evaluating the cooperations with the involvement of the relevant professional area.
 - n) Initiating, reviewing, performing the strategic management, the central administrative coordination of international mobility programmes. Initiating, reviewing, performing the strategic management, the central administrative coordination of the Stipendium Hungaricum programme and other international scholarship schemes. Maintaining institutional relations with the support organisation, especially with the Tempus Public Foundation.
 - o) Upon the request of a professional area, participating in international student and employee recruitment activity. Making proposals to the competent executives for initiatives aimed at increasing the number of international students and employees at the University.
 - p) Exploiting the opportunities offered by institution-focused exhibitions and student recruitment fairs, taking into consideration the relevant initiatives of education management.
 - q) Coordinating the American Corner.
 - r) Fulfilling the data provision obligations falling within its scope of duties.
- (3) The Vice-Rector for International Relations-Head of International Relations shall report to the President with respect to subparagraphs a)-c) and m)-r), to the Rector with respect to subparagraphs d)-k), and to both the President and the Rector with respect to subparagraph l).
- (4) The detailed scope of duties and competences of the organisational unit shall be included in its rules of operation.

CORPORATE AND INSTITUTIONAL RELATIONS**52. §**

- (1) The organisational unit responsible for corporate and institutional relations is a functional unit which performs management activities related to the University's strategic, corporate and other partnership relations, and its third mission activities. It operates under the leadership of the President and its activities are managed by the Head of Corporate and Institutional Relations. It shall fulfil its duties on all the business premises of the University with respect to all the activities.
- (2) The main duties of the organisational unit shall be:
- a) Defining, developing, presenting and implementing of the corporate relations and third mission strategy in support of the realisation of the strategic goals of the University, making proposals for the organisational structure which is responsible for corporate and institutional relations and supports the corporate strategy, developing the corporate relations activity according to the needs of the parties concerned on a permanent basis.
 - b) Developing, presenting and introducing the policies, regulations and instruments ensuring the fulfilment of the corporate strategy.
 - c) Supporting the corporate networking activity of the executives, enforcing the corporate relations and third mission policies of the university, advising the executives in course of the application of such policies.
 - d) Managing and organising the University's relations with Hungarian and international companies and public institutions, initiating the development of corporate relations, collecting, systematising such initiatives and forwarding them to the competent executives and to the corporate partners.
 - e) ⁹⁶ Coordinating the joint initiatives of the University and companies or public institutions, especially with respect to initiatives related to the development of instruction programmes, dual study programmes, professional internship cooperation, in close cooperation with the Programme Directorates.
 - f) ⁹⁷ Coordinating and developing on a permanent basis the services provided by the University to companies and public institutions, coordinating the tasks related to the realisation of such services, in particular to the internships and mentor programmes, applied research and special education opportunities, in close cooperation with Programme Directorates.
 - g) Managing and keeping records of the institutional memberships held in Hungarian organisations.
 - h) ⁹⁸ Organising and managing the alumni activity. Managing and organising the relations of the University with its former students, in particular maintaining and continuously expanding the database on former students, coordinating and continuous developing the services provided to former

⁹⁶ Amended under: Resolution number 48/2020 (17.11) of the Board of Trustees

⁹⁷ Amended under: Resolution number 48/2020 (17.11) of the Board of Trustees

⁹⁸ Introduced under: Resolution number 39/2020 (01.10) of the Board of Trustees

students, continuously developing the system of financial and other support originating from former students.

i) Fulfilling the data provision obligations falling within its scope of duties.

(3) The Head of Corporate Relations shall report to the President.

(4) The detailed scope of duties and competences of the organisational unit shall be included in its rules of operation.

CORPORATE RELATIONS AND ALUMNI COMMITTEE ⁹⁹

ARTICLE 52/A

(1) The Head of Corporate Relations shall be assisted by the Corporate Relations and Alumni Committee.

(2) The Head of Corporate Relations shall be the chairperson of the Committee.

(3) A proposal for the members of the Committee shall be made by the President, it being understood that at least one third of the members shall be academic representatives. The academic representatives shall be elected by the institute meetings according to a rotation procedure. The rules of the procedure shall be determined by the Meeting of the Heads of Institute.

(4) The members and the rules of procedure of the Committee shall be approved by the Presidential Committee. The letter of assignment of the members shall be issued by the chairperson of the Presidential Committee.

HR

53. §

(1) The HR organisational unit is a functional unit which carries out the strategic human resources management activity of the University under the leadership of the President, and its activities are managed by the Head of HR. HR shall fulfil its duties on all the business premises of the University with respect to all its activities.

(2) The main duties of the organisational unit shall be:

a) Developing, presenting and implementing the human resources strategy in support of the realisation of the strategic goals of the University, making proposals for the HR organisational structure supporting the HR strategy, continuously developing the operation of HR according to the needs of the parties concerned.

b) Developing, presenting and introducing the HR policies, regulations and instruments ensuring the fulfilment of the HR strategy.

c) Supporting the human resources management of the executives (workforce provision, development, commitment/motivation, retaining; ADER), enforcing the university HR policies, providing HR counselling for the executives in the course of the application of the HR policies.

⁹⁹ Introduced under: Resolution number 39/2020 (01.10) of the Board of Trustees

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- d) Elaborating the organisational development and change management instruments, participating in the operation of such instruments, providing HR professional support.
 - e) Arranging surveys on organisational culture and employee commitment, defining HR action programmes designed to improve organisational culture and managing their implementation.
 - f) Developing and operating the job classification and remuneration system of the University (salary structure, bonus table, fringe benefits). Making proposals for and presenting the remuneration strategy, the annual salary development and the incentive policies of the University, providing guidance to the executives on their application.
 - g) Developing and managing the recruitment/selection practice of the University, participating in building the employer brand. Providing HR professional support for executive decision-making related to recruitment.
 - h) Developing and managing the integration (on-boarding) programme of new hires and employees in new jobs.
 - i) Developing and managing the performance development and incentive system of the University. Making proposals and presenting the performance development and incentive strategy of the University, providing guidance to the executives on their application.
 - j) Developing, introducing and managing the competence management system. Developing the leadership competences of the executives. In order to ensure that the employees achieve their professional and job competence development goals, planning annual training development cycles, managing the realisation of trainings/developments.
 - k) In order to ensure medium-term quality workforce supply in line with the strategic goals of the University, developing the talent management activity, defining, introducing and managing the career development system and the HR policies of the University, in close cooperation with the senior management of the University.
 - l) ¹⁰⁰ Providing operative and administrative support for strategic HR activities, operating customer-oriented and standardised HR service processes, developing the employee self-services system.
 - m) ¹⁰¹ Providing support to executives in personnel and labour matters, ensuring labour law compliance: carrying out HR activities related to the establishment and termination of the employment of employees (including foreign employees), supporting the preparation and keeping records of the job descriptions, taking the labour measures related to changes occurring in the conditions of employment, conducting and analysing exit interviews.
 - n) ¹⁰² Keeping up-to-date records of the personal/labour data of the employees (in the HR information systems used by the University), supporting the

¹⁰⁰ Introduced under: Resolution number 07/2021 (27.01) of the Board of Trustees. Effective from 1st April 2021.

¹⁰¹ Introduced under: Resolution number 07/2021 (27.01) of the Board of Trustees. Effective from 1st April 2021.

¹⁰² Introduced under: Resolution number 07/2021 (27.01) of the Board of Trustees. Effective from 1st April 2021.

work of executives by providing data and information, and by preparing analyses.

- o) ¹⁰³ Managing employee relations, labour and labour law problems, with the involvement of the labour law expert of the Economic and Labour Law Services if necessary. Upon the request of any employee, providing personal counselling, providing active help in solving the work-related or personal problems of the employees which might arise.
- p) ¹⁰⁴ Fulfilling the internal executive data provision related to the support of strategic HR activities.

(3) The Head of HR shall report to the President.

(4) The detailed scope of duties and competences of the organisational unit shall be included in its rules of operation.

HR COMMITTEE ¹⁰⁵

ARTICLE 53/A

(1) In order to facilitate the enforcement of the provisions of the Human Resources Policy Strategy and the Employment Regulations, the University operates the HR Committee. The rules applicable to the Committee are specified in the Employment Regulations.

COMMUNICATION

54. §

(1) The organisational unit responsible for communication is a functional unit which carries out the strategic communication management activity of the University under the leadership of the President, its activities are managed by the Head of Communication. Communication shall fulfil its duties on all the premises of the University with respect to all the activities.

(2) The main duties of the organisational unit shall be:

- a) Defining, developing, continuously improving, presenting and implementing the short-term and long-term university-level communication strategy in support of the realisation of the strategic goals of the University, making proposals for the organisational structure supporting the communication strategy, continuously developing the communication activity according to the needs of the parties concerned.
- b) Making proposals for and introducing the communication policies and regulations designed to ensure that the communication strategy is fulfilled.
- c) Managing and organising the communication activity of the University, including the coordination of the PR, internal, marketing and digital communication activities of the University, maintaining the communication means and channels necessary for the activity, implementing communication development projects.

¹⁰³ Amended under: Resolution number 07/2021 (27.01) of the Board of Trustees. Effective from 1st April 2021.

¹⁰⁴ Amended under: Resolution number 07/2021 (27.01) of the Board of Trustees. Effective from 1st April 2021.

¹⁰⁵ Introduced under: Resolution number 39/2020 (01.10) of the Board of Trustees

- d) Coordinating the Hungarian and international enrolment, recruitment activity, providing professional support to the organisational units concerned.
 - e) Supporting the communication activity of the executives, enforcing the communication policies of the university, providing counselling for the executives in the course of the application of the communication policies.
 - f) Continuously developing the image of the University, ensuring uniform and integrated appearance, supporting and controlling the enforcement of the image requirements.
 - g) Coordinating priority appearances and events.
 - h) Preparing and developing the visual, text-based and digital contents necessary for the external and internal communication appearance of the University.
 - i) Providing mentoring for the student communication activities, providing professional control for the communication activity of the Corvinus HÖK.
 - j) Fulfilling the data provision obligations falling within its scope of duties.
- (3) The Head of Communication shall report to the President.
- (4) The detailed scope of duties and competences of the organisational unit shall be included in its rules of operation.

COMMUNICATION AND BRAND COMMITTEE¹⁰⁶

ARTICLE 54/A

- (1) The work Head of Communication is assisted the Communication and Brand Committee.
- (2) The Head of Communication shall be the chairperson of the Committee.
- (3) The members of the Committee shall be recommended by the President, it being understood that at least one third of the members shall be academic representatives. The members and the rules of procedure of the Committee shall be approved by the Presidential Committee. The letter of assignment of the members shall be issued by the chairperson of the Presidential Committee.

STUDENT SERVICES

55. §

- (1) The Student Services organisational unit is a functional unit which fulfils administrative, counselling and service duties related to the studies of the students under the leadership of the President, and its activity is managed by the Head of Student Services. With the exception of the doctoral programme, the Student Services shall fulfil its duties on all the business premises of the University and related to the entire educational activity thereof.
- (2) The main duties of the organisational unit shall be:
 - a) Participating in the enrolment activity.

¹⁰⁶ Introduced under: Resolution number 39/2020 (01.10) of the Board of Trustees

- b) Organising and arranging preparatory courses for the admission exam and the admission procedure.
- c) Maintaining contact with the students, providing counselling for the students, providing services related to the applications and the studies of the students, fulfilling the necessary administrative duties, in particular, preparing, issuing the student documents, getting involved in the final examination, issuing diplomas, participating in the organisation of the graduation ceremony, maintaining contact with the institutes and the programme directorates.
- d) Fulfilling the administrative duties of the committees of first instance which adjudicate academic and exam issues as well as scholarship and social issues.
- e) Providing services and fulfilling administrative duties related to the scholarship programmes and the student benefits of the University, performing administrative tasks, carrying out the financial administration related to student fees and benefits, in close cooperation with the Financial Services organisational unit.
- f) ¹⁰⁷ Fulfilling the content administration, regulatory and administration management duties of the Neptun Unified Education System, in close cooperation with the programme directorates.
- g) Keeping records of standard forms and forms subject to strict tracking requirements related to the students' studies.
- h) Keeping comprehensive student records.
- i) Participating in drafting student regulations.
- j) Maintaining contact with the dual study programme partners and the professional internship providers in administrative matters, fulfilling the administrative and record-keeping duties related to the dual study programme and the professional internships.
- k) Providing learning, career planning and mental health support for the students, supporting special learning needs.
- l) ¹⁰⁸ Providing comprehensive support for the continuous development of the career experience offered to the current students of the University.
- m) ¹⁰⁹
- n) Coordinating and continuously developing the services available to the students.
- o) Coordinating and continuously developing student integration (onboarding), in particular the integration of international students in the university community.
- p) Coordinating the initiatives designed to digitise student services.

¹⁰⁷ Amended under: Resolution number 39/2020 (01.10) of the Board of Trustees

¹⁰⁸ Amended under: Resolution number 39/2020 (01.10) of the Board of Trustees

¹⁰⁹ Deleted under: Resolution number 39/2020 (01.10) of the Board of Trustees

- q) Fulfilling the data provision obligations falling within its scope of its competences.
- (3) ¹¹⁰
- (4) The Head of Student Services shall report to the President.
- (5) ^{111 112}
- (6) The detailed scope of duties and competences of the organisational unit shall be included in its rules of operation.

STRATEGY ¹¹³

ARTICLE 55/A

- (1) The organisational unit responsible for strategic management is a functional unit operating under the leadership of the President, its activities are managed by the Head of Strategy. It shall fulfil its duties on all the business premises of the University with respect to all activities.
- (2) The main duties of the organisational unit shall be:
- Coordinating of the compilation of the Institution Development Plan (strategy).
 - Monitoring and performing strategic control of the progress of the implementation of the Institution Development Plan (strategy).
 - Preparing regular reports on the progress of the Institution Development Plan (strategy) for the Board of Trustees, the Senate and the Presidential Committee.
 - Providing content support for the communication of the Institution Development Plan (strategy) to university and external partners.
 - ¹¹⁴ Ensuring the strategic compliance and the content conformity of the initiatives, projects of the various areas, proposals for organisational change.
 - Subject to the decision of the Presidential Committee, coordinating priority university initiatives and projects as well as ensuring their strategic compliance.
 - Fulfilling the data provision obligations falling within its scope of duties.
- (3) The Head of Strategy shall report to the President.
- (4) The detailed scope of duties and competences of the organisational unit shall be included in its rules of operation.

LEGAL, ADMINISTRATIVE AND REGULATORY SERVICES ¹¹⁵

ARTICLE 55/B

- (1) The organisational unit responsible for legal, administrative and regulatory services is a functional unit which carries out the legal, administrative and regulatory activity of the University under the leadership of the President, and its activities are

¹¹⁰ Deleted under: Resolution number 39/2020 (01.10) of the Board of Trustees

¹¹¹ Amended under: Resolution number 39/2020 (01.10) of the Board of Trustees

¹¹² Deleted under: Resolution number 48/2020 (17.11) of the Board of Trustees

¹¹³ Introduced under: Resolution number 39/2020 (01.10) of the Board of Trustees

¹¹⁴ Amended under: Resolution number 07/2021 (27.01) of the Board of Trustees

¹¹⁵ Introduced under: Resolution number 39/2020 (01.10) of the Board of Trustees

managed by the Head of Legal Affairs. It shall fulfil its duties on all the business premises of the University with respect to all activities.

(2) The main duties of the organisational unit shall be:

- a) Providing legal counselling in strategic matters. Carrying out the legal preparation, implementation of international-level developments, legal due diligence.
- b) ¹¹⁶ Maintaining contact with the authorities in legal matters concerning the core activity.
- c) Performing the legal management of the core activity, in particular drafting, issuing, recording, reviewing contracts, cooperation agreements, unilateral legal statements, model contracts and standard forms, performing legal countersigning, legal counselling, legislation monitoring, notifying the management of legislative changes, giving opinion on draft legislation.
- d) ¹¹⁷ Carrying out the legal preparation, review, inspection, verification and interpretation of the internal regulatory documents related to the core activity.
- e) In connection with the core activity, initiating legal proceedings, providing and organising legal representation in judicial and extrajudicial procedures, as well as the initiating and managing administrative procedures in a comprehensive manner.
- f) ¹¹⁸ Developing the regulatory frameworks of institutional management, enforcing the regulatory principles, fulfilling codification duties, issuing and internal regulatory documents and keeping records thereof.
- g) Providing legal oversight for the operation of the student unions, providing legal support with regard to the issues of the student unions.
- h) Performing verification and authentication related to official administrative and other inquiries concerning the programmes and any persons who do not have student status.
- i) Fulfilling the administrative duties related to the functioning of the Presidential Committee and the Senate, drafting the resolutions and keeping records thereof, liaising with the Board of Trustees.
- j) Drafting and developing the rules of document management. Managing and keeping records of signature specimens, keeping records of the electronic right of representation and electronic signatures, keeping records of the stamps.
- k) Fulfilling the duties of the data protection officer, fulfilling general publication tasks and tasks related to requests to access data of public interest.
- l) Fulfilling the data provision obligations falling within its scope of duties.

¹¹⁶ Amended under: Resolution number 48/2020 (17.11) of the Board of Trustees

¹¹⁷ Amended under: Resolution number 48/2020 (17.11) of the Board of Trustees

¹¹⁸ Amended under: Resolution number 07/2021 (27.01) of the Board of Trustees

- (3) The Head of Legal Affairs shall report to the President.
- (4) The detailed scope of duties and competences of the organisational unit shall be included in its rules of operation.

INTERNAL AUDIT ¹¹⁹

ARTICLE 55/C

- (1) A functional organisational unit which carries out the independent internal audit of the university under the management of the Head of Internal Audit. It shall fulfil its duties with respect to all the activities and business premises of the University.
- (2) The main duties of the organisational unit shall be:
 - a) In order to achieve the strategic goals of the University, performing the systematic evaluation and development of the functional, management, risk management and other internal control systems of the University.
 - b) Preparing and developing the internal audit strategy supporting the realisation of the strategic goals of the University, the annual plans ensuring that the strategic objectives of the internal audit office are achieved, as well as the reports on the implementation of such annual plans.
 - c) Developing the internal audit organisation supporting the internal audit strategy.
 - d) Continuously developing the functioning the internal audit, adjusted to the needs of the parties concerned.
- (3) The Head of Internal Audit shall report to the President.
- (4) The rules of operation of the internal audit office are included in the documents required by the international standards.

56. § ¹²⁰

ECONOMIC AND LABOUR LAW SERVICES ¹²¹

57. §

- (1) The organisational unit providing economic and labour law services is a functional unit which carries out the economic and labour law services duties of the University under the leadership of the Chancellor, and its activities are managed by the Head of Economic and Labour Law Services. It shall fulfil its duties with respect to all activities and business premises of the University.
- (2) The main duties of the organisational unit shall be:
 - a) Maintaining relations with regard to economic, labour law matters as well as activities which supplement and support the core activity.
 - b) Drafting documents with regard to economic, labour law matters and activities which supplement and support the core activity, , in particular drafting, issuing, keeping records of, reviewing contracts, cooperation agreements, unilateral

¹¹⁹ Introduced under: Resolution number 39/2020 (01.10) of the Board of Trustees

¹²⁰ Deleted under: Resolution number 48/2020 (17.11) of the Board of Trustees

¹²¹ Amended under: Resolution number 39/2020 (01.10) of the Board of Trustees

- legal statements, other documents, model contracts and standard forms, performing legal countersigning.
- c) Advising on economic, financial and labour law matters, monitoring legislation, notifying the management of legislative changes, giving opinion on draft legislation.
 - d) Legally preparing, reviewing, verifying and interpreting internal regulatory documents with regard to economic, labour law matters and activities which supplement and support the core activity.
 - e) Initiating legal proceedings, providing and organising legal representation in judicial and extrajudicial procedures, carrying out legal coordination, as well as initiating and managing administrative procedures in connection with economic, labour law matters and activities which supplement and support the core activity in a comprehensive manner.
 - f) Conducting the public procurement procedures in compliance with the laws. Managing the official electronic sites of the public procurement procedures and judicial proceedings, keeping records of and managing the access authorisations.
 - g) Performing debt management.
 - h) Fulfilling the legal duties related to the economic operators falling within the scope of interest of the University.
 - i) Fulfilling the data provision obligations falling within its scope of duties.
- (3) The Head of Economic and the Labour Law Services shall report to the Chancellor.
- (4) The detailed scope of duties and competences of the organisational unit shall be included in its rules of operation.

FINANCE

58. §

- (1) Finance is a functional organisational unit which carries out the financial activities of the University under the leadership of the Chancellor, and its activities are managed by the Head of Finance. It shall fulfil its duties with respect to all the activities and business premises of the University.
- (2) The main duties of the organisational unit shall be:
- a) Developing, presenting, implementing the financial strategy, making proposals for the infrastructural organisation supporting the implementation of the strategy, continuously developing the infrastructure according to the needs of the parties concerned.
 - b) Developing, presenting and introducing regulations, instruments and plans for achieving the financial strategy.
 - c) Preparing the medium-term and the annual financial plan ensuring the steady financial functioning of the University.
 - d) ¹²² Fulfilling financial, accounting and controlling duties.

¹²² Amended under: Resolution number 07/2021 (27.01) of the Board of Trustees, Effective from 1st April 2021

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- e) Keeping records of, processing and accounting financial documents, carrying out bank account transactions, preparing and submitting tax returns.
 - f) Examining the tax, accounting and financial compliance of commitments, performing the financial countersigning of documents.
 - g) Fulfilling asset and stock management duties, in particular carrying out inventories and scrapping.
 - h) Fulfilling the reporting duty required by the accounting laws.
 - i) Prepare proposals, reports and analyses on the fulfilment of the financial plan and on financial management in order to provide executive information related to financial management.
 - j) Supervising the financial management of those units of the University which manage their finances independently.
 - k) ¹²³ Performing payroll and social security administration (registrations and deregistrations, notifications of change) of the employees, controlling activity related to its tasks, preparing statistics and reports, performing salary accounting. Keeping up-to-date records of the payroll/social security data of the employees in the HR information systems used by the University.
 - l) ¹²⁴ Managing and accounting service contracts, student and doctoral student contracts.
 - m) ¹²⁵ Studying Hungarian and international calls for application, preparing, submitting and keeping records of the applications.
 - n) ¹²⁶ Fulfilling grant project manager and project assistant duties during the implementation and maintenance of the project.
 - o) Compiling comprehensive financial accounting of the projects, participating in conducting the audits and external inspections related to the grants.
 - p) Fulfilling the data provision obligations falling within its scope of duties.
- (3) The organisational unit is divided into the following groups:
- a) Financial Operations
 - b) Accounting
 - c) Controlling
 - d) ¹²⁷ Payroll and Social Security
 - e) Grant Projects Management
- (4) The Head of Finance shall report to the Chancellor.
- (5) The general deputy of the Head of Finance shall be the Head of Financial Operations.

¹²³ Amended under: Resolution number 07/2021 (27.01) of the Board of Trustees. Effective from 1st April 2021.

¹²⁴ Amended under: Resolution number 07/2021 (27.01) of the Board of Trustees. Effective from 1st April 2021

¹²⁵ Amended under: Resolution number 48/2020 (17.11) of the Board of Trustees

¹²⁶ Amended under: Resolution number 48/2020 (17.11) of the Board of Trustees

¹²⁷ Amended under: Resolution number 07/2021 (27.01) of the Board of Trustees. Effective from 1st April 2021.

- (6) Each group may be managed by a leader. The leaders of the groups shall report to the Head of Finance.
- (7) The detailed scope of duties and competences of the organisational unit shall be included in its rules of operation.

INFRASTRUCTURAL SERVICES

59. §

(1) Infrastructural Services is a functional organisational unit which carries out the technical management, information technology, facility management and procurement-logistics activity of the University under the leadership of the Chancellor, and its activity is managed by the Head of Infrastructural Services. It shall fulfil its duties with respect to all the activities and business premises of the University.

(2) The main duties of the organisational unit shall be:

- a) Developing, presenting, implementing the infrastructural strategies supporting the realisation of the strategic goals of the University, making proposals for the infrastructural organisation supporting the implementation of the strategy, continuously developing the infrastructure according to the needs of the parties concerned.
- b) Developing, proposing and introducing regulations, instruments and action plans for achieving the infrastructural strategies.
- c) Managing the infrastructural resources of the University, developing, organising and supporting the processes of utilisation, functioning, management and allocation, providing and developing the related service portfolio.
- d) Managing the information technology resources of the University, developing, organising and supporting the processes of utilisation, functioning, management and allocation, providing and developing the related service portfolio.
- e) Developing, organising and supporting the procurement, storage, travel and shipping processes of the University, providing and developing the related service portfolio.
- f) Fulfilling the work safety, fire protection and disaster management duties of the University.
- g) Fulfilling the ownership, asset management and asset utilisation duties of the University, including permanent and ad hoc utilisation, any tasks related to the sale of the assets or which occur due to any change in the conditions of use.
- h) Fulfilling caretaker duties.
- i) Managing the security service.
- j) Fulfilling the data provision obligations falling within its scope of duties.

(3) The organisational unit is divided into the following groups:

- a) Facility Management
- b) Procurement and Logistics

- c) IT
 - d) Közgáz Campus
 - e) Székesfehérvár Campus
- (4) The Head of Infrastructural Services shall report to the Chancellor.
- (5) The general deputy of the Head of Infrastructural Services shall be the Head of Facility Management.
- (6) Each subunit may be managed by a leader. The subunit managers shall report to the Head of Infrastructural Services.
- (7) The detailed scope of duties and competences of the organisational unit shall be included in its rules of operation.

IT COMMITTEE¹²⁸

ARTICLE 59/A

- (1) The work of the Head of IT shall be supported by the IT Committee.
- (2) The chairperson of the Committee shall be the Head of IT.
- (3) The members of the Committee shall be recommended by the President, it being understood that at least one third of the members shall be academic representatives. The members and the rules of procedure of the Committee shall be approved by the Presidential Committee. The letter of assignment of the members shall be issued by the chairperson of the Presidential Committee.

60. §¹²⁹

CHAPTER IV

INTEREST REPRESENTATION BODIES AND FORUMS AT THE UNIVERSITY¹³⁰

UNIVERSITY INTEREST RECONCILIATION COUNCIL

61. §

- (1) The Interest Reconciliation (EÉT) of the University operates with the participation of the representative trade union and the University as employer. Its scope of powers, organisation and rules of operation shall be determined jointly by the representative trade union and the University.

WORKS COUNCIL¹³¹

62. §

- (1) The rights of participation shall be exercised by the Works Council on behalf of the employees of the University. The Works Council shall be elected directly by the employees of the University.

¹²⁸ Introduced under: Resolution number 39/2020 (01.10) of the Board of Trustees

¹²⁹ Deleted under: Resolution number 39/2020 (01.10) of the Board of Trustees

¹³⁰ Amended under: Resolution number 39/2020 (01.10) of the Board of Trustees

¹³¹ Amended under: Resolution number 39/2020 (01.10) of the Board of Trustees

- (2) The University has one works council.

TRADE UNION

63. §

- (1) The University has a trade union in order to represent, enforce and protect the employees' interests related to their employment relationship, working conditions, welfare and social allowances.
- (2) The representative trade union has the right to conclude collective agreements. Only one collective agreement may be concluded at the University.
- (3) The rights of the trade union are specified by the effective laws and the Collective Agreement. The university collective agreement shall specify the rules of cooperation with the representative trade unions operating at the University.

CORVINUS UNIVERSITY OF BUDAPEST STUDENT UNION, CORVINUS UNIVERSITY OF BUDAPEST PHD STUDENT UNION

64. §

- (1) In order to represent the interest of the students, a University Student Union operates at the University, as part of the self-government of the University. All students are members of the University Student Union.
- (2) The University Student Union may exercise its rights if it had elected its officers properly in accordance with its Statutes and if its Statutes had been approved by the Senate. The Statutes of the Student Union shall set out the rules of operation of the Student Union. The Statutes shall be adopted by the Delegates' Meeting of the University Student Union, and it shall become valid when approved by the Senate.
- (3) The activity of the University Student Union shall extend to all matters concerning the students, within the scope of representation specified in Paragraph (1). In addition to representing the interests of the student community, the University Student Union may also act on behalf of the students in the procedures specified in Act CCIV of 2011 on National Higher Education and in the regulations of the University, on the basis of a mandate.
- (4) Within the legislative framework and in line with the internal set of rules of the University, the University Student Union shall decide on its own operation, the use of the financial assets provided for its operation, the exercising of its competences, and the establishment and operation of the university information system. The internal regulatory system of the University shall be configured so that it does not infringe the rights of the University Student Union specified by law.
- (5) The University Student Union shall not be given instructions with respect to its activities of interest representation.
- (6) The University shall ensure the conditions for the operation of the University Student Union and the performance of its tasks, the lawful use of which the University is entitled to verify. In order to perform its tasks, the Student Union may use the premises and equipment of the University free of charge, without restricting the operation of the University. The Chancellor shall be in charge of controlling the infrastructural conditions provided for operation, in particular the lawful use of the premises, devices, machinery, equipment and funds.

- (7) The University has the right to verify the lawful operation of the University Student Union. The Chancellor shall be in charge of the control of legality in cooperation with the Rector.
- (8) The University Student Union shall exercise its right of consent specified by law in accordance with the provisions of its Statutes. If the Statutes fail to regulate the manner of exercising the right of consent or regulates it insufficiently or inconsistently, then the chairperson of the University Student Union shall be entitled to exercise the right of consent. In order to ensure the right of consent of the University Student Union, the competent university executive shall contact the chairperson of the University Student Union or any another officer thereof designated in its Statutes. Consent shall be a condition for the validity of the decision.
- (9) Should the rights of the University Student Union specified by law be violated - including it's the refusal of the Statutes - the University Student Union may file a lawsuit with the court within thirty days of the communication, on the grounds referring of violation of the law or a conflict with the University's regulations.
- (10) The task and responsibility of the University Student Union is to foster the student life and student association traditions of the University, and to continuously develop the student association ecosystem of the University. Taking into account the educational, research and talent-fostering strategy of the University, the University Student Union has the right to define in its Statutes the rules concerning the operation of student associations operating at Corvinus University of Budapest, the operating authorisation of such associations, i.e. the rules of accreditation of student associations. The Student Union shall operate student association consultation forums and shall respect the unique traditions and culture of the student associations. In accordance with the provisions of the RSFB and within the amounts specified in the annual budget concerned, the University Student Union may at its own discretion regulate the distribution of the resources between the individual student associations which are at the disposal of the University Student Union.
- (11) In order to represent the interest of the students participating in the doctoral programme of the University, the PhD Student Union operates at the University as part of the self-government of the University. The provisions of Paragraphs (1)-(9) shall be applied *mutatis mutandis* to the PhD Student Union.

BOARD OF PROFESSORS ¹³²

Article 64/A

- (1) ¹³³ The Board of Professors shall represent academic values and traditions. All the full-time university professors and research professors employed by the University shall be members of the Board of Professors.
- (2) The Board shall elect its chairperson and adopt its own rules of procedure within the framework specified in this Article.
- (3) ¹³⁴ At the beginning of every academic year, the Board shall adopt its annual work schedule, in agreement with the Rector. In order to implement the work schedule,

¹³² Introduced under: Resolution number 39/2020 (01.10) of the Board of Trustees

¹³³ Amended under: Resolution number 48/2020 (17.11) of the Board of Trustees

¹³⁴ Amended under: Resolution number 48/2020 (17.11) of the Board of Trustees

the Board may request information from the head of any academic or service organisational unit, and the head of the organisational unit concerned shall provide the information.

- (4) The Board shall report annually to the Rector and inform the Senate of its work. The Board may address questions and suggestions to the Rector in any matter concerning the University.

CHAPTER V

RULES OF COMMUNICATION WITHIN THE UNIVERSITY

(1) Internal communication is the organised exchange of information between university citizens and institutional organisational units and groups. This includes the flow of both internal and external documents, institutional decisions and oral information, as well as the submitting of proposals, requests, recommendations and reports.

(2) The University shall manage a newsletter and intranet in order to ensure the proper exchange of written information among citizens.

(3) The notification of the students shall take place through the education system, while publicity shall be provided through the website of the University.

CHAPTER VI

INSTITUTIONAL DOCUMENTS ¹³⁵

The system of institutional documents ¹³⁶

Article 65/A

- (1) The strategic goals of the University, the plans, principles of operation and the rules necessary for the implementation thereof shall be defined in institutional documents within the framework defined by law and the maintainer.
- (2) The institutional documents are divided into three groups:
- strategic documents,
 - educational programme, and
 - regulatory documents (internal regulatory documents).
- (3) Strategy and actions plans for the implementation the strategy:
- documents defining the strategic development framework of the institution, such as mission statements, vision, mission;
 - action plans: documents for the implementation of the strategy, the Institution Development Plan and the functional action plans for the implementation thereof.
- (4) The internal regulatory documents shall determine the organisational structure and management structure of the University, the duties of every organisational unit, the requirements for executives, employees and students, persons participating in the various programmes, the rules governing the (management, regulatory, decision-making, etc.) competences, responsibilities and rights of

¹³⁵ Introduced under: Resolution number 07/2021 (27.01) of the Board of Trustees

¹³⁶ Introduced under: Resolution number 07/2021 (27.01) of the Board of Trustees

the executives and bodies, the duties, rights and obligations of the employees, the students and persons participating in the various programmes. The internal regulatory documents shall also regulate the complex activities involving multiple-actors and multiple steps, so that such activities comply with the principles of lawfulness, expediency, transparency, enforceability and accountability. The purpose of the regulatory documents is to provide the normative background necessary for the lawfulness and professionalism of work, in order to reduce the risks arising during work and to create its controllability.

- (5) The internal regulatory documents of the University, in order of hierarchy are:
- a) **Founding Charter:** the founding charter is the instrument of constitution of the university, which is approved by the maintainer and in which the maintainer defines the purpose, legal status, organisational structure and management structure, core and complementary activities, maximum number of students and real estate holdings of the University, in accordance with the provisions of the National Higher Education Act.
 - b) **Rules of Organisation and Operation:** The ROO provide for the organisation, operation, management structure and bodies of the University, the most important competences and responsibilities, the requirements for managers, employees and students, persons participating in the various programmes, the activities of the organisational units, the duties falling within their competences, the executive, employee and student rights and obligations, the main rules of procedure of the core activity. The ROO is the most important document for the management of the University, which is adopted by the maintainer or the Senate based on authorisation by the Founding Charter, according to the division specified in these Procedures.
 - c) **other regulations:** In addition to the ROO, other regulations set out the main principles, frameworks and procedural aspects of the performance of complex activities involving multiple actors and multiple steps, related mainly the core activity.
 - d) **directive:** the directive is a set of principles designed to provide clear and unambiguous guidance to university executives and employees regarding the principles applied in the specific areas concerned, to ensure the consistent application of such principles, the consistency and transparency of the decisions.
 - e) **Provisions of the Presidential Committee:** shall stipulate the frameworks for the fulfilment of a task which is included in regulations and affects the core activity and the service activity as well, or a priority task, the deadline for and the method of execution of such task, however, it shall not include the detailed description of the execution, the distribution and schedule of tasks, or their technical realisation;
 - f) **executive provisions:** shall stipulate the frameworks for the fulfilment of a task which is included in regulations or Provisions of the Presidential Committee, the deadline for and the method of execution of such task, however, it shall not include the detailed description of the execution, the distribution and schedule of tasks, and their technical realisation;
 - g) **rules of procedure:** shall define the rules of procedure for the operation of the body concerned (e.g. committees), within the framework of the relevant regulations.

- (6) The educational programme is the complex educational document of the institute, which contains the detailed requirements of delivering and completing bachelor, master and single-cycle degree programmes, the specialist postgraduate programmes, the doctoral programme plan, along with detailed rules of the programme concerned, in particular together with the curriculum, the instruction programme and the subject syllabi, as well as the evaluation and verification methods, procedures and rules.
- (7) A separate group of institutional documents is constituted by the financial plans, in particular the institutional budget, the business plan and the statements prepared in line with the accounting provisions.
- (8) A higher level rule shall not be in conflict with a lower level rule (e.g. other regulation, directives with the ROO).

Strategic plans ¹³⁷

Article 65/B

- (1) The maintainer shall determine the strategic development frameworks of the institution.
- (2) The institution development plan and the research, development and innovation strategy as part thereof shall be prepared according to the National Higher Education Act and the frameworks specified by the sectoral governance body and by the maintainer. Action plans shall be prepared by the various function areas (e.g. programme development project plan, research plan, asset management plan, real estate development plan, plans related to operation, corporate and institutional relations development plan, internal audit plan, talent fostering plan, recruitment campaign plan).
- (3) The Head of Strategy shall be responsible for preparing and presenting the IDP and for monitoring the implementation thereof, and shall be responsible for aligning the plans of the specific areas with the IDP and other plans. The head of specific area shall be responsible for the plans of the specific area.
- (4) The formal and content requirements of the IDP and the plans of the specific areas, the schedule for developing the strategy shall be prepared by Strategy, and it shall make a proposal for those responsible for each specific area plan (responsible, reviewer, party to be notified) which shall be approved by the Presidential Committee in the form of Provisions.
- (5) The Institution Development Plan shall be adopted by the Senate, while the action plans shall be adopted by the competent committee and – after obtaining the preliminary opinion of the Senate - the Presidential Committee.
- (6) The IDP and the plans of the specific areas shall be issued by Strategy. Records of the plans of the specific areas, the status thereof and the related responsible persons shall be kept and shall be published on the University website by Strategy.

Internal regulatory documents

Principles for the drafting of internal regulatory documents ¹³⁸

Article 65/C

- (1) Principles for the drafting of internal regulatory documents:
 - a) One person shall be in sole charge of every individual document.

¹³⁷ Introduced under: Resolution number 07/2021 (27.01) of the Board of Trustees

¹³⁸ Introduced under: Resolution number 07/2021 (27.01) of the Board of Trustees

- b) Documents shall be prepared in a manner consistent with the strategic goals set by the maintainer and shall effectively support the realisation of such goals, i.e. the documents shall be expedient and effective.
 - c) Efforts should be made to simplify the documents so that they are clear and unambiguous, therefore - among others - the goal is not to repeat the legislative text but to reflect it at the institutional level.
 - d) The development and revision of a new document should focus on those areas where it is actually needed. Excessive regulation should be avoided.
 - e) The drafting of the document should be preceded by comprehensive evaluation and analytical work, and the necessary consultations should be carried out.
 - f) The documents shall be prepared in Hungarian, and also in English, provided that the person professionally responsible for the document decides so, in agreement with the head of Legal, Administrative and Regulatory Services. In case of any discrepancy, the Hungarian version shall prevail.
- (2) Adherence to these principles helps to enable internal regulation to achieve its objectives, with as little bureaucracy as possible and cost-efficiently: to be able to give fast and accurate answers to the university citizens regarding the matters, tasks and issues concerning them.
- (3) Enforcement of the principles shall be the responsibility of the Head of Legal, Administrative and Regulatory Services.

Regulatory powers ¹³⁹

Article 65/D

- (1) The division of regulatory powers between the maintainer and the university:
- a) the maintainer shall decide, or
 - b) the University shall decide and the maintainer shall have veto power, it being understood that if the maintainer does not agree with the regulation, then the maintainer shall give notice that it intends to exercise its veto power and shall send in writing its objections and observations to the University within 15 days, or
 - c) the University shall decide.
- (2) The maintainer shall exercise its veto power with regard to internal regulatory documents in the following cases:
- a) matters related to the financial management (including asset management)
 - b) matters related to commitments
 - c) matters related to the accounting policy
 - d) matters related to the valuation of assets and liabilities
 - e) matters related to the costing system
 - f) matters related to the rules of organising student events
 - g) matters related to the rules of awarding university acknowledgements and titles. .
- (3) With regard to the regulatory powers:
- a) the maintainer: shall determine the rules applicable to the University within the frameworks of the law and in accordance with the provisions of its Founding Charter and other policies;

¹³⁹ Introduced under: Resolution number 07/2021 (27.01) of the Board of Trustees

- b) Senate: may issue regulations, directives;
- c) Presidential Committee: may issue provisions, directives;
- d) the Vice-Rector, Head of HR, Head of Communication, Head of Finance, Head of Infrastructural Services: may issues provisions
- e) the body or board: may issue rules of procedure, subject to approval under these Procedures.

Responsibility for the internal regulatory documents ¹⁴⁰

Article 65/E

- (1) The Head of Legal, Administrative and Regulatory Services shall be responsible for drafting the Founding Charter and for the compliance of the university regulations and provisions with the Founding Charter.
- (2) The executive specified in these Procedures shall be responsible for drafting and submitting directives, regulations and provisions and for monitoring the enforcement thereof.
- (3) Codification tasks and the legal verification of the directives, regulations and provisions shall be carried out by the competent legal unit.
- (4) The draft of the internal regulatory documents shall be sent to the executive concerned and for comments to the Head of Internal Audit, in order to assess the points to be verified, as well as to the Legal, Administrative and Regulatory Services, for the purpose of checking consistency with the internal regulations.
- (5) The , formal and content requirements of the directives, regulations and provisions, the schedule of preparation and revision, the persons responsible for each plan (responsible person, person in charge of codification and legal review, comment, party to be notified), the rules of publication shall be prepared by Legal, Administrative and Regulatory Services and adopted of the Presidential Committee in the form of Provisions.
- (6) The parts and the process of adoption of the Rules of Organisation and Operation shall be the following:

Rules of Organisation and Operation			
	Name of regulation	Decision-maker	Reviewer
Part I	Organisational and Operational Procedure	maintainer	Presidential Committee, Senate
	Annex 1: Organisational structure	maintainer	Presidential Committee, Senate
	Annex 2: Rules of election of the Senate	maintainer	Presidential Committee, Senate
Part II	Employment Requirements		

¹⁴⁰ Introduced under: Resolution number 07/2021 (27.01) of the Board of Trustees

	Part 1: Employment Regulation	maintainer	HR Committee, Presidential Committee, Senate
	Part 2: Academic Performance Development Regulation	maintainer	HR Committee, Presidential Committee, Senate
	Part 3: Service Performance Development Regulation	maintainer	HR Committee, Presidential Committee, Senate
Part III	Student Requirement System		
	Part 1: Admission Regulations	Senate	Education Committee
	Part 2: Procedure for the assessment of first instance applications and legal remedy requests in relation to student status	Senate	Education Committee
	Part 3: Study and Examination Regulations	Senate	Education Committee
	Part 4: Regulations on Student Fees and Benefits	maintainer	Education Committee, Presidential Committee, Senate
	Part 5: Regulations ensuring equal opportunities for students with disabilities	Senate	Education Committee
	Part 6: Disciplinary Regulations	Senate	Education Committee
	Part 7: Accident prevention regulations for students	Senate	Education Committee
	Part 8: Doctoral Regulations	Senate	University Doctoral Council

- (7) The decision on any institutional regulatory documents to be prepared in addition to the Rules of Organisation and Operation, and the decision on the type of document in which the subject concerned shall be regulated shall be decided by the Head of Legal, Administration and Regulatory Services, in cooperation with the head of the area concerned.
- (8) The internal regulatory documents shall be issued by the Legal, Administration and Regulatory Services. Records of the internal regulatory documents, the status thereof and the relevant responsible persons shall be kept and shall be published on the University website by the Legal, Administration and Regulatory Services.

Implementation of internal regulatory documents ¹⁴¹**Article 65/F**

- (1) The executives who are responsible under these Procedures shall - after the necessary consultations - determine within their area of competence the details of the implementation, the technical tasks, as well as the time schedule of the subtasks and persons who might be in charge of them, of which the parties concerned shall be notified in the circular of the specific area (sent via e-mail or by publication on the intranet) as defined by Communication. These shall be negotiated with the competent legal area as necessary, based on the decision of the responsible executive. The circulars of the specific areas shall not constitute internal regulations but shall be considered as information letters containing binding management decisions on the implementation thereof. Records of the circulars of the specific areas shall be kept in the organisational unit concerned, provided that the executive deems it necessary.
- (2) In order to implement the internal regulatory documents, the executives who are responsible under these Procedure may issue work instructions to the employees of their own organisational unit, in accordance with labour law regulations. The work instructions shall not constitute internal regulations, and records of the work instructions shall be kept in the organisational unit considered, provided that the executive deems it necessary.

Educational programme, financial plans ¹⁴²**Article 65/G**

- (1) The rules applicable to the educational programmes, financial plans and statements in line with the accounting provisions are included in separate regulations.

CHAPTER VII ¹⁴³**PROVISIONS RELATED TO THE PUBLIC BENEFIT STATUS****65. §**

- (1) For three years after the termination of a public benefit organisation, the positions of Rector, President and Chancellor shall not be filled by any person who used to be the executive officer of any public-benefit organisation - for at least one year in the two years before its termination -
 - a) which was dissolved without legal successor without having settled its tax and customs debts with the state tax and customs authorities;
 - b) in respect of which the state tax and customs authorities discovered significant tax liabilities;
 - c) against which the state tax and customs authority applied the measure of closure of business or imposed a fine in lieu of closure of business;
 - d) the tax number of which was suspended or cancelled by the state tax and customs authority in accordance with the Act on the Rules of Taxation.

¹⁴¹ Introduced under: Resolution number 07/2021 (27.01) of the Board of Trustees

¹⁴² Introduced under: Resolution number 07/2021 (27.01) of the Board of Trustees

¹⁴³ The chapter numbers were amended under: Resolution number 07/2021 (27.01) of the Board of Trustees

- (2) The annual report of the University in accordance with the accounting act, and the public-benefit status report shall be approved by the Maintainer until 31st May of the year following the current year at the latest. The public benefit status report shall be published on the University's website, in a way that is accessible to everyone.
- (3) ¹⁴⁴ Anyone may request access to documents related to the operation of the University as a public-benefit organisation. The application shall be submitted in writing, to the Legal, Administrative and Regulatory Services, the application shall be processed within 30 days.

CHAPTER VIII ¹⁴⁵

TRANSITIONAL PROVISIONS

Transitional rules applicable to the faculties

66. §

- (1) The faculties of the University, such as the
 - a) Corvinus Business School,
 - b) School of Economics,
 - c) Faculty of Social Sciences and International Relationsshall exist until 1st February 2020.
- (2) The leader of the faculty shall be the faculty dean. The dean of the faculty shall act in and decide on all student matters that are referred to the scope of competence of the dean or the deputy dean for education in any internal regulatory document, in particular the Student Requirement System. In this context, the dean shall exercise the right to issue documents.
- (3) Within his/her scope of duties and competences specified in Paragraph (2), the dean shall be responsible for managing the student affairs related to the closing of the first semester of the 2019/2020a academic year. In course of fulfilling these duties, the organisational units set up in these Procedures shall cooperate with the dean in accordance with their competences and duties.
- (4) Until 1st February 2020, the students of the University shall be considered as students of the faculty to which they belonged on 31st December 2019.
- (5) The composition of the faculty study committees and faculty credit transfer committees shall remain unchanged until 1st February 2020. Until that date, the committees shall continue to be chaired by the Vice Deans for Education who were in office on 31st December 2019.
- (6) The faculties and the faculty councils of the University shall be terminated as of 1st February 2020.
- (7) ¹⁴⁶ The position of dean of the faculty shall cease as of 31st January 2020. From 1st February 2020, the competences specified in Paragraphs (2)-(3) shall be exercised by the Dean of Undergraduate Programs, the Dean of Graduate Programs and the

¹⁴⁴ Amended under: Resolution number 39/2020 (01.10) of the Board of Trustees

¹⁴⁵ The chapter numbers were amended under: Resolution number 07/2021 (27.01) of the Board of Trustees

¹⁴⁶ Amended under: Resolution number 39/2020 (01.10) of the Board of Trustees

Dean of Postgraduate and Executive Programs, according to the division of competences specified in the internal regulatory documents.

- (8) From 1st January 2020, the other organisational units of the institutes and faculties will be transformed, by being integrated into the Rector's and the President's division, in accordance with the provisions of the OOP entering into force on the same date.

Transitional rules applicable to the Senate

67. §

- (1) Until 1st February 2020, the Senate shall continue to function with the composition specified in the ROO in force on 31st December 2019. If the membership of an elected member expires on 31st January 2020 at the latest, then such member shall be replaced by an alternate member in accordance with the rules of the ROO in force on 31st December 2019.
- (2) ¹⁴⁷ On 1st February 2020 - upon termination of the position - the ex-officio membership of the dean of the faculty shall be terminated, and from 1st February 2020, the Dean of Undergraduate Programmes, the Dean of Graduate Programmes and the Dean of Postgraduate and Executive Programmes shall be the ex officio members of the Senate.
- (3) If the membership of any elected member is terminated from 1st February 2020, then such member shall be replaced by the alternate member who received the most votes out of all the alternates elected in that category - regardless of the faculty where the member was elected - proportionally (number of people with voting right in the voting area/number of votes). In the event of a tie, the tie shall be resolved by drawing lots, which shall be carried out by a three-member committee invited by the Rector.
- (4) By 31st March 2020, the rules for the election of the Senate and the related rules, in particular the termination of the membership of the Senate and of the by-election, shall be developed. Responsible: the Rector.
- (5) Until the entry into force of the regulation, the provisions of the ROO in force on 31st December 2019 shall be applied mutatis mutandis, with the exception that no by-elections may be held, the seat in the Senate shall remain vacant temporarily.

CHAPTER IX ¹⁴⁸

FINAL PROVISIONS

68. §

- (1) This procedure shall enter into force on 1st January 2020, and simultaneously the Rules of Organisation and Operation (ROO main text) which was adopted by the Senate at its meeting of 2nd February 2015 under resolution number SZ-66.a/2014/2015. (02.02.2015) and then amended multiple times, as well as the

¹⁴⁷ Amended under: Resolution number 39/2020 (01.10) of the Board of Trustees

¹⁴⁸ The chapter numbers were amended under: Resolution number 07/2021 (27.01) of the Board of Trustees

Organisational and Operational Procedures adopted by the Senate at its meeting of 2nd February 2015 under resolution number SZ-67.ac/2014/2015 (02.02.2015) and then amended multiple times are revoked.

- (2) Annex 1 of this procedure (Organisational structure of the University) shall enter into force on 1st January 2020, and simultaneously Annex 1 of the Rules of Organisation and Operation which was adopted by the Senate at its meeting of 2nd February 2015 meeting under resolution number SZ-67.ac/2014/2015 (02.02.2015) and then amended multiple times is revoked.
- (3) By virtue of the adoption of these procedures, the following Annexes of the Rules of Organisation and Operation which was adopted by the Senate at its meeting of 2nd February 2015 under resolution number SZ-67.ac/2014/2015. (02.02,2015) and then amended multiple times are revoked:
 - a) Annex 2: the organisational structure of the Faculties;
 - b) Annex 4: the organisational and operational procedures of the central organisational units;
 - c) Annex 5: Rules of procedure of the Campuses;
 - d) Annex 6: Rules of procedures of the University bodies, committees, except for the rules of procedure of the Ethics Committee;
 - e) Annex 7: Internal Audit Manual;
 - f) Annex 14: The Regulations of the International Fund.
- (4) Amended by the Board of Trustees at its meeting of 26th May 2020.
- (5) Amended by the Board of Trustees at its meeting of 1st October 2020. The amendments shall be effective as of 15th October 2020.
- (6) Amended by the Board of Trustees at its meeting of 17th November 2020. The amendments shall be effective as of 1st December 2020.
- (7) Amended by the Board of Trustees at its meeting of 27th January 2021. Articles 53 and 58, as well as the rules of Annex 1 applicable to the Payroll and Social Security organisational unit shall be effective as of 1st April 2021. The remaining amendments shall be effective as of 15th February 2021.

Annexes:

- 1.) Annex 1: The organisational structure of the University
- 2.) Annex 2: Rules of election of the Senate