
	<b>RULES OF ORGANISATION AND OPERATION VOLUME I</b>	Version number: <b>01.</b>  File number: JISZ-SZ/11/2023
<b>ORGANISATIONAL AND OPERATIONAL PROCEDURES</b>		

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			amending Section 82(6) amending ANNEX 1
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The Maintainer of the Corvinus University of Budapest (hereinafter referred to as CORVINUS or University) has laid down the Organisational and Operational Procedures of the University (hereinafter referred to OOP or Procedures) as follows.

## CHAPTER I

### GENERAL PROVISIONS

#### The purpose of the Regulation


##### 1. §

- (1) The purpose of establishing the OOP is to define the organisation, structure, governance, decision making process of the University, the procedure for selecting executive employees, furthermore, the procedures applicable to the duties, functioning of the organisational units and the rules of 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 Procedures

##### 2. §

- (1) The scope of the Procedures 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 involved 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 work-related legal relationship;
  - 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, as well as persons applying for admission to the University and its former students, furthermore, any person who has an adult education status at the University (the persons specified in paragraphs d) and e) are hereinafter jointly referred to as University Citizens).

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## **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 qualifications in the fields of study 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 study set out in its Founding Charter. Such programmes do not provide a higher education qualification.
- (4) The University is involved 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 single 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 - in particular student with disabilities - during their higher education studies, furthermore the University shall provide help in career planning during and after the conclusion of their studies. It shall also support the secondary education system and the supply of new generations of students by providing occupational guidance and skills development programmes.
- (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, lecturers and the staff working in higher education.


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- (5) In line with its core activity the University shall ensure library services, the development of financial, business skills related to the knowledge-based economy, opportunities for the improvement of technical language competence in the mother tongue, and technical language competence in a foreign tongue.
- (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 their higher education studies and their professional advancement after the conclusion of the studies.
- (7) The University shall provide healthy and safe conditions for 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 an opportunity for those who do not have student status to become acquainted with the schedule of the lectures and – within the framework 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 one-over-one rule in the course of its operation. The rule shall be applied in the following areas:
  - a) The one-over-one rule shall be applied to employment relationships (employment, student employment).
  - b) Pursuant to the one-over-one rule, certain employer rights defined in the Employment Requirements may only be exercised with the consent of the superior employer.
  - c) The detailed rules related to enforcement are set out in the Employment Requirements as well as the relevant implementing provisions issued by the relevant bodies, executives.
- (14) The University shall enforce the four-eye principle in course of its operation. The rule shall be applied in the following areas:
  - a) Under the four eyes principle, the work of a person performing a task is reviewed by another person. If an internal regulatory document of the University so requires, it should be documented in writing that the review was performed (meaning in particular joint signature in case of exercising joint powers of representation).



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- b) The four-eye principle shall mean that experts working in a given field of expertise as well as the various fields of expertise (e.g. academic, financial, legal) consult each other.
  - c) The head of the given field shall be responsible for enforcing the four-eye principle. The executive shall decide on the necessity of applying the principle and the method of its application at his/her own discretion in view of the complexity of the given matter and after having assessed any risks involved, the provisions of the present subsection and within the framework provided by the internal regulatory documents of the University. The internal regulatory documents and the process descriptions shall be formulated with this in mind.
  - d) The four-eye principle shall be enforced in course of preparing and taking decisions, subject to the relevant executive decision.
  - e) On the basis of the four-eye principle, the person preparing the decision and the person taking the decision shall be distinct.
  - f) Under an employment relationship (employment, student employment), the four-eye principle shall be enforced through the one-over-one rule, that is, the four-eye principle is fulfilled by applying the one-over-one rule.
  - g) The four-eye principle shall be enforced in legal relationships involving the performance of additional tasks within the university by university employees, it being understood that the authorisation of the employer with respect to the relevant employee shall be necessary for establishing further legal relationships, performing further tasks. In such cases the one-over-one rule referred to in subsection (13) may be waived. The detailed rules related to enforcement are set out in the Employment Requirements as well as the relevant implementing provisions issued by the relevant bodies, executives.
  - h) If in the course of preparing or taking a decision the persons concerned or the person in charge of implementing the decision disagree, the matter may be escalated to the superior of the persons concerned.
- (15) Financial countersignature is required at the University in the case of certain commitments. The detailed rules are set out in the Regulations on entering into commitments, on concluding contracts and on representation as well as the implementing provisions issued by the relevant bodies, executives. A financial countersignature shall prove the financial, accounting and tax approval of the commitment and the availability of sufficient financial resources, which is a prerequisite of proper financial commitment.
- (16) Unless otherwise stated in one of the internal regulatory documents of the University, confirmation of legal compliance shall be compulsory for contracts and cooperation agreements concluded by the University. The detailed rules are set out in the Regulations on entering into commitments, on concluding contracts and on representation as well as the implementing provisions issued by the relevant bodies, executives. Legal compliance ensures compliance with legislation and university regulatory documents.

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## **Division of competences, powers and representation of the University**

### **5. §**

- (1) At the University, the principles of the division of powers between the Rector, the President and the Chancellor are set out in the Statutes, and the detailed division of powers between them and between the other executives of the University are defined in these Procedures.
- (2) The executives of the University may have the following powers in order to exercise their competences:
  - a) a) regulatory powers (adopting provisions, directives),
  - b) decision-making powers, which may either be autonomous or joint,
  - c) powers of consultation,
  - d) powers to submit proposals,
  - e) powers of representation, which may be either autonomous or joint, general or case-specific, valid until withdrawal or one-off, or may be related to representation involving commitments (either with or without financial implications) and not involving commitments,
  - f) powers of management,
  - g) powers of supervision,
  - h) powers of control,
  - i) employer's rights,
  - j) powers to make statements.
- (3) Each executive shall have the powers specified in paragraphs b) to i) of subsection (2) with respect to the field falling within his/her competence. The exercise of rights with respect to paragraph a) of subsection (2) shall be governed by the present Procedures, with respect to the other powers they shall essentially be defined by the present Procedures and on the basis thereof with respect to paragraphs b) to d) and f) to h) the internal regulatory documents concerning executive competences and the relevant job description, with respect to paragraph e) the Rules on entering into commitments, on concluding contracts and on representation. The powers set out in paragraph j) of subsection (2) are governed by the regulatory documents on communication. The powers specified in paragraph (i) of subsection (2) are governed by the Employment Requirements as well as by the its implementing provisions issued by the relevant bodies, executives.
- (4) The Rector, the President and the Chancellor shall represent the University within the scope of competences specified in the Founding Charter and in the university regulatory documents.
- (5) The Head of an organisational unit may act as the representative of the University within the scope of competences specified in university regulatory documents. (paragraph e) of subsection (2) of the present section).

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(6) Delegating powers:

- a) The powers under paragraph a) of subsection (2) may not be subdelegated. The rules on delegating powers under paragraph e) of subsection (2) are set out in the Regulations on entering into commitments, on concluding contracts and on representation, the rules of delegating powers under paragraph i) of subsection (2) are set out in the Employment Requirements as well as its implementing provisions issued by the relevant bodies, executives.
  - b) The executives may delegate certain, specific powers to their deputy or to an employee of the University on a permanent basis under the OOP or an internal regulatory document or on a temporary or one-off basis by power of attorney. The person exercising the delegated powers may not subdelegate them.
- (7) Unless provided for otherwise in an institutional regulatory document, the powers of representation may be exercised autonomously.
- (8) If the powers of representation are exercised jointly under a university regulatory document, the following rules shall in particular apply:
- a) The executive having competence in a given matter may represent the University jointly with another executive.
  - b) An employee enjoying powers of representation may represent the University jointly with his/her direct subordinate who has competence in the given matter.
- (9) The powers of representation are exercised by signing on behalf of the company shall be fulfilled by affixing the signature of the person or persons authorised to sign below or above the printed or pre-written name of the University and by affixing the document with the stamp imprint of the University and dating it. In the case of electronic signature, a qualified electronic signature and a timestamp shall be affixed.


## **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.

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## **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) Defining the educational and research duties of the University, discussing the Vice Rectors' annual report, monitoring their implementation of the.
  - b) Providing an opinion on the Rules of Organisation and Operation.
  - c) Accepting the institution's development plan. Providing an opinion on the functional action plans designed to implement the institution development plan.
  - d) Giving an opinion on the institutional budget and financial statements.
  - e) Accepting 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 these with 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 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 take 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 take a decision on initiating the dismissal of the Rector.

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- k) The Senate shall provide its opinion on applications submitted to the General Vice-Rector for the positions of university professor, scientific advisor and research professor.
- l) The Senate shall provide its opinion and, in the case of multiple applications, rank the applications for senior academic posts submitted to the Rector or the General Vice-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 Nftv.
- o) The Senate shall define the system of student counselling.
- p) The Senate shall define the system for the evaluation of the lecturers' work by the students, the system of graduate tracking, and the quality management system.
- q) The Senate shall decide on establishing titles and awards and, where the Rules on Granting Awards and Titles so provide, on granting titles and honours.
- r) 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) the rules of habilitation;
  - rc) ethical standards, framework;
  - rd) equal opportunities framework;
  - re) system of students' scientific associations, demonstrator system;
  - rf) <sup>1</sup> library operations, dormitory operations.
- 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) In case of paragraphs b) and d) of subsection(2), the Senate shall exercise the right to give its opinion before submission to the Maintainer. The Rector shall be responsible for presenting the Senate's opinion to the Maintainer.
- (4) 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 and the PhD Student Union of Corvinus University of Budapest at the first

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<sup>1</sup> Amended by: Resolution number 25/2023 (30 May) of the Board of Trustees. Effective date: 31 May 2023.

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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 they are unlawful or in breach of the Rules of Organisation and Operation 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 competences 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 size, composition of the Senate**

#### **8. §**

- (1) The Senate shall have 34 members. If the Student Union does not have the right to delegate members under Article 60(1) b) of Nftv, then it shall have 30 members. If the PhD Student Union does not have the right to delegate members under Article 63(1) of Nftv, then it shall have 33 members. If both of the above conditions are fulfilled, the Senate shall consist of 29 members. If a senator's membership is suspended pursuant to Section 9. §(9), the member in question should be disregarded for the purposes of validity and effectiveness (quorum and outcome of the vote).
- (2) The Senate shall be chaired by the Rector.
- (3) Members of the Senate:
  - a) ex officio members: Rector, Vice-Rectors, Deans as well as the President of the Branch of the Trade Union of Employees in Higher Education operating at the Corvinus University of Budapest,
  - b) elected non-executive academic members: one (1) one lecturer or scientific researcher or teacher elected by the academic staff of each institute, and one (1) lecturer or scientific researcher or teacher elected by the research institutes and competence centres,
  - c) elected executive academic members: the three (3) Heads of Institute elected by the Heads of Institute,
  - d) elected non-executive non-academic members: two (2) non-academic elected members chosen by the employees who are not employed as lecturers, researchers or teachers,
  - e) elected executive non-academic members: one (1) executive employee elected by the non-academic executives,
  - f) Pursuant to Section 8(3)f) of the OOP, the student members of the Senate are: the four (4) representatives delegated by the HÖK in accordance with its Statutes under Article

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60(1)b) of Nftv as well as one (1) representative delegated by the DÖK in accordance with its Statutes under Article 63(1) of Nftv.

- (4) The Senate may have alternate members depending on the result of the ordinary Senate election.
- (5) Under the provisions of this section:
  - a) academic jobs shall be understood as lecturer, researcher, teacher
  - b) non-academic jobs shall be understood as any job other than lecturer, researcher or teacher.

### **Election of Senate members, term of office of Senate members, rights and obligations of Senators**


#### **9. §**

- (1) The rules on the election of Senators or Alternate Senators are set out in Annex 1 to the OOP.
- (2) The term of office of the ex-officio members of the Senate shall be for the duration of the term of the executive status or position on which the membership is based. The term of office of elected non-student members of the Senate, including alternate members, shall be four (4) years, and the term of office of student members shall be as specified in their respective statutes, but not more than four (4) years. Under the present paragraph, the day of expiration of a deadline specified in months or years shall be that day the numbering of which corresponds with the day of initiation. Or the last day of the month if such day is not available in the month of expiration.
- (3) The membership of ex-officio senate members shall be granted to the member on the basis of the underlying executive status or position without the need for further action as long as the executive status or position on which the membership of the Senate is based continues to exist. Elected non-student members of the Senate shall be elected by ordinary election procedure. Members delegated by the HÖK shall be elected, delegated or appointed ex officio in accordance with the Statutes. A member delegated by the DÖK shall be elected, delegated or appointed ex officio in accordance with the Statutes.
- (4) The assignment letter of the elected non-student members of the Senate shall be issued by the Rector. In the case of the President of the Branch of the Trade Union of Employees in Higher Education operating at the Corvinus University of Budapest and in the Presidents of HÖK and DÖK, membership must be proved by sending a copy of the document certifying the ex officio position/election (e.g. minutes/extract of minutes) to the Rector.
- (5) Senate membership shall commence on the day set out in the assignment letter issued by the President of the Senate and shall continue until the date set out in the assignment letter subject to subsection (2) unless membership is terminated for any reason set out in the OOP


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- (6) Allfull-time employees (eight (8) hours per day) and all part-time employees working at least four (4) hours per day have the right to vote in the Senate elections, it being understood that staff employed as lecturers or scientific researchers shall be entitled to vote only if they can be taken into account by the Corvinus University during the election period pursuant to Article 26(3) of Nftv (they have submitted their T1 statement to Corvinus).
- (7) Every full-time (eight (8) hours per day) employee in his/her constituency may be elected as a senator, it being understood that that staff employed as lecturers or scientific researchers shall be eligible only if they can be taken into account by the Corvinus University during the election period pursuant to Article 26(3) of Nftv (they have submitted their T1 statement to Corvinus).
- (8) An employee who has been subject to a definitive (final) disciplinary or ethical sanction may not be elected as a Senator for a fixed term of four (4) years from the date on which the decision imposing the disciplinary or ethical sanction became final.
- (9) Senate membership shall be terminated:
- a) upon the expiry of the Senator's term of office, on the date of expiry of the term of office,
  - b) upon the termination of the executive status or position of the ex-officio member on which membership in the Senate is based, on the date of termination,
  - c) by resignation, on the day following the day on which the resignation is communicated to the Rector,
  - d) upon the Senator's death, on the day of the Senator's death,
  - e) if the Senator's employment or student status is terminated at the University, as of the date of termination,
  - f) in the event of a change in the employment status of a senator (e.g. termination of his/her status as Head of Institute, change of job title, change of organisational unit by which he/she is employed) that results in the senator being eligible for election in another constituency, as of the date of the change,
  - g) in the event of a change in the Senator's employment status (e.g. part-time employment, submission of a T1 statement) that results in ineligibility, as of the date of the change,
  - h) for a Senator who has missed three (3) consecutive Senate meetings, on the day following the third missed session,
  - i) in the case of a senator who is on leave of absence without pay for more than three (3) months, on the first day of the leave,
  - j) for a senator who is subject to a definitive disciplinary or ethical sanction, on the day on which the decision imposing the disciplinary or ethical sanction becomes definitive (final).



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- (10) If membership of the Senate is terminated due to one of the causes set out above, it shall not be restored when the cause underlying termination has ceased to exist.
- (11) If Senate membership is terminated for any of the causes set out in subsection (9) paragraphs b) to j) and the terminated membership is not an ex-officio membership and there is an alternate in the given constituency, the alternate shall replace the resigning Senator. In such a case, the alternate member's term of office as a Senator shall begin on the day following the termination of the resigning member's membership in the Senate and shall continue for the duration of the term of office of the resigning member.
- (12) If the membership of the Senate is terminated due to one of the causes set out above, and the terminated membership is not an ex-officio one, and there is no alternate in the given constituency, an extraordinary election shall be called and held in the constituency within sixty (60) days. In such a case, the term of office of the newly elected member as a Senator shall begin on the date fixed in the assignment letter issued by the President of the Senate and shall last for the term of office of the members elected by the ordinary election procedure. In all other respects, the rules of this Section shall apply mutatis mutandis to ordinary elections.
- (13) Senate elections are ordered by the Rector.
- (14) The rules of elections in the Senate are included in Annex 1 of the OOP.
- (15) Rights and obligations of Senators:
- a) a Senator has the right to vote in all Senate matters, except as provided in subsection (16), and may only exercise this right in person, i.e. substitution is not possible in the case of ex officio membership, except for the Rector,
  - b) a Senator is entitled to ask the proposer, another member, invited person a question related to the proposal and to receive a substantive answer immediately, and then to react in turn, to comment on the proposal, to formulate an opinion, to propose a textual amendment to the proposal,
  - c) a Senator is entitled to make a proposal for the conduct of the business of the Senate, but it is advisable to have such proposal included as an agenda item in view of the Senate 's Rules of Procedure.
  - d) a Senator shall, except for the cases referred to in subsection (9) paragraphs a) and d), report any ground for termination of membership to the Secretary of the Senate immediately, but no later than within two (2) working days of becoming aware of the it,
  - e) a Senator shall attend all meetings of the Senate for their entire duration and shall notify the Secretary of the Senate as soon as possible of any absence,
  - f) a Senator is obliged to follow the Senate events on the official Senate website, to study the agenda items and proposals in detail, to get to know the professional opinion of the represented constituency and to represent it at the Senate meeting, to contribute constructively to the Senate's work to the best of his/her professional knowledge, to exercise his/her right to vote by avoiding abstention and invalid votes

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- in as far as this is possible, and to inform the members of the constituency about the exercise of his/her right of representation in the Senate at least once a year,
- g) a Senator shall observe the proceedings of the meetings, respect the time limits and other administrative guidelines set by the Rector, and respect the professional competence and personal rights of fellow Senators and invited guests,
- h) in exercising their voting rights and other powers of the Senate, Senators shall protect the legitimate economic interests and reputation of the University and help to achieve the strategic goals of the University.
- (16) The President of the Branch of the Trade Union of Employees in Higher Education operating at the Corvinus University of Budapest shall have a voting right in the following spheres of competence of the Senate:
- a) Providing an opinion on the Rules of Organisation and Operation;
  - b) Providing an opinion on the functional action plans designed to implement the Institutional Development Plan;
  - c) Providing an opinion on the institutional budget and financial statements;
  - d) The Senate shall define the system for the evaluation of the lecturers' work by the students, the system of graduate tracking, and the quality management system.
  - e) Rule-making in the following areas: ethical standards, framework; equal opportunities framework;
  - f) Decision to set up a Senate committee (related to the areas specified in paragraphs a) - e));
  - g) Procedural decisions arising from the Senate's operational procedures (e.g. adoption of the agenda, election of a committee of tellers).
- (17) Every member of the Senate shall have one vote. Subject to subsection (16), the right to vote is general, independent and equal. The right to vote is public or secret, as defined in Section 10.
- (18) The Rector may invite any university citizen (hereinafter referred to as "invitees") to attend the Senate meeting in justified cases, in particular if he/she is the proposer or a professional contributor concerned by the proposal. Invitees shall have the rights listed in subsection (15)b) and c) and shall be subject to the obligations set out in subsection (15)e) to h) mutatis mutandis.
- (19) The representative of the Maintainer shall be informed of the place, time and agenda of the Senate meeting by forwarding the invitation to the Secretary of the Board of Trustees.

## **Quorum, voting rules and fundamental rules of operation of the Senate**

### **10. §<sup>2</sup>**

- (1) The meetings of the Senate shall be chaired by the Rector.

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<sup>2</sup> Amended by: Resolution number 25/2023 (30 May) of the Board of Trustees. Effective date: 31 May 2023.

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- (2) The Senate shall exercise its powers in session, except as provided in subsection(16). The Rector shall convene the meeting as necessary, but at least four (4) times per academic year, indicating the agenda items to be discussed.
- (3) Senate agendas and/or meetings may be public or closed.
- (4) The following meetings and/or agenda items are not open to the public, i.e. are closed:
  - a) they affect personality rights, in particular among others HR matters, i.e. evaluating the Rector's executive activities, deciding on initiating the Rector's dismissal, giving an opinion on the applications for the positions of university professor, scientific advisor, research professor submitted to the General Vice-Rector, giving an opinion on the employees' applications for executive employee positions in the academic area submitted to the Rector or to the General Vice-Rector, and in the case of several applications, ranking them, electing the members of the University Doctoral Council, adopting decisions on titles and awards);
  - b) agenda items which (also) include trade secrets related to the business (not public benefit) activity of the University;
  - c) agenda items in case of which publicity would jeopardise or infringe the University's legitimate interest related to intellectual property.
- (5) A closed session shall be held/an agenda item shall be discussed in closed session if more than fifty percent of the Senate members present opt for it.
- (6) The sessions of/agenda items discussed by the Senate shall be public, except for the cases referred to in subsections (4) and (5).
- (7) Citizens of the University may attend the public session/agenda item as audience. Participants are entitled to listen to the meeting only, it being understood audio recordings may not be made. The audience has no other rights, it shall in particular not have a right to take the floor, to comment, to make suggestions, to express opinions or to ask questions.
- (8) The Senate shall have quorum to take a decision in the given matter if at least sixty (60) percent of its members are present during the voting. The establishment of the quorum shall be examined before taking any decision.
- (9) In the Senate's decision-making process, votes can be in the affirmative (in favour), negative (against) and abstention.
- (10) The Senate shall take its decisions through the unanimous vote of the majority of its members present. Abstentions are not taken into account when determining the majority. The Senate supports a motion if the number of votes in favour exceeds the number of votes against and at least 11 senators vote in favour.
- (11) 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) initiating institutional transformation as specified in Article 21/A of Nftv.
- (12) Voting in the Senate may take place by open ballot, secret ballot or by roll call.

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- (13) Voting in the Senate shall be by open ballot, with the exceptions noted in subsections (14) and (15).
- (14) The Senate shall vote by secret ballot:
- a) in HR matters,
  - b) if more than fifty percent of the Senate members present opt for it.
- (15) A roll call vote shall be held if more than fifty percent of the Senate members present opt for it.
- (16) In justified cases, the Rector may order a vote outside sessions (electronic decision-making), it being understood that HR matters shall not be decided through electronic decision-making. Detailed rules of electronic decision-making are set out in the Senate's Rules of Procedure.
- (17) The Senate has an official page available to the general public. The resolutions shall be published on the official webpage of the Senate within fifteen (15) days of the date of the decision.
- (18) 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 by the Rector.
- (19) The minutes shall include:
- a) announcements made 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 contributing to the discussion of the agenda item, 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 vote tally;
  - g) the proposals as annex.
- (20) 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 individual proposals as well.
- (21) 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 Secretary of the Senate and affixed with the stamp imprint of the Senate or with an electronic signature.
- (22) The administrative and secretarial tasks related to the functioning of the Senate shall be fulfilled by the Secretary of the Senate.
- (23) The detailed rules of the functioning of the Senate are specified in its rules of procedure, which shall be adopted by the Senate itself.

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## **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 anyone 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 (HR 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 Forint limit, then such financial commitment shall also require approval.
  - c) Approving commitments which span more than three (3) years and exceed the aggregated sum of HUF 50 million.
  - d) Adopting strategic and annual audit plans and audit reports related to internal audit, and ordering ad hoc audits.
  - e) Making proposals to the Board of Trustees for the organisation, structure and governance system of the University.
  - f) Liaising with the Public Interest Supervisory Board of the University.
  - g) Establishing rules in all topics and areas which are not assigned to the competences of any other body by the present Procedures.
- (4) Subject to the preliminary agreement of the Presidential Committee, the Senate shall make decisions on
  - 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.
- (5) 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 appraisal of the economic impacts.
- (6) The Presidential Committee may delegate its competences specified in subsection (3) f).
- (7) 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.

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## **University Doctoral Council**

### **12. §**

- (1) The University Doctoral Council (hereinafter referred to as UDC) is the supreme decision-making body in matters related to doctoral programmes, the doctoral degree acquisition and the habilitation procedures.
- (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 in the institutional regulatory documents related to the doctoral programmes and the habilitation procedure.

## **Committees operating at the University**

### **13. §**


- (1) The following types of committees operate at the University:
  - a) Committees established by the Senate to support the work of the Senate,
  - b) committees of experts to support the work of the different fields of expertise,
  - c) committees that take individual decisions on specific matters concerning students and/or employees.
- (2) The rules of Section 14 shall apply to the committees referred to in paragraph a) of subsection (1)
- (3) The principles for the operation of the committees referred to in paragraph b) of subsection (1) are set out in the OOP and/or the regulation applicable to the given field of expertise, and the principles for the operation of the committees referred to in paragraph c) are set out in the regulation applicable to the given field of expertise. The work of the committees is governed by their rules of procedure adopted by the committees themselves and approved by the person/body under the regulation applicable to the given field of expertise.

## **The Committees of the Senate**

### **Special rules applicable to the committees**

### **14. §**

- (1) The Senate may establish committees for preparing decisions, proposals and opinions falling within its competences. The committees are bodies which fulfil proposing, consultative and preparatory tasks as well as take decisions in operative matters for the Senate and the Rector.
- (2) The Vice-Rector for Academic Development shall either act as the Chairperson or as a member of the committee. The assignment letter of the Chairperson and the members shall be issued by the Rector as the Chairperson of the Senate. The committees shall

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present a report on their activities to the Senate upon the request of the Rector, at least once every two years.

- (3) The rules on the functioning of the committees shall be defined in their rules of procedure, taking into consideration the following:
- a) The committees shall meet at least once every six months.
  - b) The sessions are convened and chaired by the chairperson.
  - c) The quorum of the committees shall be attained if the majority of their members is present, with the exception of the adoption of their rules of procedure, which is subject to the presence of two-thirds of the members, it being understood that the presence of a student member is not required for the quorum.
  - d) The committees shall adopt their 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.
  - e) The committees shall incorporate their decisions in resolutions, which shall be issued with the official stamp imprint of the committee and the signature of the Chairperson, or with an electronic signature and a date affixed. The documents shall be certified by the secretary.
  - f) The meetings of the committees shall be recorded in memoranda, which shall be issued with the official stamp imprint of the committee and the signatures of the Chairperson, the Secretary and the person who drew them up or with an electronic signature and a date affixed.
  - g) The committees may also take decisions without holding a meeting, via electronic means, in which case the provisions of paragraphs a)-b) above shall be applied *mutatis mutandis*.
  - h) The proposals to be discussed by the committees shall be prepared with the contents and in the form specified in the relevant regulations or by the Chairperson of the committee.
  - i) The Chairperson shall be responsible for preparing the rules of procedure of the committees, 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 Chairpersons of the Committees 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 of the Senate**

#### **15. §**

- (1) The Senate may set up an ad hoc committee to carry out a specific short-term task (not exceeding a year).

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- (2) The establishment of an ad hoc committee shall be decided by the Senate in such a manner that
  - a) the Vice-Rector for Academic Development shall act as the Chairperson or a member of the committee,
  - b) the Senate shall specify the task of the committee and the deadline for fulfilling the task;
  - c) the Senate shall specify the number of members and the composition of the committee;
  - d) the Senate shall adopt the principles of the rules of procedure of the committee.
- (3) The provisions of Section 13 shall be applied mutatis mutandis to the rules of procedure of the ad hoc committees.

**Education Committee**


**16. §**

- (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 voting members of the Education Committee:
  - a) the General Vice-Rector,
  - b) the Vice-Rector for Academic Development,
  - c) the Head of International Relations,
  - d) the Head of International Programmes,
  - e) the deans responsible for the educational programmes,
  - f) three members delegated by the Heads of Institute,
  - g) 2 (two) study programme leaders for each academic level, altogether 6 (six) representatives,
  - h) The Head of the Centre for Educational Quality Enhancement and Methodology (CEQEM)
  - i) one student appointed by each of the HÖK and the DÖK according to their Statutes (it being understood that if the HÖK or the DÖK fails to delegate student members, then the quorum of the Education Committee shall be established by disregarding the student member).
  - j) the representative of the Educational Management organisational unit appointed by the Vice-Rector for Education,
  - k) the Head of Legal Affairs
  - l) a financial planning expert appointed by the Chancellor,
  - m) the person appointed by the Head of Student Services organisational unit,




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- (4) Except for the members delegated by the HÖK and the 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.
- a) The 3 delegates of the Heads of Institute are elected by the Heads of Institute at the Meeting of the Heads of Institute from among themselves for a period of 2 years.
  - b) The study programme leaders shall be appointed for a period of 2 years by the Vice-Rector for Education at the proposal of the competent dean.
- (5) The manner and duration of the mandate of the members delegated by the HÖK and the DÖK shall be defined in the Statutes of the HÖK and the 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 HÖK and the DÖK.
- (6) 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 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 paragraphs a) and b) above.
  - d) Decision in all matters concerning programme development, education and study administration which do not reach the regulatory level, and which do not belong to the competences of either the Senate or any other committee or person, and in which the Vice-Rector for Education requests the decision of the Education Committee.
- (7) 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 required by the authorities).
  - f) Giving opinion on the establishment or launch of training with the purpose of acquiring specialised knowledge.
  - g) Giving opinion on the curriculum of the study programmes.
  - h) Participating in defining the training paths of the University, including giving opinion on the quality policy of the University.

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- i) Participating in defining the yearly quality targets related to the educational strategy of the University.
  - j) Giving opinion on the proposals related to the student regulations and the amendment thereof.
  - k) Giving opinion on those amendments to regulations which concern the establishment or launch of programmes, and/or the study administration activity as well as the transformation of the educational organisational units.
  - l) 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.
  - m) Contributing to the preparation of provisions related to education and study administration.
  - n) Deciding on the schedule of the review of curricula every five years and the monitoring of the review.
  - o) Defining 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), defining the professional principles and criteria related to the acknowledgement of teaching excellence.
- (8) The University operates the Digital Education Subcommittee as a subcommittee of the Education Committee with the involvement of the Centre for Educational Quality Enhancement and Methodology, the Subcommittee for Student Affairs with the involvement of Student Services, as well as (a) study programme development subcommittee(s).
- (9) 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 define the framework for using 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.
- (10) The composition and the detailed rules of the 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, it being understood that the Vice-Rector for Academic Development is a permanent invitee of the committee.

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- (11) The Study Programme Development Sub-Committee is responsible for supporting the development of study programmes and the work of the study programme leaders, for monitoring the implementation of the study programme(s) and giving its opinion on their functioning. The study programme development subcommittee is the forum where the actors (for example, the lecturers, 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 implemented changes. The study programme development subcommittee shall be set up within a field of study, by the study programmes closely related to each other. Bachelor programmes, master programmes, specialised postgraduate programmes and also executive degree programmes related to each other may come under the same study programme development subcommittee. The programmes provided in different languages and delivery modes within the same study programme come under the same study programme development subcommittee. The study programmes which come under the same study programme development subcommittee shall be defined by the Vice-Rector for Education, based on the recommendation of the deans concerned.
- (12) The Chairperson of the study programme development subcommittee shall be entrusted by the Vice-Rector for Education, based on the recommendation of the deans concerned. The members shall be entrusted by the Chairperson of the study programme development subcommittee based on the recommendation of the study programme leader(s). The student members of the study programme development subcommittee shall be recommended by the study programme leader(s) from among the students with active status in the relevant study programme(s), in consultation with the Student Union. the Quality Enhancement Team Leader is a permanent invited member of the Study Programme Development Subcommittee. The detailed rules of the functioning of the Study Programme Development Subcommittee shall be determined in the rules of procedure of the Education Committee or in its own rules of procedure.
- (13) The competence of the Student Affairs Subcommittee is set out in the Rules of Procedure of the Education Committee.
- (14) The composition and the detailed rules of the functioning of the Student Affairs Subcommittee shall be determined in the rules of procedure of the Education Committee or in its own rules of procedure, it being understood that the Vice-Rector for Academic Development is a member of the subcommittee.


### **Academic Career Committee**

#### **17. §**


- (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. It supports the Senate and the Rector in exercising their employer's rights.
- (2) The Chairperson of the ACC shall be the General Vice-Rector.
- (3) The members of the ACC shall be:

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- a) the Vice-Rector for Academic Development,
  - b) the Vice-Rector for Education,
  - c) the Vice-Rector for Research,
  - d) 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 from each of the business and management sciences, the economic sciences and the social sciences research fields.
  - e) 3 persons invited as members who are not employed by the University (hereinafter referred to as external member), including 1 member from each of the business and management sciences, the economic sciences and the social sciences research fields.
- (4) The members specified in paragraphs c) and d) of subsection (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 having regard to 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 executive position.
  - (6) The invited members of the ACC shall have a 3-year mandate. After the expiry of their mandate, the mandate may be extended multiple times, taking into consideration the distribution by research fields and the provisions of subsection (4). The committee membership of ex officio members shall cease upon the termination of their executive 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) shall make recommendations on the members of the Assistant Professor Subcommittee to the chairperson of the ACC.
    - b) shall make recommendations on the members of the Academic Advisory Board to the Senate.
    - c) Shall give its 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.

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- d) shall make proposals for the alteration of the academic career model and shall give its opinion on the proposals related to the introduction and alteration of the academic career model.
- e) shall give its 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 four (4) members; the Vice-Rector for Academic Development being an ex officio member. The further members shall be invited by the Chairperson of the ACC from the senior lecturers and researchers employed by the University full-time, based on the proposal of the ACC and having regard to the representation of the various fields of research specified in subsection (3).
- (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 subsection (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 15, but not more than 25 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 subsection (3).
- (17) The members of the Board shall have a 3-year mandate. After the expiry of the mandate – having regard to the distribution by research field specified in subsection (3) and the provisions of subsection (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

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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 from among the members of the Board.

### **Research Committee**

#### **18. §**

- (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 Vice-Rector for Academic Development,
  - b) one delegate per institute, appointed by the head of the institute,
  - c) one delegate from the Regional Energy Economics Research Centre (REKK), appointed by the Head of REKK,
  - d) one delegate of the Corvinus Institute for Advanced Studies (CIAS) appointed by the the Dean of the CIAS.

### **University International Committee**

#### **19. §**

- (1) The International Committee is the preparatory and consultative forum for developing the University's international network and mobility programmes.
- (2) The Chairperson of the International Committee shall be the 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 head of international programmes,
  - d) the Dean of the Corvinus Doctoral Schools,
  - e) three lecturers, researchers delegated by the Meeting of the Heads of Institute, having regard to the representation of the various disciplines,
  - f) the staff member designated by the Head of International Relations,
  - g) the person designated by the Head of the Student Services organisational unit,
  - h) one student appointed by each of the HÖK and the DÖK according to their Statutes (it being understood that if the HÖK or the DÖK fails to delegate student members, then the quorum of the IC shall be established by disregarding the student member).

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- (4) Except for the members delegated by the HÖK and the 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 HÖK and the DÖK shall be defined in the Statutes of the HÖK and the 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 IC, the delegation of the new member shall be ensured by the chairpersons of the HÖK and the DÖK.
- (5) The preparatory and opinion-giving competences of the International Committee:
- Giving opinion on the international strategy.
  - Defining the principles for the development of the University's international partnerships.

**The Executives of the University**


**20. §**

- (1) The Executives of the University are:
- the President,
  - the Rector,
  - the Chancellor,
  - the Vice-Rector,
  - the Dean,
  - the Director-General,
  - the Head of Institute,
  - head of organisational unit listed in the OPP,
  - with the exception of paragraphs c) d), g) and h), the deputies of the above.

**General rules applicable to the Executives**

**21. §**

- (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

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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**

### **22. §**

- (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) The continuous development of education and scientific research.
  - c) The domestic and international relations and cooperation in the fields of education and research.
  - d) Ensuring that the educational programme of the University is in compliance with the applicable legal regulations as well as the programme and outcome requirements defined by the minister.
  - e) Adopting the measures necessary for the amendment of the operating authorisation of the University, the launch of programmes, the registration of the doctoral schools 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 and 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) Coordinating cooperation established by the University with other higher education institutions in the field of education and research, maintaining relations with the national higher education organisations and bodies.
  - e) Developing and managing teaching and research activities in line with the educational programmes.




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- f) Exercising the publisher's and distributor's rights of the University.
  - g) Preparing the decisions of the Senate, supervising the implementation thereof.
  - h) Managing the identification of development lines in the academic area.
  - i) Supervising the activities of the Corvinus Institute for Advanced Studies (CIAS).
  - j) Defining the rules of deputisation, appointing the Rector's commissary/ies.
- (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 the office of the Rector is temporarily vacant, then the General Vice-Rector shall be entitled to deputise the Rector generally and autonomously, until such right is withdrawn, except when the Rector asks another Vice-Rector to deputise him/her in a given matter. The person acting as deputy shall act as the head of the University and as the Chairperson of the Senate.
- (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 taking any measures in case of which the Rector had deviated from the proposal or the opinion of the Senate.
- (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) The Rector may be aided by the Rector's Commissary/ies in the fulfilment of the Rector's duties of outstanding importance.

**The President**

**23. §**

- (1) The President is the head of the University's non-academic division. 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:
- a) For the implementation of the institutional strategy approved by the Maintainer.
  - b) For the operation of the University, for leading the directing division of the University.
  - c) For the communication and HR management activities.

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- d) For the enhancement of the international embeddedness of the University.
  - e) For the domestic and international corporate and public institutional relations and co-operations, the effective performance and the continuous development of the alumni activity.
  - f) For the effective delivery and continuous improvement of student services.
  - g) For legal services related to strategic legal and core activity.
  - h) For administrative and regulatory services.
  - i) For organising internal audit and IT developments.
- (3) The duties of the Chairperson shall be the following:
- a) Managing and coordinating the development and implementation of the institutional strategies.
  - b) Liaising with the Maintainer.
  - c) 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, IT developments, managing international relations and the international accreditation procedures.
  - d) Organising and operating internal audit, data management and file management.
  - e) With respect to the matters within his/her competence, maintaining contact with the interest representation 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 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**

#### **24. §**

- (1) The Chancellor shall be the head of the division comprising the economic law and labour law services, the financial, procurement, infrastructural services 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) The economic law and labour law services as well as procurement and logistics matters.


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- b) 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, IT operations, facility management matters.
  - d) The financial stability of the University, and for the responsible financial management of the university units.
- (3) The main duties of the Chancellor shall be:
- a) Managing the activities related to the financial, infrastructural services, and the economic law and labour law services.
  - b) Exercising ownership rights in business associations and business organisations in which the University participates.
  - c) With respect to the matters within his/her duties and competence, liaising with the Maintainer.
  - d) 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 involved in the case concerned, or if the office of the Chancellor is temporarily vacant, then the Head of Finance shall be entitled to deputise the Chancellor. In the event the Chancellor and the Head of Finance are simultaneously prevented from fulfilling their duties, are absent or are involved in the case concerned, or if the executive offices of the Chancellor and the Head of Finance are temporarily vacant, then the Chancellor may be deputised by the Head of Economic Law, Procurement and Labour Law Services.

**The Vice-Rectors**

**25. §**

- (1) The Rector shall be assisted by four 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 General Vice-Rector
  - b) the Vice-Rector for Academic Development,
  - c) the Vice-Rector for Education,
  - d) the Vice-Rector for Research.
- (3) The main duties of the Vice-Rectors shall be:


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- 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.
  - c) Reviewing the activities of domestic and international institutions of higher education which fall within their competences, managing competitor analyses, 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/or 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 him/her, performing 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 Academic Development**

#### **26. §**

- (1) The Vice-Rector for Academic Development shall be responsible for formulating, introducing and checking the implementation of policies, regulatory content put in place to deliver the University's strategy.
- (2) The main duties of the Vice-Rector for Academic Development shall be:
  - a) Delivering an opinion on the policy aspects of proposals to be submitted to the Rector by the Vice-Rectors.
  - b) Coordinating the academic development lines, policies, regulatory contents at a system level.
  - c) Managing, presenting the regulatory and action frameworks associated with the academic developments.
  - d) Promoting the successful implementation in the academic area of rules formulated by the service areas.
  - e) Coordinating priority academic development projects funded through external sources.
  - f) Performing the direct supervision of the Academic Developments organisational unit.

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- g) Overseeing the operation of the Ethics, Responsibility and Sustainability Hub (ERS Hub), a platform to support the coordination of the University's ethics, social responsibility and sustainability initiatives and to incubate projects in these areas, and appointing the members and the head of the ERS Hub's governing body.

### **Innovation Committee**

#### **27. §**

- (1) The University operates an Innovation Committee, which has the role of forming opinions, taking decisions and making proposals on matters within its competence.
- (2) The Innovation Committee gives its opinion on proposals for amendments to the Regulation on the Protection and Management of Intellectual Property, may propose amendments to it, and to the development of exploitation activities managed by Corporate and Institutional Relations (CIR), and decides on the exploitation of certain intellectual works, the relevant financial and content issues.
- (3) The Committee is chaired by the Vice-Rector for Academic Development, its permanent members being the Vice-Rector for Research, the Head of Corporate and Institutional Relations, the Head of Strategy, the Head of Economic Law and Labour Law Services as well as a lecturer or scientific researcher appointed by the Chairperson of the Committee.


### **Vice-Rector for Education**

#### **28. §**

- (1) The Vice-Rector for Education shall be responsible for the management of the educational and educational quality enhancement activities of the University, he/she shall be in charge of these activities at the institutional level.
- (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, the head of international programmes and the head of the Centre for Educational Quality Enhancement and Methodology, 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.

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- 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 requests for information.
- g) Operating the admission system.
- h) Defining the directions of the educational quality enhancement strategy.
- i) Managing the activities related to educational quality assurance and to the institutional and programme accreditation of the University; participating in the international accreditation processes.
- j) Defining the principles of operation and directing the work of the Centre for Educational Quality Enhancement and Methodology.
- k) Performing the direct management of the Educational Management organisational unit.
- l) Managing the activities related to the development and supply of teaching materials.
- m) Except for the doctoral programmes, approving the document regulating the operational system of the education portfolio of the University.
- n) 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 subcommittee.
- o) Approving the Deans' proposals for the development of study programmes.
- p) Evaluating and approving the results of the lecturer and course evaluations carried out by students and submitted by the Quality Enhancement Team Leader, calling on the deans to take the necessary measures.
- q) Evaluating and approving the results of the graduate career tracking submitted by the Quality Enhancement Team Leader, calling on the deans to take the necessary measures.
- r) Approving the results of the programme portfolio reviews submitted by the deans.
- s) Approving the proposals of the deans for the announcement or suspension of study programmes, submitting the decision for preliminary approval to the Presidential Committee.
- t) 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. The General Vice-Rector General has the right to give its consent to the decision.

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- u) After hearing the opinion of the Education Committee, it shall decide on the establishment and launch of trainings with the purpose of acquiring specialised knowledge, including the name, location, timetable, language, curriculum and programme costs.
- v) It shall fulfil all duties which are delegated to him/her by the Rector or an internal regulatory document, and the solution of which affects education in the context of honouring the University's domestic and international cooperation duties.

### **The General Vice-Rector**

#### **29. §**

- (1) The General Vice-Rector shall be responsible for the management of the operation of the academic institutes and competence centres of the University, he/she be in charge of the academic institutes and competence centres at the institutional level (with the exception of the Centre for Educational Quality Enhancement and Methodology).
- (2) The main duties of the General Vice-Rector shall be:
  - a) Harmonising, supporting the work of the Vice-Rector for Education and the Vice-Rector for Research. Exercising the right to consent with respect to selecting the study programme leaders. Harmonising the educational programmes and research with the operation and developments of the institutes.
  - b) Supervising and developing the academic career model, recommending the non-officio members of the ACC to the Senate; leading the ACC.
  - c) Developing, presenting and implementing the HR strategy in support of the realisation of the strategic goals of the University.
  - d) 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, remuneration and measures supporting the employers within the context of the academic career system, in cooperation with the Head of HR Services.
  - e) 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.
  - f) 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.
  - g) 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.
  - h) 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.

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- i) 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.
- j) Participating in the development, improvement and operation of the performance management system of the institutes and the competence centres.
- k) Acting as the direct supervisor of the Academic Management organisational unit.
- l) Managing, supporting and coordinating the development and improvement of talent fostering programmes at university level.
- m) Supervising the operation of colleges for advanced studies, in particular the teaching and scientific activities thereof.
- n) Participating in the University's activities related to institutional and programme accreditation, participating in the international accreditation processes.
- o) Cooperating with the Vice-Rector for Education in approving the results of the teacher and course evaluation by students and the graduate career tracking as well as in developing the necessary measures.
- p) It shall fulfil all duties which are delegated to him/her by the Rector or an internal regulatory document, and the solution of which affects education in the context of honouring the University's domestic and international cooperation duties.

### Meeting of the Heads of Institute

#### 30. §

- (1) The General Vice-Rector shall be assisted by the Meeting of the Heads of Institute.
- (2) The Chairperson of the Meeting of the Heads of Institute shall be the General Vice-Rector.
- (3) Members of the Meeting of the Heads of Institute:
  - a) the Heads of Institute,
  - b) the Vice-Rectors
  - c) the Head of the Centre for Educational Quality Enhancement and Methodology
  - d) the Head of the Foreign Language Teaching and Research Centre
  - e) the Head of the Physical Education and University Sports Centre
  - f) the Head of Corvinus Science Shop
  - g) the Head of the Talent Management Centre.
- (4) <sup>3</sup>The proposing and consultative competences of the Meeting of the Heads of Institute shall be:
  - a) Giving its opinion on the university's HR strategy, in particular the elements relevant to the academic area.

<sup>3</sup> Amended by: Resolution number 25/2023 (30 May) of the Board of Trustees. Effective date: 31 May 2023.



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- b) Giving its opinion on actions, regulations and tools to implement the HR strategy.
- c) Giving its opinion on proposals related to the development of the academic career model, with particular regard to classification to new careers, the conditions for holding a given post and issues of promotion.
- d) Giving its opinion on the remuneration system.
- e) Giving its opinion on the performance development system.
- f) Giving its opinion on the award system.
- g) Commenting on actions to improve employee engagement and organisational culture.
- h) Commenting on the internal training strategy and related actions.
- i) Making and evaluating proposals related to the transformation and development of the institutional structure.
- j) Giving its 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.
- k) Commenting on the strategic concepts to develop corporate and institutional relations, in particular the academic dimension.
- l) Fulfilling of all duties which are delegated to its scope of responsibilities by the Rector, the General Vice-Rector or the internal regulatory documents.

**University Council for Students' Scientific Associations**

**31. §**

- (1) The General Vice-Rector shall be assisted in performing his/her duties specified in Section 29(2) l) by the University Council for Students' Scientific Associations (UCSSA)
- (2) The rules applicable to the Council are included in the Regulation on Students' Scientific Associations.

**Vice-Rector for Research**

**32. §<sup>4</sup>**

- (1) The Vice-Rector for Research shall be responsible for managing the research and international grant activities of the University, he/she shall be responsible for these 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.

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<sup>4</sup> Amended by: Resolution number 25/2023 (30 May) of the Board of Trustees. Effective date: 31 May 2023.

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- 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 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.
- 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 domestic and international scientific research relations.
- h) Overseeing the organisation of the Corvinus Doctoral Schools, coordinating the PhD programmes of the doctoral schools and ensuring their development in line with the University's strategy and international standards.
- i) Supervising the activity of the Corvinus research centres.
- j) Keeping records of the research, research and development activity of the University, managing data provision related to the research.
- k) Acting as the direct supervisor of the Research Management organisational unit.
- l) Overseeing the European Research Grant Office (ERGO).
- m) Coordinating and supervising the organisation and staging of university or institute-level international scientific conferences.
- n) Motivating, organising, managing and coordinating the University's applications for research grants. Providing support and incubation for getting involved in research funded through 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 from a research perspective.
- o) Supervising doctoral programmes and the habilitation procedure, coordinating tasks at university level.
- p) 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.
- q) 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.

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**Grants Coordination Committee**

**33. §<sup>5</sup>**

**CHAPTER III.**

**THE ORGANISATIONAL STRUCTURE OF THE UNIVERSITY**

**The organisational structure and the organisational units of the University**

**34. §**

- (1) The internal organisation of the University shall be established in such a way so as to ensure 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) service provider (including the competence centre) and
  - d) functional  
organisational units.
- (3) The scientific research organisational units may be:
  - a) institute, within which departments and research centres may be established,
  - b) doctoral school.
- (4) The scientific research organisational units may be:
  - a) research centre.
- (5) The internal structure of the organisational units is determined by the Presidential Committee on the basis of the proposal of the head of the organisational unit and the one-over-one executive, taking into account the provisions of Section 29. §(2)i), and the opinion of the Head of Strategy. The preparation and publication of the organisational chart, including the internal structure of the organisational units, shall be the responsibility of the head of strategy.


**General provisions**

**35. §**

- (1) The heads of organisational units are considered to be executive employees, unless otherwise provided for in these procedures.

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<sup>5</sup> Deleted by: Resolution number 25/2023 (30 May) of the Board of Trustees. Effective date: 31 May 2023.

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- (2) The executive shall represent the University in accordance with the internal regulatory documents.
- (3) The detailed scope of duties and competences of the executive shall be included in the rules of operation of the relevant unit and his/her job description.

### **Dean in charge of the educational programmes, Head of International Programmes**

#### **36. §**

- (1) The Dean in charge of educational programmes shall be the leader of the study programme portfolio under his/her management.
- (2) The University shall have the following Deans in charge of the educational programmes:
  - a) Dean of the Bachelor Study Programme Portfolio,
  - b) Dean of the Master Study Programme Portfolio,
  - c) Dean of Executive Programmes and Specialist Postgraduate Programmes.
- (3) The main duties of the deans responsible for the educational programmes:
  - a) Compiling a programme portfolio for the study programmes managed by the Dean, adjusted to the market needs.
  - b) <sup>6</sup>Proposing the necessary study programme, adult education programme developments (hereinafter study programme development shall be understood to include adult education programme development) 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) Approving modifications to curricula that do not fall within the competence of the Education Committee.
  - e) Performing regular measurement and evaluation of the effectiveness of the educational programme portfolio against internationally agreed standards, with the involvement of the Head of International Relations and the study programme leaders.
  - f) Performing ongoing evaluation of the study programmes belonging to the portfolio 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 leaders with the heads of institute.

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<sup>6</sup> Resolution number 25/2023 (30 May) of the Board of Trustees. Effective date: 31 May 2023.

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- i) 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 co-operations between the educational programmes and the professional communities.
  - j) Participating in the actions necessary to increase the number of domestic and international students, as well as participating in the related enrolment process.
  - k) After hearing the opinion of the Education Committee, making decisions on launching double degree/joint degree programmes.
  - l) Monitoring the HR and infrastructural resources and compliance of the programme on a continuous basis, carrying out the annual self-assessment of the study programmes.
  - m) Managing and reviewing the work of the study programme leaders.
  - n) Accepting the results of the lecturer and course evaluation by students submitted by the Quality Enhancement Team Leader and forwarding such results for approval to the Vice-Rector for Education.
  - o) Accepting the results of the graduate career tracking submitted by the Quality Enhancement Team Leader and forwarding such results for approval to the Vice-Rector for Education.
  - p) Accepting the programme portfolio review results and forwarding such results for approval to the Vice-Rector for Education.
  - q) Evaluating the realisation of the annual and the strategic plans, with the involvement of the study programme leaders.
  - r) Maintaining relations with the heads of the institutes on a permanent basis.
  - s) In the manner specified by the Vice-Rector for Education, participating in the direction of Educational Management.
  - t) Preparing a report on the functioning of the study programme portfolio for the Vice-Rector for Education every year.
  - u) Managing the work of the bodies specified in the ROO, and/or fulfilling membership duties.
  - v) Preparing the risk analysis of the areas managed, supervised by him/her, performing risk management.
  - w) 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 context of honouring the University's domestic and international cooperation duties.
- (4) <sup>7</sup>The Dean of Executive Programmes and Specialist Postgraduate Programmes shall be responsible for adult education.

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<sup>7</sup> Introduced by: Resolution number 25/2023 (30 May) of the Board of Trustees. Effective date: 31 May 2023.

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- (5) The Head of International Programmes is responsible for coordinating the international programmes under his/her responsibility.
- (6) The main responsibilities of the Head of International Programmes:
- a) <sup>8</sup>Supporting and managing the development of international educational (double degree, joint degree, multiple degree) cooperation agreements with the involvement and approval of the relevant study programme leaders and deans.
  - b) Performing the tasks related to the organisation of education and the special marketing of international study abroad programmes and short-term educational programmes and managing the communication tasks required to serve these students.
  - c) Finding new, high-quality international partners and linking them with the study programme leader and the dean.
  - d) Compiling a programme portfolio for the study programmes and programmes under his/her management, adjusted to the market needs.
  - e) Performing regular measurement and evaluation of the effectiveness of the programme portfolio against internationally agreed standards, with the involvement of the Head of International Relations and the study programme leaders.
  - f) Performing ongoing evaluation with regard to the study programmes belonging to the programme portfolio with the involvement of the study programme leaders.
  - g) 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 co-operations between the educational programmes and the professional communities.
  - h) Participating in the actions necessary to increase the number of international students, as well as participating in the related enrolment process.
  - i) Monitoring the HR and infrastructural criteria, compliance of the programmes on a continuous basis, directing and assessing the work of the coordinators. Accepting the programme portfolio review results and forwarding such results for approval to the Vice-Rector for Education.
  - j) Evaluating the realisation of the annual and the strategic plans with the involvement of the study programme leaders.
  - k) Maintaining relations with the heads of the institutes on a permanent basis.
  - l) Preparing a report on the functioning of the programme portfolio for the Vice-Rector for Education every year.
  - m) Preparing the risk analysis of the areas managed, supervised by him/her, performing risk management.

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<sup>8</sup> Amended by: Resolution number 25/2023 (30 May) of the Board of Trustees. Effective date: 31 May 2023.


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- n) 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 context of honouring the University's domestic and international cooperation duties.
- (7) The Dean in charge of programmes and the head of international programmes shall report to the Vice-Rector for Education.

**Study Programme Leader**

**37. §**

- (1) The study programme leader is professionally in charge of the study programme fostered by him/her. The study programme leader shall not be considered as an executive employee.
- (2) The study programme leaders shall be appointed by the Vice-Rector for Education, subject to the proposal of the competent dean and in agreement with the General Vice-Rector.
- (3) The study programme leader's detailed scope of duties and competences shall be included in a separate agreement within the framework of these Procedures or in the study programme leader's job description.
- (4) The main duties of the study programme leader shall be:
- Making proposals to the dean for the announcement, suspension and development of the study programme.
  - Based on the labour market expectations, determining the expected competence portfolio of the graduates of the study programme.
  - Cooperating in the design and operation of the University's quality improvement processes in accordance with the requirements of the Quality Manual.
  - Making recommendations for the members of the study programme development subcommittee.
  - In cooperation with the chairperson of the relevant study programme development subcommittee, directing the design of the study programme to be established.
  - Planning the range of subjects to be taught based on the outcome competences.
  - Based on consultations with the head of the relevant institute, entrusting the study programme leader and the lecturers teaching the subject concerned.
  - Having the persons responsible for the subject concerned develop the detailed syllabus of the subjects taught in the study programme, monitoring the enforcement thereof during the education process; initiating changes in case of non-compliance.
  - Ensuring that the subjects are built on one another, ensuring the competence development process throughout the entire educational programme.
  - Compiling the curriculum.
  - Maintaining continuous and active relations with the students who graduated from the study programme managed by him/her, as well as with the organisations, corporations

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and institutions which employ them. Preparing the relevant report at the dean's request.

- l) Adopting the educational programme and the the study guide of the study programme.
  - m) Participating in enrolment.
  - n) Managing the work of the bodies specified in the ROO, and/or fulfilling membership duties.
  - o) Taking into consideration the training purpose of the study programme and the competences to be achieved, giving an opinion on the announced topics of the final exams, monitoring the preparation of the final exams.
  - p) Monitoring the human and infrastructural criteria and compliance of the programme on a continuous basis, carrying out the annual self-assessment of the study programmes, preparing a report to the dean each year.
  - q) Cooperating with the institutes and with the Centre for Educational Quality Enhancement and Methodology in course of the planning and the implementation of the programme.
- (5) The study programme leader shall report to the dean.

### **Subspecialisation leader**

#### **37A) <sup>9</sup>**

- (1) The subspecialisation leader is professionally in charge of the subspecialisation fostered by him/her. The subspecialisation leader shall not be considered as an executive employee.
- (2) The subspecialisation leader is appointed by the competent dean at the proposal of the study programme leader.
- (3) The subspecialisation leader's detailed scope of duties and competences shall be included in a separate agreement within the framework of these Procedures or in his/her job description.
- (4) The main duties of the subspecialisation leader shall be:
  - a) Making proposals to the study programme leader for the development of the subspecialisation.
  - b) Based on the labour market expectations, determining the expected competence portfolio of the graduates of the subspecialisation.
  - c) Cooperating in the design and operation of the University's quality improvement processes in accordance with the requirements of the Quality Manual.
  - d) Planning the range of subjects to be taught based on the outcome competences.
  - e) Making a proposal to the study programme leader on the lecturers in charge of the subjects.

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<sup>9</sup> Introduced by: Resolution number 25/2023 (30 May) of the Board of Trustees. Effective date: 31 May 2023.




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- f) Supporting the development of the detailed syllabus of the subjects taught in the subspecialisation by the subject leaders, monitoring the enforcement thereof during the education process; initiating changes in case of non-compliance.
  - g) Making a proposal for the curriculum of the subspecialisation.
  - h) Maintaining continuous and active relations with the students and lecturers of the subspecialisation led by him/her.
  - i) Taking into consideration the training purpose of the subspecialisation and the competences to be achieved, giving an opinion on the announced topics of the final exams, monitoring the preparation of the final exams.
  - j) Carrying out the annual self-assessment of the subspecialisation, preparing a yearly report on experiences to the study programme leader.
- (5) The subspecialisation leader reports for the study programme leader.

**The Institute**

**38. §**

- (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 shared, 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) The executive 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

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Institute Council shall be invited by the General Vice-Rector 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/emerita 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**

#### **39. §**

- (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.

### **The Head of Institute**

#### **40. §**

- (1) The institute shall be led by 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.


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- d) Making proposals for organising the work of the institute entirely or partially into departments.
  - 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 General Vice-Rector.
  - (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 at the department. 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 General Vice-Rector. 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**

**41. §**

- (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 a Dean. The Dean and the Vice-Rector for Education shall be jointly responsible for making sure that the development and operation of the doctoral programmes meet international standards. The detailed scope of duties and competences of the Dean shall be included in the University Doctoral Regulations, the Rules of Operation of the Corvinus Doctoral Schools, as well as his/her job description defined within the framework of the Rules of Operation of the Doctoral School.
- (3) The doctoral schools shall operate within the scope of the 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, in the Rules of Operation of the Doctoral School,

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as well as in his/her job description defined in the framework of the rules of operation of the Corvinus Doctoral Schools and .


- (4) The Dean of CDS shall report to the Vice-Rector for Research.

### **Scientific research section**


#### **The research centre**

##### **42. §**

- (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 Research 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, the 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.

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- 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 list of research centres operating at the University is included in the annex of the OOP.

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## **The Head of Research Centre**

### **43. §**

- (1) <sup>10</sup>The Research Centre is headed by the Head of the Research Centre, it being understood that the Head of the Corvinus Institute for Advanced Studies holds the position of dean.
- (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) <sup>11</sup>The Head of the Research Centre reports to the Vice Rector for Research, it being understood that the Dean of the Corvinus Institute for Advanced Studies reports to the Rector, and the Head of the Regional Energy Economics Research Centre reports to the Dean of the Corvinus Institute for Advanced Studies Research Centre.


## **Education Management**

### **44. §**


- (1) Education 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. It shall fulfil its duties on all the business premises of the University and with respect to its entire educational activity, except with respect to the doctoral programmes.
- (2) The following international flagship programmes are part of the organisational unit:
  - a) CEMS Global Alliance in Management Education international network programme,
  - b) German-language International Educational Programme in Management (DSG),
  - c) Study Abroad self-funded international programme for courses taken at another higher education institution

<sup>10</sup> Amended by: Resolution number 25/2023 (30 May) of the Board of Trustees. Effective date: 31 May 2023.

<sup>11</sup> Amended by: Resolution number 25/2023 (30 May) of the Board of Trustees. Effective date: 31 May 2023.

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- (3) The main duties of the organisational unit shall be:
- a) Supporting the strategic developments in the area of education.
  - 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) 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 digital developments required for operating of the education administration software.
  - j) Supporting the content-related duties related to the maintenance of the curricula.
  - k) Compiling the contents of the admission bulletin, planning and coordinating the admission procedure, defining the professional content of the in-house admission procedure.
  - l) Preparing the curricula and study guide of the educational programme of the study programmes.
  - m) Developing, submitting and maintaining student regulations.
  - n) Keeping records of and analysing the education data, fulfilling data provision duties.
  - o) Supporting the work of the study programme development sub-committees and project organisations, providing administrative support for the establishment and launch of study programmes as well as subspecialisations, preparing board decisions.
  - p) Supporting contacts with the external partners of the instruction programmes - Hungarian and foreign universities, companies, institutions - and drafting the monitoring report of the co-operations.
  - q) Providing the content elements of the student and teacher mobility cooperation agreements, compiling and maintaining the contents of the co-operations leading to the award of double or multiple degree diplomas.

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- r) With regard to the programmes organised by the flagship international programmes, fulfilling tasks related to 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) <sup>12</sup>With regard to international exchange students (Study Abroad students and foreign freemover students) studying at Corvinus who pay a tuition fee and who come to Corvinus on the basis of a bilateral agreement and without inter-institutional cooperation it shall perform the tasks set out in 63. §(2) a)-c), e), g)-i), m)-n).
- (4) The detailed scope of duties and competences of the organisational unit shall be included in its rules of operation.

### **Academic Management**

#### **45. §**

- (1) Academic Management is the professional and administrative unit designed to support academic centres. It shall perform its activity under the direct supervision of the General Vice-Rector.
- (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**

#### **46. §**

- (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.


### **European Research Grant Office (European Research Grant Office - ERGO)**

#### **46/A. § <sup>13</sup>**

<sup>12</sup> Introduced by: Resolution number 25/2023 (30 May) of the Board of Trustees. Effective date: 31 May 2023.

<sup>13</sup> Introduced by: Resolution number 25/2023 (30 May) of the Board of Trustees. Effective date: 31 May 2023.



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- (1) The European Research Grant Office (ERGO) - short form: ERGO) wis an organisational unit that is responsible for encouraging the University’s international academic grant activity, for organising, directing and ensuring such activities under the leadership of the Vice-Rector for Research. It is managed by the Head of the International Academic Grant Office. It shall fulfil its duties on all business premises of the University and with respect to its entire research activity.
- (2) The main duties of the organisational unit shall be:
  - a) Supporting and incubating involvement in international academic grant projects in support of the University’s strategic goals, in particular the grant activities of the framework programme of the European Research Area, performing executive decision support tasks.
  - b) Supporting the grant activities of lecturers-researchers, and giving advice to individuals and groups wishing to apply.
  - c) Studying Hungarian and international calls for application, preparing, submitting and keeping records of the applications.
  - d) In the case of of successful application, fulfilling grant project manager and project assistant duties during the implementation and maintenance of the project. Performing technical supervision, monitoring and quality assurance of project implementation.
  - e) Liaising with national and international bodies supervising grants.
  - f) Developing recommendations and tools for institutional arrangements to support project implementation.
  - g) Compiling comprehensive financial accounting of the projects, participating in conducting the audits and external inspections related to the grants
  - h) Participating in international academic grant markets, getting actively involved in the development of grant networking. Managing and keeping records of the institutional memberships held in Hungarian and foreign research management organisations.
  - i) Fulfilling the data provision obligations falling within its scope of duties.
  - j) Maintaining and improving the processes within its competence.
- (3) The Head of the International Academic Grant Office 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.

## **Academic Developments**

### **47. §**

- (1) Academic Development is a professional and administrative organisational unit supporting academic development projects and academic policy making. It performs its activities under the direct management of the Vice-Rector for Academic Development.
- (2) The main duties of the organisational unit shall be:

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- a) Promoting the policy perspectives in proposals prepared by the vice-rectors.
  - b) Harmonising academic development lines, policies, regulatory contents at system level.
  - c) Coordinating the preparation of the regulatory and action frameworks associated with academic development, preparing proposals.
  - d) Performing tasks related to promoting the successful implementation in the academic area of rules formulated in service areas.
  - e) Performing tasks associated with the coordination of academic developments funded through priority external sources.
- (3) The detailed scope of duties and competences of the organisational unit shall be included in its rules of operation.

**The Centre for Educational Quality Enhancement and Methodology**

**48. §**

- (1) The Centre for Educational Quality Enhancement and Methodology (CEQEM) is a competence centre that operates as a teaching methodology and digital research centre under the leadership of the Vice-Rector for Education, and fulfils the role of the quality enhancement, teaching methodology and digital learning incubation hub of the University under the management of the Head of educational quality enhancement. 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, implementing the quality enhancement strategy of the University in line with ESG<sup>14</sup> standards, focusing in particular on the following tasks:
    - aa) quality assurance of educational programmes;
    - ab) quality enhancement of student-centred learning, teaching, assessment;
    - ac) quality assurance of teaching activities;
    - ad) professional support for processes related to the admission, progress, academic recognition of students, the award of the qualifications in line with quality enhancement standards;
    - ae) processing of data, opinions on learning support, student services, drop-out, counselling for the purposes of education enhancement;
    - af) handling of data assets for educational purposes, the analysis thereof (the regular analysis of student data, analyses, performance indicators, student career, satisfaction, evaluation by students, DPR data, feedback) to support decision-making on education;
  - b) Performing duties linked to instruction programmes and university-level quality assurance.

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<sup>14</sup> Standards and Guidelines for Quality Assurance in the European Higher Education Area (ESG)


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- c) Managing the learning outcomes-based programme development in cooperation with the study programme leaders; providing support for course development, learning material development and methodological renewal.
- d) Organising and holding internal trainings for the lecturers and researchers of the University.
- e) In the framework of the integration programme (on-boarding), raising the awareness of newly hired lecturers, teachers and PhD students regarding approaches to learning and teaching.
- f) Supporting the mentoring provided to the corporate professionals participating in dual programmes.
- g) Supporting students in their learning processes and mentoring them, performing the professional management of the digital mentoring programme.
- h) 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.
- i) 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.
- 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) Operating the Graduate Career Tracking System.
- m) Operating the system for the review of the lecturers' work by the students. The Head of the Centre shall report to the Vice-Rector for Education.

**Talent Management Centre**

**49. §**

- (1) The Talent Management Centre is the competence centre for the management, coordination, organisation and supervision of the University's talent management activities, under the direction of the General Vice-Rector. It shall fulfil its duties with respect to all the activities and business premises of the University.
- (2) The detailed scope of duties and competences of the organisational unit shall be included in its rules of operation. Tasks of the Centre:
  - a) Developing and improving the university's talent management strategy, monitoring the implementation of the talent management strategy.

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- b) Supervising and supporting talent workshops and the colleges of advanced studies that host students' extra-curricular activities.
  - c) Providing operational support for students' scientific associations.
- (3) The Head of the Talent Management Centre shall report to the General Vice-Rector.

### **Foreign Language Teaching and Research Centre (FLTRC)**

#### **50. §**

- (1) The Foreign Language Teaching and Research Centre is a competence centre responsible for foreign language education under the leadership of the General Vice-Rector, with its activity managed by the Head of the FLTRC. It fulfils 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) 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 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 FLTRC shall report to the General Vice-Rector.
- (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**

#### **51. §**

- (1) 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 General Vice-Rector and its activities are directly managed by the Head of the Physical Education and Sport Centre. It fulfils 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) 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.


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- 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 Sport Centre shall report to the General Vice-Rector.
- (4) The detailed scope of duties and competences of the organisational unit shall be included in its rules of operation.

**Corvinus Science Shop**

**52. §**

- (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 General Vice-Rector, its activities are directly managed by the Head of the Corvinus Science Shop. It fulfils its duties with respect to all the activities and business premises of the University.
- (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 teaching subjects, for the purposes of researching and writing of theses, through 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:
  - 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;

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- g) ensuring that the third mission of the university, i.e., the positive social impact created by the university, as well as that community-embedded, community engaged research and learning appear in the university's public policy and regulations;
  - h) through embedding in the international CERN community, providing the lecturers and the researchers with opportunities to connect internationally.
- (4) The Head of Corvinus Science Shop shall report to the General Vice-Rector.
- (5) The detailed scope of duties and competences of the organisational unit shall be included in its rules of operation.

### **University Library**


#### **53. §**

- (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. It fulfils its duties with respect to all the activities and business premises of the University.
- (2) Through its activities 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 Archives**

#### **54. §**

- (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. It fulfils its duties with respect to all the activities and business premises of the University.
- (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

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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**

#### **55. §**

- (1) A college for advanced studies is a talent-fostering organisation relying on the principle of self-government and the self-organised club activity of the college students who live together.
- (2) The objective of the colleges for advanced studies is to provide high-level, high-quality professional training by developing their own professional programme, thereby helping to foster the talent and encourage the participation in public life of students with outstanding abilities, to create the material and human resources required to get 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 colleges for advanced studies is to provide their 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 define 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 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.
- (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 defined by the members of the college for advanced studies, taking into consideration the provisions of this section. The lawfulness of the operation shall be supervised by the General Vice-Rector, in cooperation with the Chancellor. The General Vice-Rector shall monitor the compliance of the operation with the principles of the college for advanced studies and the

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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.

**International Relations and Accreditations**


**56. §**

- (1) The organisational unit responsible for international relations and accreditations is a functional unit which carries out the international management activities of the University under the leadership of the President, its activities are managed by the Head of International Relations. It fulfils its duties with respect to all the activities and business premises of the University.
- (2) The Head of International Relations shall be responsible for increasing the international embeddedness of the University, for managing international matters.
- (3) The main duties of the 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, and on academic (educational, research) membership in international organisations.
  - g) Operating the International Advisory Board and the y International Committee.
  - h) Obtaining and keeping international accreditations.
  - i) Researching for international educational and research market demand.
  - j) Performing the strategic and administrative coordination of international academic co-operations, operating the central database thereof.
  - k) Performing the strategic and administrative coordination of the international mobility schemes, operating the central database thereof.
  - l) Appearing at the international educational and research markets.



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- m) Performing the direct management of the International Relations and Accreditation organisational unit.
- n) Fulfilling all duties which are delegated to his/her scope of duties by the President or internal regulatory documents, and which arise in the framework of the international presence of the University.
- (4) 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 prominent 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.
  - 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) Operating 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) Coordinating the enrolment of Hungarian and international students, performing recruitment activities, providing professional support to the organisational units concerned.
  - k) Supporting and making proposals for the development of the course portfolio and the research portfolio in accordance with 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.

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- l) Initiating international accreditations. Coordinating the University's activities related to international accreditations.
  - m) Managing the central database related to the international academic co-operations and partnerships of the University specified in agreements, monitoring, performing the strategic management and administrative coordination of cooperation and partnership contracts, evaluating the co-operations 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 activities. 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) Organising and managing the admission procedure under the institutional admission procedure.
  - s) Fulfilling the data provision obligations falling within its scope of duties.
- (5) The Head of International Relations shall report to the President.
- (6) The detailed scope of duties and competences of the organisational unit shall be included in its rules of operation.

### **Corporate and Institutional Relations**


#### **57. §**

- (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 fulfils its duties with respect to all the activities and business premises of the University.
- (2) The main duties of the organisational unit shall be:
- (3) Defining, developing, presenting and implementing 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

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institutional relations and supports the corporate strategy, developing the corporate relations activity according to the needs of the parties concerned on a permanent basis.

- a) Developing, presenting and introducing the policies, regulations and instruments ensuring the fulfilment of the corporate strategy.
  - b) Supporting the corporate networking activities 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.
  - c) 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.
  - d) 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 Educational Management.
  - e) 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 the Educational Management.
  - f) Managing and keeping records of the institutional memberships held in Hungarian organisations.
  - g) 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 continuously developing the services provided to former students, continuously developing the system of financial and other support originating from former students.
  - h) Carrying out the tasks related to the protection and management of intellectual property, as set out in the Regulation on the protection and management of intellectual property.
  - i) Fulfilling the data provision obligations falling within its scope of duties.
- (4) The Head of Corporate Relations shall report to the President.
  - (5) The detailed scope of duties and competences of the organisational unit shall be included in its rules of operation.

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## **Corporate Relations and Alumni Committee**

### **58. §**

- (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**

### **59. §**

- (1) The HR organisational unit is a functional unit which carries out the strategic human resources management activities of the University under the leadership of the President, and its activities are managed by the Head of HR. It fulfils 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 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.
  - 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

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- 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 executives of the University.
  - l) Providing operative and administrative support for strategic HR activities, operating efficient, customer-oriented and standardised HR service processes, developing the employee self-services system.
  - m) Providing support to executives in HR 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-related measures with respect to changes occurring in the conditions of employment, conducting and analysing exit interviews.
  - n) Keeping up-to-date records of the HR/employment data of the employees (in the HR information systems used by the University), performing social security registration, deregistration and notification of changes, supporting the work of executives by providing data and information, and by preparing analyses.
  - o) Managing employee relations, labour and labour law problems, with the involvement of the labour law expert of the Economic Law, Procurement 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) Fulfilling internal data provision for the executives to support strategic HR activities.
- (3) The Head of HR shall report to the President.

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


### **HR Committee**

#### **60. §<sup>15</sup>**

- (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.
- (2) The HR Committee meets on an ad hoc basis and with ad hoc attendance to support the work of the Head of HR. Executives and/or other staff members concerned by the topics on the agenda of the meeting are invited to attend the meeting.
- (3) The HR Committee will work on the following topics:
  - a) continuously reviewing the Human Resources Strategy and the Employment Requirements, and making proposals for their modernisation,
  - b) giving opinions on draft regulations affecting the employment of University staff,
  - c) analysing compliance with the provisions of the Human Resources Strategy and the Employment Requirements, and making recommendations to remedy shortcomings,
  - d) contributing to the improvement of the organisational culture of the University: choosing the survey methodology, evaluating the survey results, defining the action programme for the development of the organisational culture, monitoring its implementation,
  - e) contributing to the development of employee engagement: choosing the survey methodology, evaluating the survey results, defining the action programme for the development of employee engagement, monitoring its implementation,
  - f) contributing to the development and improvement of HR policies and practices (remuneration, performance development, recruitment, selection, talent management, training/development, awards),
  - g) Reviewing and evaluating organisational experience in the application of HR policies, and identifying directions for improvement,
  - h) developing the job descriptions system (standard job descriptions, analysis and evaluation of jobs, development of job structures),
  - i) participating in the development of the training strategy (leadership, competence development, professional training), participation in annual training planning (top-down guidelines, annual training programmes, evaluation of programmes, etc.).

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<sup>15</sup> Amended by: Resolution number 25/2023 (30 May) of the Board of Trustees. Effective date: 31 May 2023.

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## Communication

### 61. §

- (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. It fulfils 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) 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 designed to ensure that the communication strategy is fulfilled, monitoring their implementation, implementing projects for the development of communications.
  - c) Managing and organising the communication activities of the University, including the design, presentation, introduction of regulatory documents (regulations, provisions, directives) on the PR, internal, marketing and digital communication activities of the University, monitoring their implementation, as well as the coordination of the relevant activities of the university, as well as developing, managing and maintaining the relevant communication tools and channels and/or the rules on their management.
  - d) Coordinating the enrolment of Hungarian students, performing recruitment activities, providing professional support to the organisational units concerned.
  - e) Continuously monitoring and assessing the University's domestic and international position, brand value, continuously monitoring domestic and international market trends, and conducting internal research necessary for the development of internal operations.
  - f) Supporting the communication activities 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.
  - g) Continuously developing the image of the University, ensuring uniform and integrated appearance, supporting and controlling the enforcement of the image requirements.
  - h) Coordinating priority appearances and events.
  - i) Preparing and developing the visual, text-based and digital contents necessary for the external and internal communication appearance of the University.
  - j) Providing mentoring for the student communication activities, providing professional control for the communication activity of the Corvinus HÖK. Performing the professional supervision of the editorial staff of the student-edited journal, Közgazdász (Economist)

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- k) 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 Committee**

#### **62. §**


- (1) The Head of Communication is assisted by the Communication and Brand Committee.
- (2) The Commission is chaired by the Head of Communication its members being the President, the Rector or a person entrusted by the Rector, the Head of the University's Institute for Marketing and Communication, the Head of Student Services, the Head of Corporate and Institutional Relations and the President of the Student Union. The letter of assignment of the members shall be issued by the Chairperson of the Presidential Committee.
- (3) The members and the rules of procedure of the Committee shall be endorsed by the Presidential Committee.

### **Student Services**

#### **63. §**

- (1) The Student Services organisational unit is a functional unit which fulfils administrative, counselling and service duties related to the studies of the students, furthermore it is in charge of IT developments under the leadership of the President. Its activities are managed by the Head of Student Services. Student Services shall fulfil its duties on all the business premises of the University and related to the entire educational activity thereof, with the exception of the doctoral programmes.
- (2) The main duties of the organisational unit shall be:
  - a) Participating in the enrolment activity.
  - b) Organising and arranging preparatory courses for the admission exam and the admission procedure, except in the case of institutional admission procedures.
  - 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 contacts with the institutes and Educational Management.
  - d) Fulfilling the administrative duties of the committees of first instance which adjudicate academic and exam issues as well as scholarship and social issues.



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- e) <sup>16</sup>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 Finance organisational unit;
  - f) Fulfilling the content administration, regulatory and administration management duties of the Neptun Unified Education System, in close cooperation with Educational Management.
  - 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 programmes and the professional internships.
  - k) Providing learning, career planning and mental health support for the students, supporting special learning needs.
  - l) Providing comprehensive support for the continuous development of the student journey experience offered to the current students of the University.
  - m) Coordinating and continuously developing the services available to the students.
  - n) Coordinating and continuously developing student integration (onboarding), in particular the integration of international students in the university community.
  - o) Coordinating the initiatives designed to digitise student services.
  - p) Fulfilling the data provision obligations falling within its scope of its competences.
  - q) Performing tasks related to the IT developments of the University, in particular assessing IT development needs and coordinating the associated approval process and implementing approved development needs. IT developments related to operational activity do not fall within the scope of duties of SS.
  - r) <sup>17</sup> It carries out the tasks relevant to adult education set out in paragraphs a)-p).
- (3) The Head of Student Services 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.


### **IT Development Committee**

#### **64. §**

- (1) The Head of IT shall be assisted in his/her activities by the IT Development Committee.

<sup>16</sup> Amended by: Resolution number 25/2023 (30 May) of the Board of Trustees. Effective date: 31 May 2023.

<sup>17</sup> Introduced by: Resolution number 25/2023 (30 May) of the Board of Trustees. Effective date: 31 May 2023.

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- (2) The Chairperson of the Committee is 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 endorsed by the Presidential Committee. The letter of assignment of the members shall be issued by the Chairperson of the Presidential Committee.

### **Strategy**

#### **65. §**

- (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 fulfils 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) a) Coordinating of the compilation of the Institution Development Plan (strategy).
  - b) b) Monitoring and performing strategic control of the progress of the implementation of the Institution Development Plan (strategy).
  - c) c) Preparing regular reports on the progress of the Institution Development Plan (strategy) for the Board of Trustees, the Senate and the Presidential Committee.
  - d) d) Providing content support for the communication of the Institution Development Plan (strategy) to university and external partners.
  - e) e) Ensuring the strategic compliance and the content conformity of the initiatives, projects of the various areas, proposals for organisational change.
  - f) f) Coordinating and ensuring strategic compliance of priority university initiatives and projects as decided by the Presidential Committee.
  - g) h) 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**

#### **66. §**

- (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 managed by the Head of Legal Affairs. It fulfils its duties with respect to all the activities and business premises of the University.
- (2) The main duties of the organisational unit shall be:

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- a) Providing legal counselling in strategic matters. Carrying out the legal preparation, implementation of international-level developments, conducting legal due diligence.
  - b) Maintaining contact with the authorities in legal matters concerning the core activity.
  - c) Drafting documents with regard to economic law, labour law matters and activities which supplement and support the core activities, in particular drafting, issuing, keeping records of, reviewing contracts, cooperation agreements, unilateral legal statements, other documents, model contracts and standard forms, certifying legal compliance.
  - d) Carrying out the legal tasks related to the preparation, review, inspection, verification and interpretation of the internal regulatory documents related to the core activities.
  - e) Initiating legal proceedings, providing and organising legal representation in judicial and extrajudicial procedures, as well as initiating and managing administrative procedures in a comprehensive manner.
  - f) Maintaining and developing the process supporting the conclusion of contracts and other processes falling within its scope of duties.
  - g) Developing the regulatory frameworks of institutional management, enforcing the regulatory principles, fulfilling codification duties, issuing and internal regulatory documents and keeping records thereof.
  - h) Providing legal oversight for the operation of the student unions, providing legal support with regard to the issues of the student unions.
  - i) Performing verification and authentication related to official administrative and other inquiries concerning the programmes and any persons who do not have student status.
  - j) Fulfilling the administrative duties related to the functioning of the Presidential Committee, drafting the resolutions and keeping records thereof, liaising with the Board of Trustees.
  - k) Fulfilling the administrative duties related to the functioning of the Senate, drafting the resolutions and keeping records thereof.
  - l) Carrying out the administrative tasks for the committees acting in student appeals and student disciplinary matters as well as ethical issues.
  - m) 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.
  - n) Fulfilling the duties of the data protection expert and data protection officer, fulfilling general publication tasks and tasks related to requests to access data of public interest.
  - o) Fulfilling the data provision obligations falling within its scope of duties.
- (3) The Head of Legal Affairs shall report to the President.

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

### **Internal Audit**

#### **67. §**

- (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 fulfils 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 process of internal auditing, 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.
- (5) The internal audit function may be carried out under civil law, in the framework of an engagement contract. In this case, the functions of the organisational unit covered by this section shall be performed by the engaged internal auditor.


### **Economic Law, Procurement and Labour Law Services**

#### **68. §**

- (1) The organisational unit providing economic law, procurement and labour law services is a functional unit which carries out the economic law and labour law services duties of the University as well as performs the procurement of services and equipment under the leadership of the Chancellor, its activities being managed by the Head of Economic Law, Procurement and Labour Law Services. It fulfils its duties with respect to all the activities and business premises of the University.
- (2) The main duties of the organisational unit in the areas of economic and labour law shall be:
  - a) Carrying out economic law and labour law tasks in the field of supporting activities complementary to the core activities, in cooperation with other University organisational units.

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- b) Drafting, issuing, keeping records of, reviewing contracts, cooperation agreements, unilateral legal statements, other documents, model contracts and standard forms, certifying legal compliance with regard to economic law, labour law tasks as well as activities which supplement and support the core activities.
  - c) Maintaining and developing the process supporting the conclusion of contracts and other processes falling within its scope of duties.
  - d) Checking the legal compliance of contracts within its scope of duties as well as their compliance with internal regulatory documents.
  - e) Advising on economic, financial and labour law matters, monitoring legislation, notifying the management of legislative changes, giving opinion on draft legislation.
  - f) Legally preparing, proposing amendments to, reviewing, verifying and interpreting internal regulatory documents with regard to economic law, labour law activities as well as activities which supplement and support the core activity.
  - g) Initiating legal proceedings, providing and legal representation, professional coordination in judicial and extrajudicial procedures, carrying out legal coordination, as well as initiating and managing in a comprehensive manner the administrative procedures falling within its scope of duties in the areas of economic law, labour law as well as with regard to activities which supplement and support the core activities.
  - h) Managing and coordinating the work of external legal counsels.
  - i) Conducting the public procurement procedures in compliance with the laws, coordinating the procedure in case of involving an external adviser. Managing the official electronic sites of the public procurement procedures and judicial proceedings, keeping records of and managing the access authorisations.
  - j) Performing debt management.
  - k) Coordinating legal translation tasks.
  - l) Fulfilling the legal duties related to the business and civil society organisations falling within the scope of interest of the University.
  - m) Fulfilling the data provision obligations falling within its scope of duties.
- (3) In the area of procurement, the main duties of the organisational unit shall be to develop, organise and support the procurement, storage, travel, transport and central stock management processes of the University, to ensure, operate and develop the related service portfolio, including the following duties:
- a) Performing all the tasks related to operating the procurement processes of the University, creating the associated regulatory environment.
  - b) Concluding the framework agreements on the standardised product scope obtained as a result of processing the data on the procurement of equipment and materials by the university, creating stocks in order to ensure more effective and faster service in line with the annual procurement planning process.

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- c) Developing the internal processes of equipment and services whose procurement cannot be standardised, ensuring flexibility in providing the necessary resources.
  - d) Offering advanced and personal support in organising the travel service-related tasks of the university in the case of trips funded from grant sources or complex, high-value trips involving several destinations.
  - e) Organising the internal and external transport tasks of the university, securing the resources required for the transport services and ensuring the internal regulatory environment.
- (4) The Head of Economic Law, Procurement and Labour Law Services shall report to the Chancellor.
- (5) The detailed scope of duties and competences of the organisational unit shall be included in its rules of operation.

## **Finance**

### **69. §**

- (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 fulfils 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) Fulfilling financial, accounting and controlling duties.
  - 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.

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- j) Supervising the financial management of those units of the University which manage their finances independently.
  - k) Performing the payroll and social security administration of the employees, carrying out controlling activity related to its tasks, preparing statistics and reports, performing salary accounting.
  - l) Managing and accounting engagement contracts, student and doctoral student contracts.
  - m) <sup>18</sup>Gaining an understanding of Hungarian calls for application, preparing, submitting and keeping records of the applications.
  - n) <sup>19</sup>Fulfilling grant project manager and project assistant duties during the implementation and maintenance of the project in the case of Hungarian grants and projects realised in cooperation with external partners.
  - o) <sup>20</sup>Compiling comprehensive financial accounting of Hungarian projects, projects realised in cooperation with external partners and international mobility programmes, participating in conducting the audits and external audits related to the grants.
  - p) Fulfilling the data provision obligations falling within its scope of duties.
  - q) Maintaining and improving the processes within its competence.
- (3) The Head of Finance 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.

**IT**


**70. §**

- (1) IT is an organisational unit which operates the whole IT infrastructure of the University under the leadership of the Chancellor, and its activity is managed by the Head of IT. It fulfils its duties with respect to all the activities and business premises of the University.
- (2) The main duties of the organisational unit shall be to manage the IT resources of the University, to develop, organise and support the processes of their utilisation, to ensure, improve the associated service portfolio as follows:
  - a) Ensuring the central IT, educational technology support and telecommunication services.
  - b) In co-operation with the organisational unit coordinating the IT developments of the university, organising and running the processes ensuring a single framework for exploiting, handling the data assets of the University.

<sup>18</sup> Amended by: Resolution number 25/2023 (30 May) of the Board of Trustees. Effective date: 31 May 2023.

<sup>19</sup> Amended by: Resolution number 25/2023 (30 May) of the Board of Trustees. Effective date: 31 May 2023.

<sup>20</sup> Amended by: Resolution number 25/2023 (30 May) of the Board of Trustees. Effective date: 31 May 2023.

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- c) Ensuring the operation of the entire university network, all university-owned IT and educational technology devices, computers and central servers as well as performing the administration and supervision of the users.
  - d) In co-operation with the organisational unit coordinating the IT developments of the university, providing professional support during the process engineering and other tasks requiring IT developments.
  - e) Ensuring the creation of the internal regulatory environment of the IT infrastructure in operation, as well as implementing and coordinating the development of its own service portfolio in co-operation with professional support organisational units
- (3) The Head of IT 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.

### **Campus Services**

#### **71. §**

- (1) Campus Services is an organisational unit which performs the tasks related to the operation, exploitation and use of the built infrastructure of the University under the leadership of the Chancellor and the management of the Head of Campus Services. It fulfils its duties with respect to all the activities and business premises of the University.
- (2) The main duties of the organisational unit shall be to manage the resources of the University embodied in the built infrastructure, to develop, organise and support the processes of their utilisation, to maintain and develop the infrastructure as well as to ensure and develop the associated service portfolio as follows, including the following duties:
- a) Developing, presenting, implementing the infrastructural strategies supporting the realisation of the strategic goals of the University, making proposals for the infrastructural setup 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) Developing, organising and supporting the processes associated with managing the infrastructural resources supporting the operation of the University, their utilisation, functioning, management and allocation, ensuring, operating and developing the related service portfolio, implementing developments associated with the operational activities.
  - d) 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.
  - e) Managing the university dormitories, including the performance of tasks associated with the coordination of students' dormitory and other accommodation.



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- f) In the framework of managing, maintaining the day-to-day operation of the built university infrastructure, ensuring that the duties related to technical maintenance, caretaking and security, including work safety, fire protection and disaster management duties, are performed in co-operation with external partners.
- (3) The Head of Campus 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.

## **CHAPTER IV.**

### **INTEREST REPRESENTATION BODIES AND FORUMS AT THE UNIVERSITY**

#### **University Interest Reconciliation Council**

##### **72. §**

- (1) The Interest Reconciliation Council (IRC) 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 defined jointly by the representative trade union and the University.

#### **Works Council**


##### **73. §**

- (1) On behalf of the employees of the University, the rights of participation shall be exercised by the Works Council, elected directly by the employees of the University.
- (2) The University has one works council.

#### **Trade Union**

##### **74. §**


- (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 existing laws and the Collective Agreement. The university collective agreement shall specify the rules of cooperation with the representative trade unions operating at the University.

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## **Corvinus University of Budapest Student Union, Corvinus University of Budapest PhD Student Union**

### **75. §**

- (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 once it had elected its officers properly in accordance with its Statutes and if its Statutes have 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 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 subsection (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 monitoring 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 President 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 President of the University Student Union or any

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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 the rejection of its Statutes - the University Student Union may file a lawsuit with the court within thirty days of the communication, on the grounds 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. Having regard to 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 the 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 subsections (1)-(9) shall be applied mutatis mutandis to the PhD Student Union.


### **Board of Professors**

#### **76. §**

- (1) 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 own chairperson and adopt its own rules of procedure within the limits set out in this section.
- (3) 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, 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**

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### 77. §

- (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) Students are informed through the channels set out in the Student Requirements.


## CHAPTER VI.

### INSTITUTIONAL DOCUMENTS

#### System of institutional documents


### 78. §

- (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:
  - a) strategic documents,
  - b) the educational programme, and
  - c) regulatory documents (internal regulatory documents).
- (3) Strategy and actions plans for the implementation of the strategy:
  - a) documents defining the strategic development framework of the institution, such as mission statements, vision, mission;
  - b) 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 define 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 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 ensure that such risks are kept under control.
- (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

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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, governance structure and bodies of the University, the most important competences and responsibilities, the requirements for executives, 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 granted in 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 implementation;
  - 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 study programmes, 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.

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- (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**

#### **79. §**

- (1) The Maintainer shall define the strategic development frameworks of the institution.
- (2) The institution development plan and as part thereof, the research, development and innovation strategy shall be prepared according to Nftv 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 also 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 Strategy shall make a proposal for those responsible for each specific area plan (person in charge, reviewer, party to be notified) which shall be approved by the Presidential Committee in the form of Provisions.
- (5) While the Institution Development Plan shall be adopted by the Senate, 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 drafting internal regulatory documents**

#### **80. §**

- (1) Principles for the drafting of internal regulatory documents:
  - a) <sup>21</sup>One person only may be in charge of the professional aspects of any document.
  - 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.

<sup>21</sup> Amended by: Resolution number 25/2023 (30 May) of the Board of Trustees. Effective date: 31 May 2023.


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- 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 Affairs. In case of any discrepancy, the Hungarian version shall prevail.
- (2) Adherence to these principles helps 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 university citizens regarding the matters, tasks and issues concerning them.
- (3) The Head of Legal Affairs is responsible for enforcing the principles.

### **Regulatory powers**

#### **81. §**

- (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 financial management (including asset management)
  - b) matters related to entering into 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 granting university awards 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 regulations;

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- b) Senate: may issue regulations, directives;
- c) Presidential Committee: may issue provisions, directives;
- d) Vice-Rector (with the Rector’s consent), Head of HR, Head of Communication, Head of Finance, Head of Economic Law, Procurement and Labour Law Services, Head of Campus Services, Head of IT: may issues provisions
- e) body/board: may issue rules of procedure, subject to approval under these Procedures.

### **Persons in charge of the internal regulatory documents**

#### **82. §**

- (1) The Head of Legal Affairs shall be responsible for drafting the Founding Charter and for the compliance of the university regulations and provisions with the Founding Charter.
- (2) The relevant executive shall be responsible for drafting and submitting directives, regulations and provisions and for monitoring the enforcement thereof. The list of persons in charge of the regulations, directives and provisions shall be drawn up by the the Head of Legal Affairs and approved by the Presidential Committee.
- (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 their preparation and revision, the persons responsible for each plan (person in charge, person responsible for codification and legal review, comment, party to be notified), the rules of publication shall be prepared by Legal, Administrative and Regulatory Services and adopted by the Presidential Committee in the form of Provisions.
- (6) <sup>22</sup>The parts and the process of adoption of the Rules of Organisation and Operation shall be the following:

<b>Rules of Organisation and Operation</b>			
	<b>Name of regulation</b>	<b>Decision-maker</b>	<b>Reviewer</b>
<b>Part I</b>	<b>Organisational and Operational Procedures</b>	Maintainer	Presidential Committee, Senate

<sup>22</sup> Amended by: Resolution number 25/2023 (30 May) of the Board of Trustees. Effective date: 31 May 2023.




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	Appendix 1: The organisational structure of the University	Maintainer	Presidential Committee, Senate
	Annex 1: Rules of election of the Senate	Maintainer	Presidential Committee, Senate
	Annex 2: Regulation on the protection and management of intellectual property	Maintainer	Presidential Committee, Senate
	Annex 3: Rules for the organisation of student events	Maintainer	Presidential Committee, Senate
<b>Part II</b>	<b>Employment Requirements</b>		
	1. Part: Employment Regulation	Maintainer	HR Committee, Meeting of the Heads of Institute Presidential Committee, Senate
	2. Part: Academic career model	Maintainer	HR Committee, Meeting of the Heads of Institute Presidential Committee, Senate
	3. Part: Remuneration Policy	Maintainer	HR Committee, Meeting of the Heads of Institute Presidential Committee, Senate
	4. Part: Performance Development Regulation in the Academic Area	Maintainer	HR Committee, Meeting of the Heads of Institute Presidential Committee, Senate
	5. Part: Performance Development Regulation in the Service Area	Maintainer	HR Committee, Meeting of the Heads of Institute Presidential

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			Committee, Senate
	6. Part: Rules on Granting Awards and Titles	Senate with the veto of the Maintainer	HR Committee, Presidential Committee
<b>Part III</b>	<b>Student Requirements</b>		
	1. Part: Admission Regulations	Senate	Education Committee
	2. Part: Procedure for the assessment of first instance applications and legal remedy requests in relation to student status	Senate	Education Committee
	3. Part: Study and Examination Regulations	Senate	Education Committee
	4. Part: Regulations on Student Fees and Benefits	Maintainer	Education Committee, Presidential Committee, Senate
	5. Part: Regulations ensuring equal academic opportunities for students with disabilities	Senate	Education Committee
	6. Part: Student Disciplinary and Compensation Regulations	Senate	Education Committee
	7. Part: Accident prevention regulations for students	Senate	Education Committee
	8. Part: Doctoral Regulations	Senate	University Doctoral Council
	9. Part: Regulation on Study Abroad	Senate	Education Committee

- (7) The decision on any institutional regulatory document to be prepared in addition to the Rules of Organisation and Operation, as well as the decision on the type of document to regulate the subject concerned shall be adopted by the Head of Legal Affairs, 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.

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## **Implementation of internal regulatory documents**

### **83. §**

- (1) The executives who are responsible under these Procedures shall - after the necessary consultations and within the framework of the internal regulatory documents, determine within their area of competence the details of the implementation, the related technical tasks, as well as the time schedule of the subtasks and the persons in charge of them, if applicable, of which they shall notify the parties concerned via the channels defined by Communication. These shall be negotiated with the competent legal area as necessary, based on the decision of the responsible executive. The information letters sent via these internal channels shall not constitute internal regulatory documents, but shall be considered as binding executive decisions on the implementation thereof. It is the duty of every university citizen to comply with them. Records of the information letters 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 Procedures 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**

### **84. §**


- (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.**

### **PROVISIONS RELATED TO THE PUBLIC BENEFIT STATUS**

#### **85. §**

- (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;

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- 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.
- (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) 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.**

### **Transitional rules applicable to the Senate**

#### **86. §**

- (1) The Rector shall call the Senate election in accordance with the election rules entering into force on 23 September 2022, within fifteen (15) days after the entry into force of these rules.
- (2) Senators with a mandate on 23 September 2022 will cease to be members of the Senate on the date of the appointment of the Senators under the new rules.

## **CHAPTER IX.**

### **CLOSING PROVISIONS**

#### **87. §**

- (1) The present Procedures were adopted by the Board of Trustees at its meeting of 22 September 2022 under resolution number 34/2022 (22 September) and shall enter into force on 23 September 2022 with the exception of the provisions of subsection (2). At the same time the Organisational and Operational Procedures adopted by the Board of Trustees under Resolution 27/2022 (4 July) at its meeting of 4 July 2022 shall be repealed with the exception of the provisions on the Corvinus Language Examination Centre which shall remain in force until 31 October 2022.
- (2) The legal successor of the Corvinus Language Examination Centre shall be the Foreign Language Teaching and Research Centre.

#### Appendices and annexes:

Appendix 1: The organisational structure of the University

Annex 1: Rules of election of the Senate

Annex 2: Regulation on the protection and management of intellectual property

Annex 3: Rules for the organisation of student events

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APPENDIX 1<sup>23</sup>

EDUCATION AND SCIENTIFIC RESEARCH SECTION

INSTITUTES:

INSTITUTE OF DATA ANALYTICS AND INFORMATION SYSTEMS  
INSTITUTE OF OPERATIONS AND DECISION SCIENCES  
INSTITUTE OF SUSTAINABLE DEVELOPMENT

INSTITUTE OF ECONOMICS  
INSTITUTE OF MARKETING AND COMMUNICATION SCIENCES  
INSTITUTE OF GLOBAL STUDIES  
INSTITUTE OF FINANCE  
INSTITUTE OF STRATEGY AND MANAGEMENT  
INSTITUTE OF ACCOUNTING AND LAW  
INSTITUTE OF SOCIAL AND POLITICAL SCIENCES  
INSTITUTE OF ENTREPRENEURSHIP AND INNOVATION

CORVINUS DOCTORAL SCHOOLS

SCIENTIFIC RESEARCH SECTION

RESEARCH CENTRES:

CORVINUS INSTITUTE FOR ADVANCED STUDIES  
REGIONAL CENTRE FOR ENERGY POLICY RESEARCH

FUNCTIONAL AND SERVICE PROVIDER ORGANISATIONAL UNITS

EDUCATION MANAGEMENT  
ACADEMIC MANAGEMENT  
RESEARCH MANAGEMENT  
EUROPEAN RESEARCH GRANT OFFICE (ERGO)  
ACADEMIC DEVELOPMENTS  
CENTRES OF COMPETENCE:  
CORVINUS SCIENCE SHOP  
FOREIGN LANGUAGE TEACHING AND RESEARCH CENTRE  
CENTRE FOR EDUCATIONAL QUALITY ENHANCEMENT AND METHODOLOGY (CEQEM)  
CENTRE FOR TALENT MANAGEMENT  
CENTRE FOR PHYSICAL EDUCATION AND SPORTS  
COLLEGES FOR ADVANCED STUDIES  
UNIVERSITY LIBRARY  
UNIVERSITY ARCHIVES

INTERNATIONAL RELATIONS AND ACCREDITATIONS

CORPORATE AND INSTITUTIONAL RELATIONS

HUMAN RESOURCES

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<sup>23</sup> Amended by: Resolution number 25/2023 (30 May) of the Board of Trustees. Effective date: 31 May 2023.

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COMMUNICATION  
STUDENT SERVICES  
STRATEGY  
LEGAL, ADMINISTRATIVE AND REGULATORY SERVICES  
INTERNAL AUDIT

ECONOMIC LAW, PROCUREMENT AND LABOUR LAW SERVICES

FINANCE

IT SERVICES  
CAMPUS SERVICES