

ORGANISATION AND STAFF INFORMATION

I.

Information on CORVINUS	Content
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Information on the University

Official name of the university: Budapesti Corvinus Egyetem

Short form: CORVINUS

Name of CORVINUS in English: Corvinus University of Budapest

Seat of CORVINUS: 1093 Budapest, Fővám tér 8.

Secondary establishment of CORVINUS: 8000 Székesfehérvár, Budai út 43.

Off-site training locations of CORVINUS:

Romania, 530104 Hargita Miercurea Ciuc, Piața Libertății 1

Slovakia, 945 01 Komárno, Dunájske nábrežie 12. Immovable property at CORVINUS' disposal:

1093 Budapest, Fővám tér 8.

1093 Budapest, Fővám tér 13.

1093 Budapest, Közraktár utca 2/b-8.

1085 Budapest, Horánszky utca 6.

1092 Budapest, Kinizsi utca 2-6.

1093 Budapest, Lónyay utca 40.

1092 Budapest, Ráday utca 43-45.

1106 Budapest, Bogácsvirág utca 3.

6065 Lakitelek, Tőserdő Szikra utca 40.

6065 Lakitelek

8000 Székesfehérvár, Budai út 43.

8000 Székesfehérvár, Budai út 43. 1093

Budapest, Czuczor utca 3.

Slovakia 945 01 Komárno, Dunájske nábrežie 12.

Romania, 530104 Hargita Miercurea Ciuc, Piața Libertății 1

Institutional identifier of CORVINUS: FI43814

	<p>Address of the official website of CORVINUS: www.uni-corvinus.hu</p> <p>Legal status: non-profit organisation with a legal personality Qualification: public benefit organization Tax number: 19156972-2-43 VAT registration number as of 01.07.2019: HU-19156972 SS registration number: 72915 Statistical number: 19156972 8542 599 01 VP ID (customs identifier): HU0073937663 Agricultural registration number: 1002875419 Year of establishment: 1920 Name of bank: OTP Bank Nyrt. Address of bank: 1051 Budapest, Nádor u. 16. University's bank account number 11784009-22229896-00000000 IBAN number: HU92 11784009 22229896 00000000 SWIFT code: OTPVHUHB University's DUNS number: 401312458 University's NCAGE code: 1459V</p> <p>Public-benefit data Name of registering body: Ministry of Education Date of registration: 1 July 2019 Decision number of registration (date): FNYF/757-3/2019. (28 June 2019) Members of Supervisory Board: Csaba Lantos Gabriella Balogh Dr. Petra Aczél</p>
University's organisational structure name and duties of the various organisational units	Regulations

Name, position and contact data of the University's executive officers and heads of organisational units (phone and fax number, electronic mail address)	Heads of the body performing public duties, listed by position Contact details of the managers of the body performing public duties
Name and contact details of the head of customer services within the organisation (phone and fax number, electronic address) and office hours	No central customer service. The contact details of each organisational unit are included on the website of the respective unit and in the directory.
In case of collegiate body, number of members, composition, name, title and contact details of members	Not applicable to the University.
Name of any other body performing public duties under the control, supervision or oversight of, or subordinated to the body performing public duties, including the data specified in Point 1	At present there is no such body.
Name, seat and contact information (postal address, telephone and fax number, electronic mail address) of any economic operator in which the University has a majority ownership share, or participates in its operations, including scope of activities, name of its representative and the percentage of shares owned by body performing public duties	
Name, seat and contact information (postal address, telephone and fax number, electronic mail address) of any public foundation established by the University, including the instrument of incorporation and the members of the managing organ	At present there is no such public foundation established by the University.
Name and seat of any budgetary organ founded by the University, reference to the law or resolution based on which the budgetary organ is founded, instrument of incorporation, head of the budgetary organ, website address, operating permit	At present there is no such budgetary authority established by the University
Name of any newspaper founded by the University, editor's and publisher's name and address, name of the editor-in-chief	University journals

Data specified in Point 1 related to the superior or supervisory organ of the University, or the organ authorised to hear appeals relating to its authority decisions, or failing this, of the organ exercising legal supervision over the organ performing public duties	
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II. Data related to activities and operations

Information required to be disclosed by law	Content
Unabridged and effective text of the laws governing the responsibilities, material competence and main activity of the University, public law regulatory instruments, organisational and operational rules or operating procedures, data protection and data security rules	Relevant legislation (available in the National Legislation Database) Fundamental Law of Hungary Act CCIV of 2011 on National Higher Education full text of Rules of organisation and operation currently in force Data processing rules
In connection with organs of national territorial competence and capital and county government offices, a prospectus in Hungarian and English on the duties and activities of the organ performing public duties	Not applicable to the University.
Tasks voluntarily undertaken by local governments	Not applicable to the University.

<p>With regard to public administration, local government and other authority cases, name of the organ having material competence separately for each type of case and procedure, or the name and area of territorial competence of the organ actually proceeding, if powers have been transferred, description of documents and other deeds required, procedural fees (administrative service fees), basic procedural rules, means (place and time) for the submission of documents for the commencing of procedures, customer service hours, administrative time limits (time limits for processing and for appeals), guidelines, general information on handling cases and standard forms for downloading, access to electronic programmes available for use, appointments, list of legislation for different types of cases, information on clients' rights and obligations</p>	<p>Not applicable to the University.</p>
<p>Description and contents of public services rendered by the organ performing public duties or financed from budget, rules of access to public services, amount of fees payable for public services, any allowances from such fees</p>	<p>The University primarily performs education and research tasks. Due to the specific nature and complexity of this activity, it is not possible to provide a summary Detailed information on training programmes is available on the</p>
	<p>University's website. The manner in which the services can be used within the existing legal framework is set out in the Student Requirements .</p>
<p>Descriptive information on databases and registers maintained by the organ performing public duties (name, format, purpose and legal basis of processing, duration of processing, data subjects involved, sources of data, questionnaire, if applicable), data for the identification of records to be registered in the data protection register; type of data collected and technically processed by the organ performing public duties within the framework of its main activity, means of access, costs of making copies</p>	<p>Databases and records available at the University - staff records: HR datamap - payroll and labour relations database: - student records:</p>

Title and subject of publications of the organ performing public duties, means of access, free availability or price of the publication	University journals
With respect to collegiate organs, the decision-making process, means of participation by the general public (providing opinion), procedural rules, place and time of meetings of the collegiate organ, publicity, decisions, minutes or summaries of meetings; information on voting in the collegiate organ, if this is not restricted by an Act	Not applicable to the university as it is not a collegiate body. Information on the functioning of the Senate is accessible on this page.
Draft laws and related documents to be published by virtue of an Act; proposals submitted to local government representative bodies from the time of submission	Not applicable to the University.
Public announcements and statements made by the body performing public duties	News Public information, data to be disclosed
Technical description of tenders published by the organ performing public duties, the outcome of such procedure and the reasoning	Applications for employment Calls for application, scholarships for students Grant and scholarship opportunities for students - 2018/2019 academic year, second semester
Public findings of examinations and inspections carried out in connection with the main activity of the organ performing public duties	Information on external audits
Procedure for handling requests for access to data of public interest, name and contact information of the competent department, the person responsible for information rights	Administrative and Regulatory Services Contact information: 1093 Budapest, Közraktár utca 4-6. 6th floor, office 650. Phone: +36 1 482-7755 marica(dot)kerezsi(at)uni-corvinus(dot)hu Data protection officer: Dr. Marica Sárközi-Kerezsi Rules of procedure
Results of collecting statistical information relating to the activity of the organ performing public duties, showing changes over time thereof	The University provides statistical data to FIR (the Higher Education Information System) and KSH (Central Statistical Office)

Data on the organ concerned resulting from the mandatory provision of statistical information in connection with data of public interest	The data controller maintains a record of rejected requests as well as the grounds for rejection, and informs the Authority thereof by 31 January of each year.
List of contracts for the use of data of public interest to which the organ performing public duties is a party	The University is not party to any contract on the use of public data
Standard contract terms related to the use of data of public interest processed by the body performing public	The University is not party to any contract related use of public data
Sector-specific and organ-specific publication schemes related to the body performing public duties	Data to be disclosed pursuant to Act CXCV of 2011 on public finances and Government decree 368/2011 (31 December) on the implementation of the Act on public finances
Provision of information on the type of public sector information allowed to be re-used in accordance with the Act on the re-use of public sector information and processed by the organ performing public duties, with indication to their available format	The University is not party to any contract related exploitation of public data.
Electronically editable version of the general terms of contract for the re-use of public sector information under row	The University is not party to any contract related exploitation of public data.
General list of fees payable for making public sector information under row 19 available for re-use	The University is not party to any contract related exploitation of public data.
Information on legal remedy under the Act on the Re-Use of Public Sector Information	The University is not party to any contract related exploitation of public data.
Indication of the contracting parties to the agreements providing exclusive rights under the Act on the Re-Use of Public Sector Information concluded by the public body, the duration and subject of exclusivity, and other major elements of the agreement	The University is not party to any contract related exploitation of public data.
The text of agreements concluded by the public body granting exclusive rights to the digitisation of public sector cultural information under the Act on the Re-Use of Public Sector Information	Not applicable.

A piece of legislation, legal instrument of state administration, public sector contract or other binding document under the Act on the Re-Use of Public Sector Information (or a reference to its availability) requiring the body performing public duties to generate revenue to cover a substantial part of the costs relating to the collection, production, processing and dissemination of public sector information available for re-use	Not applicable.
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III. Financial Management Data

Data required to be included by law	Content
Annual (fiscal) budget of the body performing public duties, annual accounts under the Act on accounting or the annual budget report	Detailed annual budgets of the body performing public duties Reports of the body performing public duties pursuant to the Act on Accounting
Consolidated data on the staff of the body performing public duties, including personal benefits provided, and the remuneration, salary and regular benefits of executive officers and other executives, in total, including their expense accounts, description and amounts of benefits provided to other employees	Data on employee headcount and personal allowances
Data related to the names of beneficiaries, pursuant to the Act on Public Finances, to whom the body performing public duties provided any	Not applicable to the University pursuant to the provisions of Act CXCIV of 2011 on Public Finances

central subsidies, the purpose and the amount of the support, showing also the place of implementation of the support program, except if the central subsidies are withdrawn before the time of publication, or if the beneficiary declined to accept	
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<p>Description of contracts relating to the allocation of public funds, management of public assets concerning the purchases of supplies and services, and work contracts worth 5 million forints or more, or to the sale or utilisation of assets, for the transfer of assets or rights, as well as concession contracts, including the type and subject matter of such contracts, names of the parties to the contract, the contract amounts, and the duration of fixed term contracts, including changes in the data mentioned above, with the exception of data on procurements directly related to and deemed necessary for reasons of national security or national defence, and with the exception of classified data. Contract value shall mean the price agreed upon for the subject of the contract, exclusive of value added tax, or in the case of gratuitous transactions, the market value or book value of the asset in question, whichever is higher. As regards periodically recurring contracts concluded for more than 1 year the contract value shall indicate the price calculated for 1 year. The value of contracts concluded within the same financial year with the same party shall be applied cumulatively.</p>	<p>List of contracts</p>
<p>Data made public according to the Act on concessions (tender notices, particulars of tenderers, memos on evaluation procedures, outcomes of such tender procedures)</p>	<p>Not applicable to the University.</p>
<p>Payments of more than 5 million forints made by the body performing public duties outside the scope its main activities (such as payments made to support associations, to trade organisations representing the interests of its workers, to organisations active in educational, cultural, social and sports activities and services provided to its employees, and to foundations to support their activities)</p>	<p>Payments exceeding 5 million forints made within the scope of core activities</p>
<p>Description of developments implemented from European Union funding, including the related contracts</p>	<p>Developments implemented from European Union funding</p>

Public procurement information (annual plan, summary of the evaluation of tenders, contracts awarded)

[Public procurement plan, public procurement procedures](#)

[Public procurement database](#)