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CORVINUS UNIVERSITY of BUDAPEST		

ORGANISATIONAL AND OPERATIONAL PROCEDURES

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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 as OOP or Regulation) as follows.

CHAPTER I

GENERAL PROVISIONS

Purpose of the Regulation

1. §

(1)   The purpose of establishing the OOP is to define the organisation, structure, governance, 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 Regulation

2. §

(1)   The scope of the Regulation 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 nationality, who study in any cycle of education, study programme or mode of delivery, 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).

The legal status, basic data, Maintainer and the duties of the University

3. §

(1)   CORVINUS is a non-state university which was granted State recognition by the National Assembly of Hungary, and which operates as a public-benefit entity. The University is an

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independent legal entity which operates under its Founding Charter. The University's organisational units do not constitute separate legal entities.

(2) The University offers bachelor programmes, two-cycle and single-cycle master programmes providing tertiary qualifications in the fields of study specified in its Founding Charter, as well as doctoral programmes in the fields of science specified in its Founding Charter.

(3) In the framework of higher education, the University also organises specialist postgraduate programmes in the fields of study specified in its Founding Charter. Such programmes do not provide a tertiary 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 conducts basic and applied research and experimental development, carries out tasks of scientific management and technological innovation, as well as performs other research to support education.

(7) The University fulfils 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 Maintainer, 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 official website.

(2) The working languages of the University are Hungarian and English.

(3) Through its information and counselling system, the University helps the integration and advancement of the students - in particular students with disabilities - during their higher education studies, furthermore the University provides assistance in career planning during and after the conclusion of studies. It also supports the secondary education system and the supply of new generations of students by providing early career guidance and skills development programmes.

(4) The University ensures 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.

(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 language.

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(6) In order to facilitate equal opportunities, through its services the University contributes to ensuring the housing conditions and the healthy, addiction-free lifestyle of the students, and through its information and counselling system the University facilitates 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 safety at work.

(8) By ensuring equal access, the University provides 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 fulfils its duties by using the funds available to it efficiently, by enforcing the requirements and with responsibility.

(10) The University is not committed to any religion or ideology.

(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's 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 eyes 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).

b) The four eyes principle shall mean that experts working in a given professional area as well as the various professional areas (e.g. academic, financial, legal) consult each other.

c) The head of the given field shall be responsible for enforcing the four eyes 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 is mind.

d) The four eyes principle shall be enforced in course of preparing and taking decisions, subject to the relevant executive's decision.

e) On the basis of the four eyes 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 eyes principle shall be enforced through the one-over-one rule, that is, the four eyes principle is fulfilled by applying the one-over-one rule.

g) The four eyes 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 Regulation on entering into commitments, on concluding contracts and on representation as well as the implementing provisions issued by the relevant bodies, executives. 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 Regulation on entering into commitments, on concluding contracts and on representation as well as the implementing provisions issued by the relevant bodies, executives. The certification of legal compliance certifies compliance with legislation and university regulatory documents.

Division of powers, rights and the representation of the University

5. §

(1) At the University, the Rector's scope of competences are set out in the Founding Charter, and the detailed division of competences among the further executives of the University are defined in this Regulation. The further executives of the University are:

a) Vice-Rector:

- Vice-Rector for Academic Programmes

- Vice-Rector for Student Affairs

- Vice-Rector for Faculty and Research

b) Chief Officer:

- Chief Operating Officer

- Chief Culture and People Officer

- Chief Communications Officer

c) Dean:

- Dean of the Bachelor Study Programme Portfolio

- Dean of the Master Study Programme Portfolio

- Dean of Specialist Postgraduate and Executive Degree Programmes

- Dean for Artificial Intelligence

- Dean for Sustainability

- Dean of the Corvinus Doctoral Schools

- Dean of the Corvinus Institute for Advanced Studies (CIAS)

d) Head of organisational unit:

- Head of the Programme Management

- Head of International Mobility Programmes

- Head of the Centre for Teaching and Learning

- Head of the Centre for Community Engagement (Corvinus Science Shop)

- Head of the Centre for Foreign Language Education and Research

- Head of Study Administration Services

- Head of the Career Service Centre

- Head of the Centre for Talent Management

- Head of Student Wellbeing and Community Centre

- Head of the Centre for Physical Education and Sports

- Head of the Centre for Grants and Projects

- Director General of the University Library

- Head of University Secretariat

- Chief of Staff

- Head of International Alliances

- Head of Strategy and Quality Development

- Head of Corporate and Institutional Relations

- Head of Finance

- Head of Legal and Procurement Services

- Head of Digital Innovation

- Head of IT

- Head of Campus Services

e) Head of Institute:

  - Head of the Institute for Data Analytics and Information Systems

  - Head of the Institute of Operations and Decision Sciences

  - Head of the Institute for Sustainable Development

  - Head of the Institute of Economics

  - Head of the Institute of Marketing and Communication Sciences

  - Head of the Institute for Global Studies

  - Head of the Institute of Finance

  - Head of the Institute of Strategy and Management

  - Head of the Institute of Accounting and Law

  - Head of the Institute of Social and Political Sciences

  - Head of the Institute of Entrepreneurship and Innovation

f) groups (departments and research groups in institutes, research centres in research institutes) may be set up in the organisational units designated in the OOP, headed by a group leader (head of department, head of research centre) who is not an executive employee.

(2) The executives of the University may have the following powers in order to exercise their competences:

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

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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 (2)-b) of Subsection i) with respect to the area falling within his/her competence. The exercise of rights with respect to Paragraph (2) of Subsection a) shall be governed by the present Regulation, with respect to the other powers they shall essentially be defined by the present Regulation and on the basis thereof with respect to Paragraphs (2)-b) and d)-f) of Subsectionh), 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 (2) of Subsection j) are governed by the regulatory documents on communication. The powers specified in Paragraph (2) of Subsection i) are governed by the Employment Requirements as well as by the its implementing provisions issued by the relevant bodies, executives.

(4) The Rector shall represent the University within the scope of competences specified in the Founding Charter and in the university regulatory documents (Paragraph (2) of Subsection e) of the present section).

(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 (2) of Subsection e) of the present section).

(6) Delegating powers:

    a) The powers under Paragraph (2) of Subsection a) may not be subdelegated. The rules on delegating powers under paragraph (2) of Subsection e) are set out in the Rules on entering into commitments, on concluding contracts and on representation on entering into commitments, on concluding contracts and on representation, the rules of delegating powers under Paragraph (2) of subsection i) are set out in the Employment Requirements as well as its implementing provisions issued by the relevant bodies, executives.

    b) The Rector may delegate certain, specific powers to his/her 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 letter of authorisation. The person exercising delegated powers may not subdelegate them.

(7) Unless otherwise provided for in a university 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 under delegated powers, or

b) An employee enjoying delegated 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 in such a way that the person or persons authorised to sign place their signature below or above the printed or pre-written name of the University and the stamp imprint of the University and the date are affixed to the document. In the case of electronic signature, a qualified electronic signature and a timestamp shall be affixed.

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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) Executive Committee,

c) University Doctoral Council,

d) Senate bodies.

Senate

7. §

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

(2) The competences of the Senate:

a) Defining the educational and research duties of the University, monitoring their implementation through the discussion of the Vice Rectors' annual report.

b) Providing an opinion on the Rules of Organisation and Operation.

c) Adopting the Institutional Development Plan and the functional strategies, action plans designed to implement the IDP.

d) Providing an opinion on the institutional budget and financial statements.

e) It must receive, for information, the corporate strategic partnership cooperation agreements and the international cooperation agreements, following prior review by the Executive Committee.

f) Subject to the preliminary agreement of the Executive 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 Executive 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;

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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;

fe) after hearing the opinion of the Education Committee, the Senate shall decide on changes to educational programmes, in particular as a result of the five-yearly review of curricula.

g) Subject to the preliminary agreement of the Executive 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.

k) The Senate shall provide its opinion on applications submitted to it by the Vice-Rector for Faculty and Research for the positions of full 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 it by the Rector or the Vice-Rector for Faculty and Research.

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 student evaluation of teaching, 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 awards.

r) The Senate shall establish rules in the following areas and topics:

ra) Student Requirement System, except for the Regulation on Student Fees and Benefits;

rb) the rules of habilitation;

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  rc) ethical standards, framework;

  rd) equal opportunities framework;

  re) system of students' scientific associations, teaching assistant system;

  rf) 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 (2) and b) of Subsection d), 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 Tenure and Promotion Committee, the Senate shall give its opinion on the proposal for the non-ex officio members of the Academic Tenure and Promotion Committee. Upon the initiative of the Chairperson of the Academic Tenure and Promotion Committee, the Senate shall give its opinion on the proposal for the members of the Academic Advisory Board.

(5) The Senate shall approve the Statutes of the Students' Union of the Corvinus University of Budapest and the PhD Students' Union of the Corvinus University of Budapest at the first meeting following the thirtieth day after the submission of the statutes at the latest. Submission shall mean when the Delegates' Meeting sends the textual proposal along with the resolution of the Delegates' Meeting to the Chairperson of the Senate. The approval of the Statutes may be denied only if they are unlawful or inconsistent with the Rules of Organisation and Operation of the University. If the Senate does not express its view 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 Senate may request a report from any of the university's organisational units relevant to the competences of the Senate.

(7) 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 33 members. If the Students' Union does not have the right to delegate members under Section 60(1) b) of the Nftv, then it shall have 29 members. If the PhD Students' Union does not have the right to delegate a member under Section 63(1) of the Nftv, then it shall have 32 members. If both of the above conditions are fulfilled, the Senate shall consist of 28 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) The Senate's.

a) ex officio members: Rector, Vice-Rectors, Deans in charge of the Programmes, Dean of the doctoral Schools, CIAS Dean 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: three (3) Heads of Institute elected by the Heads of Institute,

d) elected non-executive non-academic members: two (2) members who are not lecturers, scientific researchers or teachers elected by the employees who are not employed as lecturers, scientific researchers or teachers,

e) elected executive non-academic members: one (1) executive employee elected by the non-academic executives,

f) student members: the four (4) representatives delegated by the SU in accordance with their Statutes as specified in Section 60(1)b) of the Nftv. as well as one (1) representative delegated by the PhD Students' Union in accordance with its Statutes as specified in Section 63(1) of the 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, scientific researcher, teacher,

b) non-academic jobs shall be understood as any job other than lecturer, scientific 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. For the purposes of this subsection, the day of expiration of a deadline specified in years shall be the day of the same sequence number as that of the starting day. If there is no such day in the last month, the deadline expires on the last day of the month concerned.

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(3) The membership of ex-officio senate members shall be granted to the members 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 SU shall be elected, delegated or appointed ex officio in accordance with the Statutes. A member delegated by the PhDSU 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 the Presidents of the SU and the PhDSU, 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 Chairperson 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.

(6) All full-time employees (employed 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 Section 26(3) of the Nftv. (they have submitted their T1 statement to Corvinus).

(7) Every full-time employee (employed eight (8) hours per day)may be elected as a senator in his/her constituency, it being understood 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 Section 26(3) of the 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,

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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 in 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 resolution imposing the disciplinary or ethical sanction becomes definitive (final).

(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 Senate membership 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 Chairperson 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 ordinary elections shall apply mutatis mutandis in accordance with this Section.

(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 under all Senate powers, 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 submitter, another member, an invited person a question related to the proposal for the agenda 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,

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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 for the agenda 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 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) Accepting the Institutional Development Plan, providing an opinion on the functional action plans designed to implement the IDP;

c) Providing an opinion on the institutional budget and financial reports;

d) The Senate shall define the system for the student evaluation of teaching, 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).

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(17) Every member of the Senate shall have one vote. In view of subsection (16), otherwise 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 submitter 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) Paragraphs e)) to h) mutatis mutandis.

(19) The representative of the Maecenas Universitatis Corvini Foundation (hereinafter: Foundation or 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. §

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

(2) The Senate shall exercise its competences 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 full professor, scientific advisor, research professor submitted to it by the Vice-Rector for Faculty and Research, giving an opinion on the employees' applications for executive employee positions in the academic area submitted to the Rector or the competent 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 that audio or video 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

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or to ask questions. For the purposes of the present regulatory document, all employees of the University, professors emeriti, private professors, honorary university professors, honorary associate professors, honorary citizens, honorary doctors and active students of Corvinus are considered university citizens.

(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), in the negative (against) and abstention.

(10) The Senate shall take its decisions through the unanimous vote of the majority of its members present, except for matters listed in the next subsection. Abstentions are not taken into account when determining the majority. The Senate supports a proposal 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) in the case of institutional transformation as specified in Section 21/A of the Nftv.

(12) Voting in the Senate may take place by open ballot, secret ballot or by roll call.

(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 in writing (electronic decision-making) outside meetings. 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;

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c) the title of the items of agenda, the name and title of the submitter, 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 proposals for amendment, then their proposal or the key points thereof;

e) the list of resolutions, the text of the resolutions adopted;

f) the vote tally;

g) the proposals for the agenda in annex.

(20) Upon the request of the Chairperson or the Secretary of the Senate, the person who submitted a proposal, or a Senator – who shall state the reasons for the request – verbatim minutes shall be drawn up. Verbatim minutes may be requested for individual proposals as well.

(21) Certain 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 and timestamp.

(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.

Executive Committee

11. §

(1) The Executive 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 are the Rector, the Vice-Rectors, the Chief Operating Officer, the Chief Culture and People Officer, the Chief Communications Officer and the Chief of Staff. The Executive Committee shall be chaired by the Rector. The Rector may invite anyone to the meetings of the Executive Committee on a permanent or ad hoc basis.

(3) The Executive Committee is responsible in particular for:

a) Making, preparing proposals and giving opinion on proposals in all matters within the competences of the Maintainer, excluding matters related to exercising employer's rights (HR matters).

b) Making, preparing proposals and giving opinion on proposals in all matters within the competence of the Senate.

c) 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.

d) Approving commitments which span more than three (3) years and exceed the aggregated sum of HUF 50 million.

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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) in the context of internal audit:

ga) it shall adopt the Internal Audit Manual (IAM);
gb) it shall adopt the annual internal audit plan and any amendments thereto and
gc) it shall discuss the reports on the functioning of internal audit;
gd) it shall adopt reports prepared by internal audit and monitor the implementation of the necessary measures;
ge) it may order an unscheduled audit or an advisory activity;
gf) it shall adopt an action plan based on the findings of internal audit's investigations, and monitor the implementation of the plan.

h) Establishing rules on all topics and areas which are not assigned to the competences of any other body by the present Regulation.

(4) Prior agreement of the Executive Committee is required:

a) for the establishment or dissolution of doctoral schools;

b) for the establishment, launch and termination of programmes;

c) for the announcement each year 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 Executive Committee may delegate its competences specified in Subsection (3) h)).

(7) The rules of the functioning of the Executive Committee are specified in its rules of procedure, which shall be adopted by the committee itself.

(8) The Chief Operating Officer may exercise a veto over decisions of the Executive Committee with financial implications. The modalities thereof are set out in the Rules of Procedure of the Executive Committee.

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.

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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 professional areas,

    c) committees that take individual decisions on specific matters concerning students and/or employees.

(2) The rules of Section (1) shall apply to the committees referred to in Paragraph a) of Subsection 14. §.

(3) The principles for the operation of the committees referred to in Paragraph (1) of Subsection b) are set out in the OOP and/or the regulation applicable to the given professional area, and the principles for the operation of the committees referred to in Paragraph c) are set out in the regulation applicable to the given professional area. 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 professional area.

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 assignment letter of the Chairperson and the members shall be issued by the Rector as the Chairperson of the Senate. The committees shall 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 timestamp 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 timestamp 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 for the agenda 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).

(2) The establishment of an ad hoc committee shall be decided by the Senate in such a manner that

a) the Senate shall specify the task of the committee and the deadline for fulfilling the task;

b) the Senate shall appoint the committee's chairperson, specify the number of members and its composition;

c) 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

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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 Academic Programmes.

(3) The voting members of the Education Committee:

   a) Vice-Rector for Faculty and Research,

   b) Vice-Rector for Student Affairs,

   c) Head of International Mobility Programmes,

   d) the deans responsible for the educational programmes,

   e) Dean for Artificial Intelligence,

   f) Dean for Sustainability,

   g) three members delegated by the Heads of Institute,

   h) 2 (two) study programme leaders for each academic level, altogether 6 (six) representatives,

   i) Centre for Teaching and Learning (CTL),

   j) one student appointed by each of the SU and the PhD Students' Union according to their Statutes (it being understood that if the SU or the PhDSU fails to delegate student members, then the quorum of the Education Committee shall be established by disregarding the student member).

   k) Head of the Programme Management,

   l) The representative of Programme Management in charge of the drafting, presentation and maintenance of regulations on education and students.

   m) Head of Legal and Procurement Services;

   n) a financial planning expert appointed by the Chief Operating Officer,

   o) a person designated by the Head of Study Administration Services

(4) Except for the members delegated by the SU and the PhDSU, 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, with the following exceptions:

   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 representatives of the study programme leaders shall be appointed for a period of 2 years by the Vice-Rector for Academic Programmes at the proposal of the competent dean.

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(5) The manner and duration of the mandate of the members delegated by the SU and the PhDSU shall be defined in the Statutes of the SU and the PhDSU, 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 EC, the delegation of the new member shall be ensured by the Presidents of the SU and the PhDSU.

(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 Academic Programmes requests the decision of the Education Committee.

c) Decision on changes resulting from the annual review of educational programmes, in particular curricula.

d) Establishing ad hoc sub-committees for the fulfilment of the tasks specified in Paragraphs a) and b) above.

e) 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 Academic Programmes 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 supplementary studies.

f) Giving opinion on the curriculum of the study programmes.

g) Participating in defining the training paths of the University, including giving opinion on the quality policy of the University.

h) Participating in defining the yearly quality targets related to the educational strategy of the University.

i) Giving opinion on the proposals related to the student regulations and the amendment thereof.

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j) 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.

k) Giving opinion on the principles and proposals related to the establishment of the student counselling system and the system for the student evaluation of teaching.

l) Contributing to the preparation of provisions related to education and study administration.

m) Deciding on the schedule of the review of curricula every five years and the monitoring of the review.

n) 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.

Academic Tenure and Promotion Committee

17. §

(1) The Academic Tenure and Promotion Committee (hereinafter referred to as ATPC 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 Vice-Rector for Faculty and Research shall be the Chairperson of the ATPC

(3) The members of the ATPC shall be:

a) the Vice-Rector for Academic Programmes,

b) the Vice-Rector for Student Affairs

c) 3 persons invited as members from the senior lecturers and scientific researchers of the University who are employed full-time (associate professors, full professors, senior research fellows, research professors, scientific advisors) (hereinafter referred to as internal member), including 1 member from each of the business and management sciences, the economic sciences and the social sciences research fields.

d) 3 persons invited as members who are not employed by the University (hereinafter referred to as external member), including 1 member 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 ATPC'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 1/3 of the members of the ATPC should be representatives of one gender.

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(5) The Chairperson and the ex officio members of the ATPC shall be appointed for the duration of their respective executive position.

(6) The invited members of the ATPC shall have a 3-year mandate. A mandate may be extended multiple times after its expiry, 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 ATPC shall be set out in its rules of procedure.

(8) The decision-making competences of the ATPC:

   a) In line with the approved academic career model of the University, the ATPC shall determine the promotion/employment conditions associated with the various jobs, once every year.

   b) The ATPC shall make decisions on its rules of procedure.

(9) The preparatory and opinion-giving competences of the ATPC:

   a) It shall make recommendations on the members of the Assistant Professor Subcommittee to the Chairperson of the ATPC.

   b) It shall make recommendations on the members of the Academic Advisory Board to the Senate.

   c) It shall give its opinion on the applications received for promotions to associate professor, senior research fellow, full professor, scientific advisor and research professor positions.

   d) It shall express its opinion on all matters regarding job applications submitted by the Vice-Rector for Faculty and Research to the committee.

   e) It 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.

   f) It shall give its opinion on those amendments of the Employment Requirements which affect 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.

(11) The Subcommittee shall have four (4) members, including the Vice-Rector for Faculty and Research who is an ex-officio member, other members being invited by the Chairperson of the ATPC on the basis of the ATPC's recommendation from among the University's full-time senior lecturers and researchers, taking also into account the representation of the various research fields as referred to in Subsection (3).

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(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 ATPC's rules of procedure.

(14) In order to provide professional support for the work of the ATPC, the University operates the Academic Advisory Board (hereinafter referred to as Board).

(15) The Board shall have at least 15 members, its members shall be invited by the Rector from the internationally renowned domestic 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.

(16) When selecting the members, attention shall be paid to making sure that no more than 50% of the members may be employees of the University, at least 30% of the members must be women 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 m, , having regard to the distribution by research field specified in Subsection (3) and the provisions of Subsection (16), 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 Board shall review the applications for promotions to associate professor, full professor, scientific advisor, and research professor positions, for which 1 external reviewer (not employed by the University) and 1 internal reviewer (employed by the University) shall be invited on each occasion (per application). The reviewers of the application concerned shall be invited by the Chairperson of the ATPC 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, a standing committee supporting the the Vice-Rector for Faculty and Research in performing his/her tasks.

(2) The Research Committee is chaired by the Vice-Rector for Faculty and Research.

(3) The members of the Research Committee shall be:

a) one delegate per institute, appointed by the head of the institute,

b) the head of the Centre for Grant and Project Management,

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c) the Director General of the University Library and Archives.

d) one delegate of the Corvinus Institute for Advanced Studies (CIAS) appointed by the Dean of the CIAS.

(4) The Vice-Rector for Faculty and Research shall have the right to invite additional persons to participate in the committee's work on a permanent or an ad-hoc basis.

International Advisory Board

19. §

(1) The International Advisory Board (IAB) is the University's international academic advisory body.

(2) The IAB's mission is to support the University's international embeddedness in the academic field and to contribute to the realisation of the University's international strategic ambitions.

(3) The chairperson and the members of the IAB are appointed for a three-year term by the Senate, from among the staff proposed by the Rector. The number of members can be between five and ten.

(4) The IAB shall be governed by its own rules of procedure, it being understood that the Rector shall determine the agenda of its meetings on behalf of the University,.

(5) The IAB holds one regular meeting a year, at which it adopts a report on its activities for the past year, which the Rector is required to present to the next Senate for information. In addition to the regular meeting, there are two additional meetings a year to discuss specific topics.

(6) The Head of International Alliances is responsible for the operational tasks related to the functioning of the IAB.

International Corporate and Institutional Council

20. §

(1) The International Corporate and Institutional Council (IC^2) is the University's international business advisory body.

(2) The IC^2's mission is to support the University's international embeddedness in the business world and the realisation of the University's international strategic ambitions.

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(3) The chair and the members of the IC^2 are appointed for a three-year term by the Senate, from the group of individuals recommended by the Rector. The number of members must be at least seven.

(4) The mandate of the chair and the member(s) of the IC^2 may be revoked by the Senate on the proposal of the Rector.

(5) The IC^2 is governed by its own Rules of Procedure, it being understood that the Rector shall determine the agenda for its meetings on behalf of the University.

(6) The IC^2 holds one regular meeting a year, at which it adopts a report on its activities for the past year, which the Rector is required to present to the next Senate for information. In addition to the regular meeting, there are two additional meetings a year to discuss specific topics.

(7) The Head of Corporate and Institutional Relations is responsible for the operational tasks related to the functioning of the ICC.

General rules applicable to the Executives

21. §

(1) With the exception specified in the Employment Requirements, the executive employee mandates shall be granted through competition at the University. The person exercising 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 conditions of employment, the application procedure, the duration of the mandate and the detailed rules of the termination of the mandate applicable to the executive employees of the University are included in the Employment Requirements. The conditions of employment, the application procedure, the duration of the mandate and the detailed rules of the termination of the mandate applicable to the Rector shall be determined by the Maintainer.

(3) The executive employees shall exercise 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.

(5) In the event of his/her absence or incapacity, each executive must authorise a deputy with general powers until revoked, in particular from among the employees under his/her direction. If, for any reason, such authorisation is not granted or the authorised representative is unable to act, the person exercising employer's rights regarding the executive to be substituted shall have the right to appoint the deputy.

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, scientific research and services provided to students.

  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) The implementation of the Institutional Development Plan and the tasks associated with quality assurance.

  g) Leading the directing the working organisation of the University.

  h) The University's human resources and communication, relations with former students;

  i) The University's corporate, public institutional and civil society relations;

  j) The University's operations and the improvement of its operations, including its financial, legal, IT, administrative, regulatory, technical and operational activities;

  k) Organising internal audit and compliance tasks.

  l) 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) The exercise of employer's rights over the employees of the University, it being understood that the economic director (Chief Operating Officer) shall be appointed by the Maintainer and the Maintainer shall have the right to revoke the appointment, all other employer's rights being exercised by the Rector.

  b) Exercising the rights of the Principal in relation to the engagement contract of external lecturers.

  c) With respect to the matters within his/her competence, liaising with the interest representation organisations.

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d) Coordinating cooperation established by the University with other higher education institutions in the fields of education and research, maintaining relations with national higher education organisations and bodies.

e) Developing and managing teaching and research activities in line with the educational programmes.

f) Exercising the publisher's and distributor's rights of the University.

g) Preparing the decisions of the Senate, supervising the implementation thereof.

h) Defining the rules of deputisation, appointing the Rector's commissary/ies, chief advisor(s).

(4) The Rector shall also be responsible for:

a) Managing and coordinating the development and implementation of the institutional strategies.

b) Liaising with the Maintainer.

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

(6) In cases where the Rector is prevented from fulfilling his/her duties, is absent or the Rector's position is vacant, or in other cases defined by the Rector or the Maintainer that justify deputisation, the Vice-Rector designated by the Rector shall be entitled to deputise the Rector generally and autonomously until such right is withdrawn or if the Rector's position is vacant, the Vice-Rector designated by the Maintainer. The person acting as deputy shall act as the head of the University and as the Chairperson of the Senate.

(7) The Rector shall regularly inform the Senate about the implementation of its resolutions, shall report to the Senate about measures taken under 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.

(1) 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 its committees, 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 or Chief Advisor(s) in the fulfilment of the Rector's duties of outstanding importance.

University Secretariat

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23. §

(1) The University Secretariat is a functional unit under the direction of the Rector and is headed by the Head of the University Secretariat. It fulfils its duties with respect to all the activities and business premises of the University.

(2) The University Secretariat is responsible for providing administrative and clerical support to the Rector and the other members of the Executive Committee.

(3) The Head of the University Secretariat shall report to the Rector.

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

The Chief of Staff

24. §

(1) The Chief of Staff is responsible for the coordination of the activities associated with the University's transversal functions and for providing direct professional and coordinative support to the Rector.

(2) The Chief of Staff shall supervise the work of the Dean for Sustainability, the Dean for Artificial Intelligence, the Head of International Alliances, and the performance of the tasks of Strategy and Quality Development and Corporate and Institutional Relations.

(3) The Chief of Staff shall report to the Rector.

The Dean for Sustainability

25. §

(1) The Dean for Sustainability is responsible for the continuous improvement of the sustainability of the University's operations, and for the overall representation of sustainability in the University's teaching, research, third mission and service activities.

(2) The Dean for Sustainability is responsible for the compilation of the University's sustainability strategy, the coordination of actions and initiatives aimed at the implementation of the strategy in cooperation with the relevant executives.

(3) The further duties of the Dean for Sustainability include overseeing the operation of the Ethics, Responsibility and Sustainability Hub (ERS Hub), a platform to support the coordination of social responsibility and sustainability initiatives and to incubate projects in these areas, and appointing the members and the chairperson of the ERS Hub's governing board.

(4) The Dean for Sustainability shall report to the Chief of Staff.

The Dean for Artificial Intelligence

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26. §

(1) The Dean for Artificial Intelligence is responsible for the ethical exploitation of the potential of AI and related technologies to enhance the University's teaching, research, third mission activities, services and operations.

(2) The Dean for Artificial Intelligence is responsible for the compilation of the University's AI strategy, the coordination of actions and initiatives aimed at the implementation of the strategy, and the development of the regulatory framework for the use of AI in cooperation with the relevant executives.

(3) The Dean for Artificial Intelligence shall report to the Chief of Staff.

Chief Operating Officer

27. §

(1) The University's legal and administrative, financial, procurement, infrastructural, internal audit and compliance units are headed by the Chief Operating Officer.

(2) The Chief Operating Officer is responsible for:

a) The legal and administrative services as well as procurement matters.

b) The financial activity of the University, including the accounting, controlling, payroll, social security 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 tasks of the Chief Operating Officer are:

a) Managing the activities related to the financial, infrastructural services, the legal and administrative, as well as the internal audit and compliance activities.

b) Exercising ownership rights in business associations and economic operators in which the University participates.

c) With respect to the matters within his/her competence, liaising with the interest representation organisations.

(4) The Chief Operating Officer shall report to the Rector, it being understood that the Maintainer shall have the right to appoint him/her and to revoke such appointment. The detailed scope of duties and competences of the Chief Operating Officer shall be specified in his/her job description.

Vice-Rectors

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28. §

(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 has Vice-Rectors as specified in Section 5. §(1)a).

(3) The main duties of the Vice-Rectors shall be:

a) Managing the preparation of the university strategy falling within their competences, presenting it, coordinating its implementation, making proposals for the organisational setup for 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.

Vice-Rector for Academic Programmes

29. §

(1) The Vice-Rector for Academic Programmes 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 Academic Programmes 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 setup for 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.

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c) Directing the work of the deans responsible for the educational programmes, for supervising Programme Management, International Mobility, the Centre for Teaching and Learning, the Centre for Community Engagement (Corvinus Science Shop) and the Centre for Foreign Language Education and Research and the person heading them.

d) Coordinating the relationships established by the University in the field of education with other institutions of higher education, public administration bodies, companies, businesses and other organisations.

e) Providing data related to education, supervising the compilation of education statistics and of the proper and accurate satisfaction of external requests for information.

f) Operating the admission system, with the exception of administrative functions falling within the competence of the Vice-Rector for Student Affairs.

g) Defining the directions of the educational quality enhancement strategy.

h) Managing the activities related to educational quality assurance and enhancement, participating in the domestic and international accreditation processes in the education area.

i) Managing the activities related to the development and supply of teaching materials.

j) Except for the doctoral programmes, approving the document regulating the operational system of the education portfolio of the University.

k) 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.

l) Approving the Deans' proposals for the development of study programmes.

m) Evaluating and approving the results of the evaluations by students, calling on the deans to take the necessary measures.

n) Evaluating and approving the results of graduate career tracking, calling on the deans to take the necessary measures.

o) Approving the results of the programme portfolio reviews submitted by the deans.

p) Approving the proposals of the deans for the announcement or suspension of study programmes, submitting the decision for preliminary approval to the Executive Committee.

q) 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 Vice-Rector for Faculty and Research has the right to give his/her consent to the decision.

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r) After hearing the opinion of the Education Committee, he/she shall decide on the establishment and launch of supplementary studies, including their name, location, timetable, language, curriculum and programme costs.

s) He/she shall fulfil all duties which are delegated to him/her by the Rector or an internal regulatory document, and the performance of which affects education in the context of honouring the University's domestic and international cooperation duties.

Vice-Rector for Student Affairs

30. §

(1) The Vice-Rector for Student Affairs is responsible for the student services provided by the University, the services related to study administration, the University's talent management activities, career support services, and the continuous improvement of students' wellbeing.

(2) The Vice Rector for Student Affairs oversees the performance of Study Administration Services, Career Service Centre, the Centre for Talent Management, Student Wellbeing and Community Centre and the Centre for Physical Education and Sports.

(3) The main tasks of the Vice-Rector for Student Affairs shall be:

a) Administrative management of the admissions system, with the exception of the functions under the responsibility of Vice-Rector for Academic Programmes.

b) Liaising with the Students' Union.

c) Supervision of the operation of student associations and colleges for advanced studies, with particular regard to their educational and academic activities, while respecting the autonomy of student communities.

Vice-Rector for Faculty and Research

31. §

(1) The Vice-Rector for Faculty and Research is responsible for the management of the University's research activities and for supervising and coordinating the operation of the institutes and research institutes as well as coordinating the grants activities falling within his/her competence.

(2) The main duties if the Vice-Rector for Faculty and 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 setup for implementing the research strategy, constantly developing the research activity.

b) Developing, presenting and introducing the actions, regulations and instruments ensuring the fulfilment of the research strategy.

c) Maintaining relations with the university's research community and the institutes' research appointees.

d) Exercising the right to consent with respect to selecting the study programme leaders.

e) Supervising and developing the academic career model, recommending the non-ex officio members of the ATPC to the Senate; leading the ATPC.

f) Participating in the development, presentation and implementation the HR strategy in support of the realisation of the strategic goals of the University.

g) 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 Chief Culture and People Officer.

h) Managing the review of the academic human resources of the University, summarising the conclusions arising from such review, drafting action plans if necessary, directing and controlling the realisation of such plans, in cooperation with the Chief Culture and People Officer.

i) 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.

j) Supervising and coordinating the work of the institutes and research centres as professional hubs. Making proposals for the institutes' structure and the continuous development thereof.

k) Managing and supporting the activity of the heads of institute and the heads of research centre, enforcing the university-level academic HR strategy and actions.

l) Making decisions on the publication of calls for applications for the positions of heads of institute and research institute and on the appointment of the heads of institute and research institute, subject to the Senate's opinion and the Rector's approval. Approving the decisions of the heads of institute regarding the establishment of departments and research centres and the appointment of the heads of department and research centre.

m) Participating in the development, improvement and operation of the performance management system of the institutes and the research institutes.

n) Managing the development, measuring and data collection of the researcher performance assessment system, coordinating the adoption of international best practices.

o) Coordinating the development of the university research infrastructure (journal, specialist book, software, database, library) at the university level.

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p) 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.

q) Fulfilling all duties which facilitate the preservation and expansion of domestic and international scientific research relations.

r) 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.

s) Keeping records of the research, research and development activity of the University, managing data provision related to the research.

t) Overseeing the Centre for Grants and Projects.

u) Overseeing the University Library and Archives.

v) Coordinating and supervising the organisation and staging of university or institute-level international scientific conferences.

w) 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.

x) Supervising doctoral programmes and the habilitation procedure, coordinating tasks at university level.

y) 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.

z) Fulfilling all duties delegated to his/her scope of duties by the Rector or internal regulatory documents, and the performance of which affects the research activity in the framework of the fulfilment of the University's domestic and international cooperation duties.

Meeting of the Heads of Institute

32. §

(1) The work of the Vice-Rector for Faculty and Research shall be assisted by the Meeting of the Heads of Institute.

(2) The Meeting of the Heads of Institute is chaired by the Vice-Rector for Faculty and Research.

(3) Members of the Meeting of the Heads of Institute:

a) Heads of Institute,

b) the Dean of CIAS,

(4) 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.

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 job title 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 institutes' 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 teaching assistants.

k) Commenting on the strategic concepts to develop corporate and institutional relations, in particular their academic dimension.

l) Fulfilling all duties which are delegated to its scope of responsibilities by the Rector, the Vice-Rector for Faculty and Research or internal regulatory documents.

University Council for Students' Scientific Associations

33. §

(1) The Vice-Rector for Student Affairs shall be assisted in performing his/her duties specified in Section 30. §(1) 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.

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 educational and scientific research organisational units may be:

a) institute, within which departments and research centres may be established,

a) doctoral school.

(4) The scientific research organisational units may be:

a) research institute.

(5) The internal structure of the organisational units is determined by the Executive 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 5(2)f), and the opinion of the Head of Strategy and Quality Development. 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 and Quality Development.

General provisions

35. §

(1) The heads of organisational unit are considered to be executive employees, unless otherwise provided for in this Regulation.

(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.

The Deans in charge of the educational programmes

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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 Specialist Postgraduate and Executive Degree Programmes.

(3) The main duties of the deans responsible for the educational programmes shall be,:

   a) Compiling a programme portfolio for the study programmes managed by the Dean, adjusted to the market needs.

   b) Making proposals for the necessary study programme, adult education programme developments (hereinafter study programme development shall be understood to include adult education programme development as appropriate) to the Vice-Rector for Academic Programmes, 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 Academic Programmes.

   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 Alliances 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 Academic Programmes 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.

   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 proposals 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) Directing and evaluating the work of the study programme leader, if he/she has a split job pursuant to Section 37 (2) and exercising employer's rights over him/her.

n) Accepting the results of the evaluation by students and forwarding such results for approval to the Vice-Rector for Academic Programmes.

o) Accepting the graduate career tracking results and forwarding such results for approval to the Vice-Rector for Academic Programmes.

p) Accepting the programme portfolio review results and forwarding such results for approval to the Vice-Rector for Academic Programmes.

q) Evaluating the realisation of the annual and the strategic plans, with the involvement of the study programme leaders.

r) Liaising with the heads of the institute on a permanent basis.

s) In the manner specified by the Vice-Rector for Academic Programmes, participating in the direction of Education Management.

t) Preparing a report on the functioning of the study programme portfolio for the Vice-Rector for Academic Programmes 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 internal regulatory documents, and the performance of which affects education in the context of honouring the University's domestic and international cooperation duties.

(4) The Dean of Specialist Postgraduate and Executive Degree Programmes shall be responsible for adult education, with the exception of company-specific short programmes and open enrolment short programmes.

(5) The Dean in charge of programmes and the Head of International Programmes shall report to the Vice-Rector for Academic Programmes.

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) Study programme leaders shall be appointed by the Vice-Rector for Academic Programmes after consultation with the Head of Institute, on the basis of the competent dean's proposal and in agreement with the Vice-Rector for Faculty and Research. The consultation is based on a mutual understanding of the points of view of the parties involved, given that the tasks of the study programme leaders are vertically and horizontally different but mutually supportive. The study programme leaders may be employed in so-called split employment, which means that the full-time employee's working time is shared between two organisational units, two jobs, under the direction of two employers (head of the institute and dean). The detailed conditions of split employment are set out in the employment contract, in accordance with the internal rules on the exercise of employer's rights.

(3) The study programme leader's detailed scope of duties and competences shall be included in a separate agreement within the framework of this Regulation or in the study programme leader's job description.

(4) The main duties of the study programme leader shall be:

a) Managing the study programme, supervising, evaluating the teaching work, preparing the annual reports on the study programme, drafting proposals for the development of the study programme, managing the development of the study programme.

b) Based on the labour market expectations, determining the expected competence portfolio of the graduates of the study programme.

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) Based on consultations with the head of the relevant institute and his/her approval, entrusting and approving the lecturers teaching the subject concerned. Consultation is based on a mutual understanding of the parties' points of view.

f) 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.

g) Ensuring that the subjects are built on one another, ensuring the competence development process throughout the entire educational programme.

h) Compiling the curriculum.

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

j) Adopting the educational programme and the study guide of the study programme.

k) Participating in enrolment.

l) Managing the work of the bodies specified in the ROO, and/or fulfilling membership duties.

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m) 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 paper, monitoring the preparation of the final exams.

n) Monitoring the programmes1s human and infrastructure criteria, and its conformity, carrying out the annual self-assessment of the study programmes, preparing a report to the dean on the lessons learned each year.

o) Cooperating with the institutes and the Centre for Teaching and Learning in the course of the planning and the implementation of the programme.

(5) The study programme leader shall report to the dean.

Subspecialisation leader

38. §

(1) A 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 this Regulation 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 lecturers in charge of the subjects.

f) In the case of subjects taught in the subspecialisation, supporting the development of the detailed syllabus by the subject leaders, the monitoring of its implementation during the teaching 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 acquired, giving an opinion on the announced topics of the final papers, 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.

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(5) The subspecialisation leader reports to the study programme leader.

The Institute

39. §

(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 fields 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 professional community, the duty of which is to realise educational and research excellence in the fields of expertise fostered by it. Its senior lecturers, researchers take an active role in educating future generations 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 (sub) 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, bur not more than 6, not including the Head of Institute. The Institute Council shall have invited and elected members, it being understood that one of the members shall be elected, while the other members shall be invited. If there are departments within the institute, then the Heads of Department shall be members of the Institute Council automatically, even if they are not considered senior lecturers. The Head of Department members shall decrease the number of invited members. The invited members of the Institute Council shall be invited by the Vice-Rector for Faculty and Research 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 put questions to the Head of Institute.

(9) The institutes operating at the University are listed in the Appendix to the OOP.

Research Centre

40. §

(1) Research centres may be set up to support multidisciplinary research of high strategic importance. The establishment and operation of a research centre shall be subject to the prior authorisation of the Vice-Rector for Faculty and Research and the preparation of annual reports. The conditions for establishment and operation are defined by the Executive Committee.

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The Head of Institute

41. §

(1) The leader of the institute shall be the Head of Institute.

(2) The main duties of the Head of Institute shall be:

a) Managing the development and the implementation of the institute's strategy.

b) Ensuring the professional management of the implementation of the educational, research and innovation activities within the institute.

c) Planning the institute's human resources developments, initiating decisions related to applications for lecturer-researcher and non-lecturer or non-researcher positions, to assignments, to academic promotions, participating in such decisions.

d) Cooperating with the deans and study programme leaders.

e) Making proposals for organising the work of the institute entirely or partially into departments.

f) Reporting to the institute meeting about the activity of the institute, the institute's strategy and the implementation thereof every year.

g) 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.

h) Managing the work of the bodies specified in the ROO and fulfilling membership duties.

(3) The Head of Institute shall report to the Vice-Rector for Faculty and Research.

(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 teaching-research carried out at the department. The Head of Department shall not be considered an executive employee. Decisions on granting and revoking assignments shall be made by the Head of Institute, subject to the approval of the Vice-Rector for Faculty and Research. 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

42. §

(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.

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(2) Corvinus Doctoral Schools shall be led by a Dean. The Dean and the Vice-Rector for Faculty and Research shall be jointly responsible for making sure that the development and operation of the doctoral programmes meet international standards.

(3) The main responsibilities of the Dean of a CDS shall be:

   a) Participating in the development and implementation of the University's research strategy and playing a proactive role in improving the quality of doctoral research activities.

   b) Coordinating the teaching and research activities of the doctoral schools to ensure high quality education and research.

   c) Developing and managing the quality assurance system of doctoral education, supporting and coordinating the quality assurance work of the doctoral schools.

   d) Heading the Doctoral Cabinet and supporting the work of the University Doctoral Council. In performing his/her work, cooperating with the Chairperson of the University Doctoral Council.

   e) Managing the work of the University Doctoral Office as well as the administrative, study and administrative tasks related to doctoral studies.

   f) The Dean is also responsible for supporting the following strategic efforts related to the renewal of the University's strategy: raising the quality of teaching and research, building successful research teams through domestic and international grants, contributing to the development and introduction of the "teaching assistant" system.

   g) The detailed scope of duties and competences of the Dean shall be laid down in the OOP, the University Doctoral Regulation, 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.

(4) 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 Regulation, in the Rules of Operation of the Doctoral School, as well as in his/her job description defined in the framework of the rules of operation of the Corvinus Doctoral Schools.

(5) The Dean of a CDS shall report to the Vice-Rector for Faculty and Research.

Research Institute

43. §

(1) A research institute is the organisational framework of scientific research carried out at the University, it is operated under the supervision of the Vice-Rector for Faculty and Research. The Head of a Research Institute and the Vice-Rector for Faculty and Research shall be jointly responsible for making sure that the development and operation of scientific research meet international standards. Upon initiative by the Vice-Rector for Faculty and

Research, the Rector may make a proposal for the establishment of a research institute, by way of amending the OOP. The establishment of any research institute shall be subject to the production of an annual report. 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 institute and the financing model.

(2) The main activities of the research institute 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 institute.

c) Through the research groups operating within the framework of the research institute, 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 institutes, research groups and individual researchers.

f) Based on the research plans of the research groups working within the framework of the research institute, generating research projects, submitting applications for domestic and international research grants, networking with the involvement of Hungarian and foreign professionals.

g) Participating in the development of the research, development and innovation strategy as part of the Institutional Development Plan of the University and in preparing other R+D+I strategic materials.

h) Feeding back the results created through research and development into education, raising the awareness of the general public through presentations, events, articles and other forms of showcasing.

i) Coordinating the development and utilisation of the university 's (social, economic, natural, infrastructural) data assets necessary for scientific research, coordinating the data access system.

(3) Additional activities of the Research Institute:

a) Participating in the education and the talent fostering activity of the University.

b) Ensuring that talented students can participate in research projects.

(4) Research centres that do not constitute separate organisational units may operate within the research institutes. The foundation of a research centre within an institute shall be subject to the prior authorisation of the Vice-Rector for Faculty and Research and the production of an annual report. 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 Research Institute and the Vice-Rector for Faculty and Research, the

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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.

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

(6) The Research Institute's Council shall be the consultative and advisory body of the research institute. The members of the Research Institute's Council shall be appointed from among the professional leaders of the research centres, the members of the Researchers' Council shall be appointed from among the senior researchers of the research institute by the Head of Research Institute, subject to the approval of the Vice-Rector for Faculty and Research.

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

a) Participating in the publication of the call for applications and the evaluation of the researchers' applications related to the research institute.

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 Research Institute requests its opinion.

e) It may make proposals in all professional matters which fall within the scope of duties of the Centre.

(8) The list of research institutes operating at the University is included in the annex to the OOP.

The Head of Research Institute

44. §

(1) A research institute is headed by the Head of Research Institute, it being understood that the Head of the Corvinus Institute for Advanced Studies research institute holds the position of dean.

(2) The main duties of the Head of Research Institute shall be:

a) Coordinating the research activity carried out in the research institute.

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 institute.

d) Organising and managing the meetings of the Research Institute's Council 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 his/her scope of duties by the Rector or by internal regulatory documents.

(3) The Head of a Research Institute reports to the Vice-Rector for Faculty and Research, it being understood that the Dean of the Corvinus Institute for Advanced Studies reports to the Vice-Rector for Faculty and Research, and the Head of the Regional Centre for Energy Policy Research reports to the Dean of the Corvinus Institute for Advanced Studies research centre.

Programme Management

45. §

(1) Programme Management is the organisational unit responsible for the quality assurance of education, the planning and development of programmes, the framework for the delivery of programmes and the analysis of programmes, whose activities are led by the Head of Programme Management. It shall fulfil its duties on all the business premises of the University and with respect to its entire educational activity, except for doctoral programmes.

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

a) Supporting strategic developments in the area of education.

b) Content management and services: producing educational materials, teaching-learning analyses, educational policy materials and proposals, benchmark studies, presentations, executive summaries.

c) Analysing educational data, fulfilling data provision duties.

d) Performing project management tasks associated with programme development.

e) Managing, maintaining and monitoring the programme development project plans. Preparing project reports, compiling monitoring reports.

f) Performing educational coordination duties: maintaining operational contact with the institutes and coordinating with them, in cooperation with the Study Administration Services organisational unit and other organisational units supporting education.

g) Coordinating the educational programmes and the process of institutional accreditation, participating in the international accreditation processes.

h) Actively participating in the enrolment activity, in the communication activity related to the academic programmes, furnishing the content elements of the marketing materials related to the educational programmes and approving them. Taking care of the programme descriptions on the university website.

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i) Fulfilling duties with respect to the organisation of education.

j) Fulfilling the administrative duties of the bodies specified in the Rules of Organisation and Operation.

k) Initiating and approving digital developments required for operating of the academic programmes.

l) Initiating digital developments related to study administration.

m) Supporting the content-related duties related to the maintenance of the curricula.

n) Compiling the contents of the admission bulletin, planning and coordinating the admission procedure, defining the professional content of the in-house admission procedure.

o) Preparing the curricula and study guide of the educational programme of the study programmes.

p) Developing, submitting and maintaining educational and student regulations.

q) Supporting the work of the study programme development sub-committees and project organisations, providing administrative support for submitting requests for the establishment and launch of study programmes as well as subspecialisations, providing administrative support for the preparation of adult education programmes, preparing decisions by the relevant bodies.

r) With respect to the Centre for Programme Analytics and Quality Assurance, which is not a separate unit within the organisational unit:

   i. Performing duties linked to university-level quality assurance related to education.

   ii. Developing and implementing the University's quality improvement strategy in line with ESG [1] standards, with a particular emphasis on: quality assurance of educational programmes; quality improvement of student-centred learning, teaching, assessment; quality assurance of teaching activities; professional support of processes related to admission and the progress of students, recognition of their studies, awarding of qualifications in accordance with quality development standards; processing data and opinions on learning support, student services, drop-outs, counselling for educational development purposes; management of educational data assets and their analysis to support educational decision making (student data, analyses, performance indicators, career paths, satisfaction, student reviews, DPR data, regular analysis of feedback).

   iii. Performing the operational tasks of the Corvinus Teaching Excellence (CTE) educational quality improvement system, setting, monitoring and enforcing deadlines. Providing support for the organisation of pedagogical and peer visits.

   iv. Operating the student evaluation of teaching system. Analysing the evaluation data and maintaining the framework governing the system, bearing responsibility for

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[1] Standards and Guidelines for Quality Assurance in the European Higher Education Area (ESG).

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data security. Determining the thresholds for normalisation In collaboration with the Centre for Teaching and Learning.

v. Conceptually designing and developing the learning outcomes-based measurement system and determining the framework for its operation.

vi. Managing the learning outcomes-based programme development in cooperation with the study programme leaders and management of the study programme's life cycle.

vii. In relation to learning outcomes-based programme development, in collaboration with study programme leaders, providing quality assurance support for study programme, course and curriculum development.

viii. Developing and operating the quality assurance system of the internal teaching methodology training system and the digital teaching materials prepared at the University.

ix. Conceptually designing and developing the University's entry and outcome competence measurement system and defining its operational framework.

x. Operating the Graduate Career Tracking System.

xi. Content management and services: Preparing trend analyses, educational analyses, educational policy materials and proposals, benchmark studies, presentations, executive summaries.

xii. Performing the tasks associated with the systematic collection, storage and processing of education-related data, including those relating to the development, continuous improvement and maintenance of structured database(s).

xiii. Analysing educational data.

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

(4) The Head of Programme Management shall report to the Vice-Rector for Academic Programmes.

Centre for Grants and Projects

46. §

(1) The Centre for Grants and Projects organisational unit is a service unit that is responsible for encouraging, organising, directing and managing the University's grant activity under the leadership of the Vice-Rector for Faculty and Research, managed by the Head of the Centre for Grants and Projects It performs its tasks in relation to all of the University's academic activities and all of its business premises.

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

a) Supporting and incubating involvement in domestic and international academic grant projects in support of realisation of the University's strategic goals, in particular the grant activities of the framework programmes 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) Monitoring calls for application, preparing, submitting and keeping records of the applications.

d) Fulfilling grant project manager and project assistant duties during the implementation and maintenance of the project in the case of projects realised in cooperation with external partners.

e) Developing recommendations and tools for institutional arrangements to support project implementation.

f) Getting actively involved in the development of Hungarian and international grant networking.

g) Compiling comprehensive financial accounting reports of the grants, projects realised in cooperation with external partners and of international mobility programmes, participating in performing the audits and external audits related to the grants.

h) In the case 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.

i) Liasing with domestic and international partners and supervisory bodies.

j) 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 international research management organisations.

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

l) Maintaining and improving the processes within its competence.

(3) The Centre for Grants and Projects carries out the above tasks, organised by the grant type, source and target area into the following groups: National Grants and Project Management Office, International Grants Office.

(4) The Head of the Centre for Grants and Projects reports to the Vice-Rector for Faculty and Research.

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

Centre for Teaching and Learning

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47. §

(1) The Centre for Teaching and Learning (CTL) is a competence centre that operates as the University's teaching methodology and digital learning incubation centre under the leadership of the Vice-Rector for Academic Programmes, performing its activities under the management of the Head of the Centre for Teaching and Learning. 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) Planning and implementing educational research projects in support of the University's strategic objectives, feeding back and disseminating results.

   b) Performing duties linked to educational programmes and university-level quality assurance,

   c) Providing methodological support for study programme, course and leaning material development in relation to learning outcomes-based programme development, in cooperation with study programme leaders.

   d) Developing, maintaining and continuously updating the internal training system of teaching methodology for the University's lecturers, researchers and its PhD students participating in teaching, organising, holding and monitoring training courses. Organising and delivering other thematic training courses in line with strategic priorities.

   e) Providing the lecturer-research community with information on a regular basis regarding research results in higher education pedagogy, scientifically sound teaching methods and new literature.

   f) Actively participating in the operational team of the Corvinus Teaching Excellence (CTE) system of educational quality development, organising and implementing pedagogical and peer visits. Subject to capacity, providing pedagogical diagnostic and counselling services.

   g) In the framework of the on-boarding programme, raising the awareness of newly hired lecturers, teachers and PhD students regarding approaches to learning, teaching and mentoring, and providing structured support to their integration into education.

   h) Providing learning support services for the students of the University (e.g. in terms of learning methodology).

   i) Fulfilling the duties of the application host of the university's e-learning system, providing methodology and technology support for the digital learning materials prepared at the University. Subject to capacity, producing e-learning materials for internal use for the purposes of educational development.

   j) Supporting university "data asset" (or for example the one called "hub") and AI-based teaching and learning projects in the context of e-learning.

   k) Supervising the selection and operation of digital tools (e.g. Mentimeter, Kahoot) to support learning processes, organising training to promote their use.

   l) Coordinating and expressing an opinion on the University's internal teaching methodology schemes and those with an e-learning content.

m) Creating and operating the Thank-a-Teacher programme.

n) Participating in the development and the implementation of the talent fostering and talent management system of the university, with particular emphasis on supporting the pedagogical and psychological processes.

o) The Head of the Centre shall report to the Vice-Rector for Academic Programmes.

Centre for Talent Management

48. §

(1) The Centre for Talent Management is the competence centre for the management, coordination, organisation and supervision of the University's talent management activities, under the leadership of the Vice-Rector for Student Affairs. It fulfils 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. Main tasks:

a) Developing and improving the university's talent management strategy, monitoring the implementation of the talent management strategy.

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 Centre for Talent Management shall report to the Vice-Rector for Student Affairs.

Centre for Foreign Language Education and Research (CFLER)

49. §

(1) The Centre for Foreign Language Education and Research is a competence centre responsible for foreign language education under the leadership of the Vice-Rector for Academic Programmes, its activities being managed by the Head of the CFLER. 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 language training for special purposes adjusted to the core activity in the framework of a wide selection of languages and courses.

b) Organising and implementing complex foreign language communication competence development related to the studies of the students at the university, preparing students for language exams, providing language exam preparatory course options.

(3) The Head of CFLER shall report to the Vice-Rector for Academic Programmes.

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

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Centre for Physical Education and Sports

50. §

(1) The Centre for Physical Education and Sports is a competence centre responsible for organising regular physical exercise and sport activities in line with the core activity of the University. It operates under the leadership of the Vice-Rector for Student Affairs and its activities are directly managed by the Head of the Centre for Physical Education and Sports. 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.

   g) Surveying the needs related to the sports activity of persons with disabilities, developing schemes for creating proper conditions for sports activities.

   h) Making proposals for expanding the sport offer.

(3) The Head of the Centre for Physical Education and Sports shall report to the Vice-Rector for Student Affairs.

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

Centre for Community Engagement (Corvinus Science Shop)

51. §

(1) Corvinus Science Shop is a competence centre supporting the third mission activity of the University, it operates under the leadership of the Vice-Rector for Academic Programmes, 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 theses, papers prepared for the students' scientific associations, and also in other forms of

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teaching and research, through communication between science and society. In doing so, it fulfils 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, liaising with them, developing projects, realising cooperation, transferring knowledge;

c) developing community-embedded and community engaged research and learning, i.e. the CERL competences of the lecturers and researchers of the university, thereby contributing to the study programme and subject developments;

d) carrying out education in topics related to community-embedded and community engaged research and learning (CERL) and responsible research and innovation (RRI);

e) researching the methodologies, process, opportunities and implementation of community-embedded and community engaged research and learning at the university, supporting CERL research projects

f) recognising excellent community-embedded and engaged research and learning by students and researchers, recognising the work of community partners;

g) ensuring that the third mission of the university, 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 CERL community, providing the lecturers and the researchers with opportunities to connect internationally.

(4) The Head of Corvinus Science Shop shall report to the Vice-Rector for Academic Programmes.

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

University Library and Archives

52. §

(1) The University Library and Archives (ULA) is a service unit responsible for ensuring library services, operating under the leadership of the Vice-Rector for Faculty and Research, managed by the Director General of the University Library and Archives. It fulfils its duties with respect to all the activities and business premises of the University.

(2) Through its activities the ULA - 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. It shall collect, explore and make available documents of domestic and international scientific literature in the disciplines taught and researched at the University. It shall provide a traditional and virtual learning environment and ensure the availability of the learning materials, provide

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scientometric services, fulfil the content holder duties of the University, cooperate with other libraries in running the Hungarian library and information system. The ULA is a member of the National Document Supply System.

(3) Overseeing the University Archives is part of the duties of the Director General of the University Library and Archives.

    a) The University Archives is a service unit that does not constitute an autonomous organisational unit. Operating under the management of the Director General of ULA, it shall be responsible for ensuring archive services. It fulfils its duties with respect to all the activities and business premises of the University.

    b) The ULA - as higher education archives and public archives - shall collect and sort 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. Its scope of competences shall extend to the public documents created by the university and the legal predecessors thereof, and its scope of collection shall include private documents on the history of science and on institutional history related to the university.

(4) The ULA shall control the rules of discarding and managing the archive documents at the University.

(5) The Director General of the University Library shall report to the Vice-Rector for Faculty and Research.

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

Colleges for Advanced Studies

53. §

(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 complete the training programme of the college for advanced studies.

(4) Subject to the decision of the members of the college for advanced studies, the college for advanced studies may be an open college, and any student of the higher education institutions specified by the college for advanced studies may become its member. The services of the college for advanced studies may also be used by students who are not members of the college for advanced studies.

(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 Vice-Rector for Student Affairs oversees the legality of operations in cooperation with the Chief Operating Officer. The Vice-Rector for Student Affairs shall monitor the compliance of the operation with the principles of the college for advanced studies and the alignment thereof with the teaching, research and talent-fostering strategy of the University.

(7) The Heads of the Colleges for Advanced Studies shall not be considered as executive employees.

Head of International Alliances

54. §

(1) The Head of International Alliances is responsible for the continuous development of the University's international embeddedness and the strategic coherence of the University's international relations.

(2) The main duties of the Head of International Alliances shall be:

    a) Developing the international academic network partnership designed to support the strategy of the university.

    b) Providing professional support for the University's activities in education, research and other areas implemented in international partnership, ensuring their strategic relevance, and initiating such activities in cooperation with the heads of the professional areas concerned;

    c) Representing the University at the international forums and networks defined by the Rector;

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d) Seeking international partners in line with the University's strategy, linking them to the relevant staff (e.g. study programme leader, dean, vice-rector) according to the nature of each partnership opportunity. Initiating the establishment of international cooperations in education, expressing its opinion on and evaluating cooperation initiatives and letters of intent received by the University.

e) 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 cooperations and partnership contracts, evaluating the co-operations with the involvement of the relevant professional area.

f) Coordinating the operations of the International Advisory Board.

g) Organising the hosting of official international academic delegations, with the involvement of the relevant organisational units of the university.

h) Making proposals for memberships in international academic (educational, research) organisations, giving an opinion on, handling and keeping records of the institutional memberships held in international academic (educational, research) organisations.

i) Upon the request of a professional area, participating in international student and employee recruitment activities.

j) Coordinating the operations of the American Corner.

k) Coordinating certain priority initiatives on international relations;

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

(3) All agreements in force on international educational cooperation (double degree, joint degree, multiple degree; agreements on exchange programmes) shall be monitored by the Head of International Alliances

(4) Information on the the list of memoranda of understanding with foreign partners that may be signed without approval by the Senate shall be provided at least once a year by the Head of International Alliances to the Senate, which has the right to give its opinion on the agreements.

(5) The Head of International Alliances shall report annually to the Senate on the implementation and results of agreements on international cooperation in education.

(6) The Head of International Alliances shall report to the Chief of Staff.

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

International Mobility

55. §

(1) The organisational unit responsible for international mobility is a functional unit under the leadership of the Vice-Rector for Academic Programmes, its activities being managed by the Head of International Mobility Programmes.

(2) The following international flagship programmes are operated with the coordination 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 mobility programme,

d) International mobility network programmes (Erasmus+ Mobility, Erasmus+ International Credit Mobility, CEEPUS Programme)

e) International programmes based on bilateral cooperation beyond the above.

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

a) Performing the strategic and administrative coordination of the international mobility schemes, operating the central database thereof.

b) 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. The Head of International Mobility Programmes shall be responsible for the realisation of the subject matters of cooperation agreements.

c) Providing the content elements of the student and lecturer mobility cooperation agreements, supporting the compilation of the content of the co-operations leading to the award of double or multiple degree, joint degree diplomas.

d) With regard to the programmes organised by the flagship international schemes, fulfilling tasks related to education organisation and special marketing tasks.

e) Performing the tasks related to the organisation of education and the special marketing of international study abroad programmes and short educational programmes and managing the communication tasks required to serve these students.

f) With regard to international exchange students (Study Abroad students and foreign freemover students) studying at Corvinus who pay a tuition fee and who arrive on the basis of a bilateral agreement and without inter-institutional cooperation, it shall perform the tasks set out in Section 56. §(2)(2) a), c), i), m).

g) Initiating, giving an opinion on, performing the strategic management, the central administrative coordination of the Stipendium Hungaricum programme and other international scholarship schemes. Maintaining institutional relations with the funding organisations, especially with the Tempus Public Foundation.

h) Supporting the development of a programme portfolio adapted to the needs of students and partners in the study programmes and programmes involved in international mobility.

i) Seeking new, high-profile international partners and linking them with the study programme leader and the dean. Initiating the establishment of bilateral or multilateral international education collaborations; giving an opinion on and evaluating the initiatives received by the University.

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j) Participating in the actions necessary to increase the number of international students, as well as participating in the related enrolment process.

k) Fulfilling all duties which are delegated to its scope of duties by the Rector or internal regulatory documents, and the performance of which affects education in the context of honouring the University's domestic and international cooperation duties.

(4) The Head of International Mobility Programmes shall report to the Vice-Rector for Academic Programmes.

Corporate and Institutional Relations

56. §

(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 Rector 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 tasks of the organisational unit: Defining, developing, presenting and implementing the corporate, institutional relations and third mission strategy in support of the realisation of the strategic goals of the University, making proposals for the organisational setup responsible for corporate and institutional relations in support of 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 development of corporate and institutional relations.

b) Supporting the corporate networking activities of the executives, implementing 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 domestic 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 University's joint initiatives with companies and public institutions and the implementation of the services provided to them, in collaboration with the executives competent in the given professional area.

e) Designing and coordinating the implementation of company-specific academic programmes and open enrolment short programmes in cooperation with the executives competent in the given professional area.

f) Managing and keeping records of the institutional memberships held in domestic organisations.

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g) 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.

h) Monitoring of, as well as initiating amendments to, and termination of, corporate strategic partnership cooperation agreements.

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

(3) The Head of Corporate and Institutional Relations shall report to the Chief of Staff.

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

Culture and People Departement

57. §

(1) The Culture and People Departement organisational unit is a functional unit under the leadership of the Rector, performing the University's strategic HR activities relating to organisational culture and human resources policy, under the management of the Chief Culture and People Officer. 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:

2.1 Tasks related to HR regulation and consultancy

a) Developing, presenting and implementing the strategy relating to an organisational culture and human policy in support of the realisation of the strategic goals of the University, making proposals for the HR organisational setup 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 policy activities of the executives (workforce provision, development, commitment/motivation, retention (ADER), promoting 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 title, job classification and remuneration system of the University (salary structure, bonus table, fringe benefits). Making proposals for and presenting the remuneration strategy, the annual salary development and 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, 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.

i) 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.

j) Developing and managing the performance development and incentive system of the University. Making proposals for and presenting the performance development and incentive strategy of the University, providing professional guidance to the executives on their application.

k) Managing employee relations, labour and labour law problems, with the involvement of the labour law expert 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.

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2.2. Main tasks related to HR Services:

a) Providing operative and administrative support for strategic HR activities, operating efficient, customer-oriented and standardised HR service processes, developing the employee self-services system.

b) Developing and supporting the implementation of salary planning, regulatory frameworks for salary management.

c) Performing workforce planning, developing and supporting the implementation of regulatory frameworks for workforce management.

d) Fulfilling HR controlling duties.

e) Keeping up-to-date records of the HR/labour 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.

f) 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, implementing the labour-related measures with respect to changes occurring in the conditions of employment, conducting and analysing exit interviews.

g) Developing and managing the integration (on-boarding) programme of new hires and employees in new jobs.

(3) The organisational unit is also responsible for fulfilling internal data provision for the executives to support strategic HR activities.

(4) The Chief Culture and People Officer shall report to the Rector.

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

Communications

58. §

(1) The organisational unit responsible for communication is a functional unit which carries out strategic communication management, performs the alumni service and student recruitment activities of the University under the leadership of the Rector, its activities are managed by the Chief Communications Officer. 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 setup supporting the communication strategy, continuously developing the communication activity according to the needs of the parties concerned.

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b) Presenting, introducing the communication policies designed to ensure that the communication strategy is fulfilled, monitoring their implementation, realising projects for the development of communication.

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, alumni and international student recruitment activities of the University, monitoring their implementation, as well as coordinating these activities of the university, developing, managing and maintaining the relevant communication tools and channels and/or the rules on their management.

d) Coordinating the domestic and international enrolment, recruitment activities, providing professional support to the organisational units concerned.

e) Supporting the communication activities of the executives, implementing the communication policies of the university, providing counselling for the executives in the course of their application.

f) Continuously developing the image of the University, ensuring uniform and integrated appearance, supporting and controlling the implementation of the image requirements.

g) Coordinating featured appearances and events, university events.

h) Preparing and developing the visual, text-based and digital contents necessary for the external and internal communication appearance of the University.

i) Providing mentoring for the student communication activities, providing professional control for the communication activity of the Corvinus SU. Performing the professional supervision of the editorial staff of the student-edited journal, Közgazdász (Economist)

j) Exploiting the opportunities offered by institution-focused exhibitions and student recruitment fairs, taking into consideration the relevant initiatives of education management.

k) Performing, coordinating, managing domestic and international student recruitment activities.

l) 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.

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

(3) The Chief Communications Officer shall report to the Rector.

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

Study Administration Services

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59. §

(1) The Study Administration Services organisational unit is a functional unit which fulfils administrative, counselling and service providing duties related to the studies of the students under the leadership of Vice-Rector for Student Affairs. Its activities are managed by the Head of Study Administration Services. It shall fulfil its duties on all the premises of the University and related to the entire activity, 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. Performing the operational administration of the admission system.

c) Liaising with the students, providing counselling for the students with regard to study matters, providing services related to the applications for admission 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.

d) Fulfilling the administrative duties of the committees of first instance which adjudicate academic and exam issues as well as scholarship and social issues.

e) Providing services and fulfilling administrative duties related to the scholarship programmes and the student benefits of the University, performing administrative tasks, carrying out the financial administration related to student fees and benefits, in close cooperation with the Finance organisational unit;

f) Managing the student application process for study abroad programmes.

g) Fulfilling the content administrator role, the regulatory and administration management duties of the Neptun Unified Education Administration System, approving the development of the Neptun Unified Education Administration System in close cooperation with Programme Management.

h) Keeping records of standard forms and forms subject to strict accounting related to the students' studies.

i) Keeping comprehensive student records.

j) Participating in drafting the Student Requirements.

k) Performing professional coordination with the relevant organisational units in relation to the implementation of the Student Requirements.

l) Liaising with the dual study programme partners and the professional training facilities in administrative matters, fulfilling the administrative and record-keeping duties related to the dual study programmes and the practice periods.

m) Fulfilling the data provision obligations falling within its scope of its competences.

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n) With respect to adult education, it carries out the tasks relevant to adult education set out in paragraphs a)-m) .

(3) The Head of Study Administration Services reports to the Vice-Rector for Student Affairs.

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

Career Service Centre

60. §

(1) Career Service Centre is an organisational unit under the leadership of the Vice-Rector for Student Affairs, its activities being managed by the Head of the Career Service Centre.

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

  a)   Organising and coordinating services to support University students in finding a professional training facility that suits their personal goals and studies;

  b) Organising and coordinating services to support University students in finding a job that suits their personal goals and studies after graduation;

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

(3) The unit works closely with the executives and organisational units responsible for academic programmes, for teaching and learning, study administration services, student well-being and community, and corporate relations.

(4) The Head of Career Service Centre shall report to the Vice-Rector for Student Affairs.

Student Wellbeing and Community Centre

61. §

(1) Student Wellbeing and Community Centre is an organisational unit under the leadership of the Vice-Rector for Student Affairs, it is managed by the Head of Student Wellbeing and Community Centre.

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

  a)   Strategically coordinating initiatives related to the development of the University's student community, encouraging and supporting continuous renewal;

  b) Coordinating and continuously developing student onboarding, in particular the integration of international students into the university community;

  c) Providing learning, career planning and mental health support for the students, supporting special learning needs.

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

(3) The organisational unit works closely with the executives and organisational units responsible for academic programmes, teaching and learning, study administration services, careers services, talent management, as well as physical education and sports.

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(4) The Head of Student Wellbeing and Community Centre reports to the Vice-Rector for Student Affairs.

Strategy and Quality Development

62. §

(1) Strategy and Quality Development is an organisational unit operating under the leadership of the Rector, its activities are managed by the Head of Strategy and Quality Development. 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) Coordinating the compilation of the Institution Development Plan (strategy), monitoring the progress of the Institution Development Plan, performing strategic control in this respect, preparing regular reports on its progress for the Board of Trustees, the Senate and the Executive Committee.

b) Ensuring the strategic compliance and the content consistency of the action plans, initiatives, projects of the various professional areas;

c) Conducting internal and external analyses and research to support strategic action;

d) Coordinating the University's activities related to domestic and international accreditations;

e) Evaluating 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.

f) Coordinating the University's quality development policy;

g) Performing the professional coordination of the preparation of organisational changes, ensuring that such changes are in conformity with the strategy;

h) Coordinating priority university initiatives, projects as decided by the Executive Committee and ensuring their strategic compliance;

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

(3) The Head of Strategy and Quality Development shall report to the Chief of Staff.

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

Internal Audit, Risk Management and Compliance Officer

63. §

(1) The Internal Audit, Risk Management and Compliance Officer shall perform his/her independent internal audit, risk management and compliance tasks under the coordination of the Chief Operating Officer. He/she fulfils his/her duties with respect to all the activities and business premises of the University.

(2) The main duties of the officer shall be:

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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 annual internal audit plans supporting the realisation of the strategic goals of the University, as well developing the reports on their implementation.

c) Continuously developing the process of internal auditing, adjusted to the needs of the parties concerned.

d) Helping organisational units comply with legislation governing their activities and operations and ensure that their regulations are in line with the legal provisions.

e) Continuously monitoring and performing regular checks on the implementation of measures and procedures to detect deviations from the applicable legislation.

f) Monitoring the compliance of the activities of the given organisational unit with legislation, the organisational unit's objectives, internal regulations, values and principles, and the professional standards applicable to its activities.

g) Making recommendations to the Rector, the Chief Operating Officer and the Executive Committee to eliminate identified shortcomings and recording, monitoring and regularly reviewing the actions taken to address any non-compliance.

h) Supporting and advising the Rector, the Executive Committee and the organisational units in fulfilling the University's obligations under legislation and internal regulations governing its activities and operations.

i) Supporting the development of an organisational approach that promotes compliance with legislation as an objective by organising trainings.

j) Coordinating the design of the control environment and integrated risk management for the internal control system and receiving and investigating reports of incidents or risks of integrity breaches, corruption and suspected corruption or misconduct in the operation of the University.

(3) Employer's rights with respect to the Internal Audit, Risk Management and Compliance Officer are exercised by the Chief Operating Officer, it being understood that the Rector shall carry out the performance evaluation of the officer.

(4) The internal audit function is carried out in compliance with international standards.

Legal and Procurement Services

64. §

(1) The organisational unit providing legal and procurement services is a functional unit which carries out the legal and procurement duties of the University under the leadership of the Chief Operating Officer, its activities being managed by the Head of Legal and Procurement Services. It fulfils its duties with respect to all the activities and business premises of the University. Where a university's internal regulatory document refers to the

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Head of Legal Affairs, this shall be understood as the Head of Legal and Procurement Services.

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

a) Carrying out legal tasks in the field of supporting activities complementary to the core activities, in cooperation with the University's other organisational units.

b) Legal support and documentation: providing legal support for the University's core activities; drafting and giving an opinion on contracts; drafting and giving an opinion on legal declarations with legal effect (in the case of existing model documents, giving an opinion on modifications with respect to their content).

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 competence with legislation and internal regulatory documents.

e) Legal advice, legislation monitoring: providing information to the organisational units on changes in legislation and providing advice on legal matters.

f) Regulation: giving an opinion on, and checking, the University's internal regulatory documents from a legal aspect, performing codification tasks of as necessary and ensuring compliance with legislation.

g) Developing the regulatory frameworks of institutional governance, enforcing the regulatory principles, fulfilling codification duties as necessary, issuing internal regulatory documents and keeping records thereof.

h) Carrying out the legal tasks related to the preparation of internal regulatory documents falling within its competence, making proposals for the amendment of other regulatory documents, giving an opinion on them, checking, interpreting them.

i) Litigious and non-litigious proceedings: ensuring the legal representation of the University, initiating litigious and administrative procedures and coordinating the work of external legal counsels.

j) Public procurement and procurement processes: developing the University's procurement strategy; managing and coordinating public procurement and procurement procedures; implementing and coordinating the procurement of services, equipment and materials, and managing inventories.

k) Debt recovery

l) Coordination of legal and other technical translation tasks.

m) Legal counselling in strategic matters. Carrying out the legal preparation, implementation of international developments, conducting legal due diligence.

n) Liaising with the authorities in legal matters concerning the core activity.

o) Initiating legal procedures, providing and organising legal representation in litigious and non-litigious proceedings, as well as initiating and ensuring the comprehensive management of administrative procedures

p) Student affairs and their regulation: exercising legal control with respect to students' unions, managing student disciplinary, student appeals and ethics cases, issuing certificates for former students and performing authentication. Carrying out the administrative tasks for the committees acting in student appeals and student disciplinary matters as well as ethical issues.

q) Managing matters of certification and authentication relating to official administrative and other requests concerning the programmes and persons who do not have student status.

r) Internal and external liaison, management of boards' administrative matters: cooperating with the Board of Trustees, the Public Interest Supervisory Board and liaising with the authorities. Managing the administrative affairs of the Senate and the Executive Committee.

s) Managing and keeping records of signature specimens, keeping records of digital representation rights, electronic signatures and stamps.

t) Data processing and document management: performing the tasks of the Data Protection Officer, coordinating data requests in the public interest, the University's document management, mailing and archiving processes.

u) Economic operators: performing the University's legal tasks related to economic operators and civil society organisations in which the University holds shares.

v) 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 areas of responsibility.

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.

c) Developing the internal processes of non-standardisable equipment and service procurement, ensuring flexibility in providing the necessary resources.

d) Travel, technical translation: organising tasks related to travel on behalf of the University, in particular, trips relating to grant schemes and complex trips, and coordinating technical translation tasks in support of the University's operations.

e) Organising the internal and external transport tasks of the university performed by the suppliers of the University.

(4) The Head of Legal and Procurement Services shall report to the Chief Operating Officer.

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

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Finance

65. §

(1) Finance is a functional organisational unit which carries out the financial activities of the University under the leadership of the Chief Operating Officer, 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 setup 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, reviewing the plans on an ongoing basis, preparing forecasts.

d) Developing a reporting system on the fulfilment of the financial plan and on financial management in order to provide executive information related to financial management, preparing proposals for the agenda, reports, analyses.

e) Providing operational and administrative support to executives on financial issues, ensuring financial compliance: supporting planning, preparing reports, analyses, providing professional guidance and support in monitoring executives' financial frameworks, preparing financial documents.

f) Establishing and operating efficient, customer-oriented and standardised financial service processes, continuously improving the financial management system.

g) Monitoring and managing the University's financial risks and making proposals for risk mitigating measures where necessary.

h) Ensuring the University's compliance with tax, accounting and financial laws and regulations, ensuring financial countersignature.

i) Keeping records of, processing financial documents and entering them in the accounts, carrying out bank account transactions, preparing and submitting tax returns.

j) Fulfilling asset and stock management duties, in particular carrying out inventories and scrapping.

k) Performing the payroll and social security administration of the employees, preparing statistics and reports associated with the tasks, performing salary accounting.

l) Managing and accounting engagement contracts, student and doctoral student contracts, ad hoc employee contracts.

m) Managing bank relations, free cash (treasury tasks), hedging transactions.

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

o) Maintaining and improving the processes within its competence.

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(3) The Head of Finance shall report to the Chief Operating Officer.

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

Digital Innovation

66. §

(1) Digital Innovation is an organisational unit under the leadership of the Chief Operating Officer, responsible for the University's digital innovation tasks, performing its activities under the management of the Head of Digital Innovation. 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 include directing the University's digital development, introducing new digital solutions, promoting digital modernisation, ensuring the availability and developing the related service portfolio as detailed below:

a) 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.

b) Designing digital solutions: working out benchmarks for use in relation to requests, analysing processes and developing product designs.

c) Management of external developer partners: preparing developer contracts, monitoring capacities and deadlines, performing quality assurance and supporting the testing of business functions.

d) Digital portfolio management: prioritising, scheduling and management the resources of the entire lifecycles of approved developments.

e) Implementation: coordinating external/hybrid developments, taking care of handover and takeover processes and the use of Go-Live checklist.

f) Supporting users (without operational services): teaching materials, launching trainings, change management and ensuring primary professional liaison with the University's organisational units.

g) IT architecture design: developing technology standards, overseeing systems integration principles in collaboration with the Information Technology organisational unit.

h) Vendor and licence management: monitoring external suppliers' performance, managing licences and contracts, making sure that SLAs and KPIs are observed.

(3) The Head of Digital Innovation shall report to the Chief Operating Officer.

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

Information Technology

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67. §

(1) Information Technology is an organisational unit under the leadership of the Chief Operating Officer carrying out the tasks of the comprehensive operation of the University's IT infrastructure, performing its activities under the management of the Head of Information Technology. 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 and to ensure the availability of the associated service portfolio as follows:

  i) Ensuring the availability of central IT, educational technology support and telecommunication services.

  j) Organising and running the processes ensuring a single framework for exploiting, handling the data assets of the University,

  k) 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,

  l) 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 organisations.

(3) The Head of Information Technology shall report to the Chief Operating Officer.

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

Campus Services

68. §

(1) Campus Services is an organisational unit which performs the tasks related to the full operation, exploitation and use of the built infrastructure of the University under the leadership of the Chief Operating Officer 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 areas of responsibility:

  a) Developing, presenting, implementing the infrastructural strategies supporting the realisation of the strategic goals of the University, making proposals for the

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infrastructural setup 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 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 facility operations 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) Performing the full operation of the university dormitories, including the performance of tasks associated with the coordination of students' dormitory and other accommodation.

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 safety and disaster management duties are performed, with the involvement of external partners.

(3)   The Head of Campus Services shall report to the Chief Operating Officer.

(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

69. §

(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, organisational setup and rules of operation shall be defined jointly by the representative trade union and the University.

Works Council

70. §

(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.

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Trade Union

71. §

(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 benefits.

(2) The representative trade union has the right to conclude the collective agreement. Only one collective agreement may be concluded at the University.

(3) The rights of the trade union are specified by legislation in force and the Collective Agreement. The university collective agreement shall specify the rules of cooperation with the representative trade unions operating at the University.

Corvinus University of Budapest Students' Union, Corvinus University of Budapest PhD Students' Union

72. §

(1) In order to represent the interest of the students, a University Students' Union (SU) operates at the University, as part of the University's autonomy. All students are members of the SU.

(2) The SU 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 SU shall set out the rules of operation of the Students' Union. The Statutes shall be adopted by the Delegates' Meeting of the SU and shall become valid when approved by the Senate.

(3) The activity of the SU shall extend to all matters concerning the students, within the scope of interest representation specified in Subsection (1). In addition to representing the interests of the student community, the SU 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 SU shall decide on its own operation, the use of the financial assets provided for its operation, the exercise 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 SU specified by law.

(5) The SU shall not be given instructions with respect to its activities of interest representation.

(6) The SU is supported in its tasks by the Vice-Rector for Student Affairs on behalf of the management of the University.

(7) The University shall ensure the conditions for the operation of the SU and the performance of its tasks, the lawful use of which the University is entitled to verify. In order to perform its tasks, the SU may use the premises and equipment of the University free of charge, without restricting the operation of the University. The Chief Operating Officer shall be in

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charge of monitoring the infrastructural conditions provided for operation, in particular the lawful use of the premises, devices, machines, equipment and funds.

(8) The University has the right to verify the lawful operation of the SU. The Chief Operating Officer shall be in charge of the control of legality in cooperation with the Rector.

(9) The SU 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 SU shall be entitled to exercise the right of consent. In order to ensure the right of consent of the SU, the competent university executive shall contact the President of the SU or any another officer thereof designated in its Statutes. Consent shall be a condition for the validity of the decision.

(10) In case its rights prescribed by law are violated - including the rejection of its Statutes - the SU 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.

(11) The task and responsibility of the SU 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 Students' Union has the right to define in its Statutes the rules concerning the operation of student associations operating at the Corvinus University of Budapest, their authorisation, i.e. the rules of accreditation of student associations. The SU 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 SU may at its own discretion regulate the distribution of the resources between the individual student associations which are at the disposal of the SU.

(12) In order to represent the interest of the students participating in a doctoral programme of the University, the PhD Students1 Union (PhDSU) operates at the University as part of the University's autonomy. The provisions laid down in Subsections(1)-(9) shall be applied mutatis mutandis, with the exception that the performance of the tasks of the PhDSU shall be supported on behalf of the University's management by the Vice-Rector for Faculty and Research.

Board of Professors

73. §

(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

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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

74. §

(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.

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CHAPTER VI

INSTITUTIONAL DOCUMENTS

The system of institutional documents

75. §

(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 governance 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 powers 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 the purpose, legal status, organisational structure and governance structure, core and complementary activities, maximum number of students and real estate holdings of the University, in accordance with the provisions of the Nftv.

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 the present Regulation.

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 professional area concerned, to ensure the consistent application of such principles, the consistency and transparency of the decisions.

e) Provisions of the Executive 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 scheduling of tasks, or their technical implementation;

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 details of the scheduling 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 institution, 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 academic programme and the subject syllabi, as well as the evaluation and verification methods, procedures and rules.

(7) A separate group of institutional documents is constituted by the financial plans, in particular the institutional budget, the business plan and the statements prepared in line with the accounting provisions.

(8) A higher-level rule shall not be in conflict with a lower level rule (e.g. other regulation, directives with the ROO).

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Strategic plans

76. §

(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. The 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, 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 professional areas with the IDP and other plans. The head of the given area shall be responsible for the plan of the professional area.

(4) The formal and content requirements of the IDP and the plans of the professional areas, the schedule for developing the strategy shall be prepared by Strategy and Quality Development, and Strategy and Quality Development shall make a proposal for those responsible for the plan of each professional area (person in charge, reviewer, party to be informed) shall be approved by the Executive 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 committee competent in the given professional area and – after obtaining the preliminary opinion of the Senate - the Executive Committee.

(6) The IDP and the plans of the professional areas shall be issued by Strategy and Quality Development. Records of the plans of the professional areas, their status and the persons in charge of them shall be kept and shall be published on the University1s website by Strategy and Quality Development.

Internal regulatory documents

Principles for drafting internal regulatory documents

77. §

(1) Principles for the drafting of internal regulatory documents:

a) 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.

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.

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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 both Hungarian and English. 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 competent professional manager is responsible for enforcing the principles, while the Head of Legal Affairs is responsible for ensuring compliance with legislation and internal regulatory documents.

Regulatory powers

78. §

(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 right, it being understood that if the Maintainer does not agree with the regulation, then the Maintainer shall give notice that it intends to exercise it veto right 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 right 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 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;

b) Senate: may issue regulations, directives;

c) Executive Committee: may issue provisions, directives;

d) Vice-Rectors (with the Rector's consent), Chief People and Culture Officer, Chief Communications Officer, Chief Operating Officer, Head of Finance, Head of Legal and Procurement Services, Head of Campus Services, Head of Digital Services and Head of IT may issues provisions

e) a body/board may issue rules of procedure, subject to approval under the present Regulation

.

Persons in charge of the internal regulatory documents

79. §

(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 professional manager shall be responsible for drafting and presenting directives, regulations and provisions and for monitoring the implementation thereof. The list of persons in charge of the regulations, directives and provisions shall be drawn up by the Head of Legal Affairs and approved by the Executive Committee.

(3) The legal verification of the directives, regulations and provisions and if necessary, any codification tasks shall be carried out by the competent legal area.

(4) The draft of the internal regulatory documents shall be sent to the executive concerned and for comments to the Head of Internal Audit and Compliance, as well as to the Head of Legal Affairs, for the purpose of checking consistency with the internal regulations.

(5) The topics covered by, and the formal and content requirements of the directives, regulations and provisions, the schedule of their preparation and revision, the persons responsible for the plans of the professional area (person in charge, person responsible for codification and legal review, person giving an opinion thereon, party to be notified), the rules of publication shall be prepared by Legal and Procurement, and adopted by the Executive Committee in the form of Provisions.

(6) The parts and the process of adoption of the Rules of Organisation and Operation shall be the following:

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Rules of Organisation and Operation			
	Name of regulation	**Decision-maker**	**Body giving an opinion**
Part I	**Organisational and Operational Procedures**	Maintainer	Executive Committee, Senate
	1. Appendix: The organisational structure of the University	Maintainer	Executive Committee, Senate
	Annex 1: Rules of election of the Senate	Maintainer	Executive Committee, Senate
	2. Annex: Regulation on the protection and management of intellectual property	Maintainer	Executive Committee, Senate
	3. Annex: Rules for the organisation of student events	Maintainer	Executive Committee, Senate
Part II	**Employment Requirements**		
	1. Part 1: Employment Regulation	Maintainer	Meeting of the Heads of Institute, Executive Committee, Senate
	2. Part: Academic career model	Maintainer	Meeting of the Heads of Institute, Executive Committee, Senate
	3. Part: Remuneration Policy	Maintainer	Meeting of the Heads of Institute, Executive Committee, Senate
	4. Part: Regulation on Performance Development in the Academic Area	Maintainer	Meeting of the Heads of Institute, Executive Committee, Senate

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	5. Part: Regulation on Performance Development in the Service Area	Maintainer	Meeting of the Heads of Institute, Executive Committee, Senate
	6. Part: Rules on Granting Awards and Titles	Senate with the veto of the Maintainer	Executive Committee
	7. Part: Regulation on other legal relationships of the employees of the Corvinus University of Budapest outside the University	Maintainer	Executive Committee, Senate
	8. Staff Disciplinary and Compensation Regulations	Senate	Executive Committee
	9. Regulation on Habilitation	Senate	UDC, Executive Committee
	10. Regulation on paying performance bonuses	Maintainer	Executive Committee, Senate
Part III	**Student Requirements**		
	1. Part: Admission Regulation	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, Executive Committee, Senate
	5. Part: Regulation 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 Regulation for Students	Senate	Education Committee
	8. Part: Doctoral Regulation	Senate	University Doctoral Council
	9. Part: Regulation on Study Abroad	Senate	Education Committee

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(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 professional area.

(8) The internal regulatory documents shall be issued by Legal and Procurement 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 Legal and Procurement Services.

Implementation of internal regulatory documents

80. §

(1) The executives who are responsible under this Regulation shall, after the necessary consultations and within the framework of the internal regulatory documents, determine within their area of competence the details of implementation, the 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 Communications. These shall be coordinated with the competent legal area as necessary, based on the decision of the responsible executive. The information notices 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 notices 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 the present Regulation 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

81. §

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

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CHAPTER VII

PROVISIONS RELATED TO THE PUBLIC BENEFIT STATUS

82. §

(1) For three years after the termination of a public benefit organisation, the position of Rector shall not be filled by any person who used to be the executive officer of any public-benefit organisation - for at least one year in the two years before its termination -,

   a) which was dissolved without legal successor without having settled its tax and customs debts with the state tax and customs authorities;

   b) in respect of which the state tax and customs authorities discovered significant tax liabilities;

   c) against which the state tax and customs authority applied the measure of closure of business or imposed a fine in lieu of closure of business;

   d) the tax number of which was suspended or cancelled by the state tax and customs authority in accordance with the Act on the Rules of Taxation.

(2) The annual report of the University drafted 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 Legal and Procurement Services and shall be processed within 30 days.

CHAPTER VIII

CLOSING PROVISIONS

83. §

(1) The present Regulation was adopted by the Board of Trustees at its meeting of 1 July 2025 under Resolution number 16/2025 (1 July.) and shall enter into force on 8 July 2025. At the same time the Organisational and Operational Procedures adopted by the Board of Trustees under Resolution No. 26/2024 (14 October) at its meeting on 14 October 2024 shall be repealed.

(2) The legal successor of the Corvinus Language Examination Centre shall be the Centre for Foreign Language Education and Research.

Appendices and annexes:

   Appendix 1: The organisational structure of the University

   Appendix 2: Organigram

   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

Appendix 1

EDUCATION AND SCIENTIFIC RESEARCH DIVISION

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 DIVISION
RESEARCH INSTITUTES:
CORVINUS INSTITUTE FOR ADVANCED STUDIES
REGIONAL CENTRE FOR ENERGY POLICY RESEARCH

CENTRES OF COMPETENCE:
CENTRE FOR COMMUNITY ENGAGEMENT - CORVINUS SCIENCE SHOP
CENTRE FOR FOREIGN LANGUAGE EDUCATION AND RESEARCH
CENTRE FOR TEACHING AND LEARNING
CENTRE FOR TALENT MANAGEMENT
CENTRE FOR PHYSICAL EDUCATION AND SPORTS

FUNCTIONAL AND SERVICE PROVIDER ORGANISATIONAL UNITS
CAMPUS SERVICES
CAREER SERVICE CENTRE
CENTRE FOR GRANTS AND PROJECTS
COMMUNICATIONS
CORPORATE AND INSTITUTIONAL RELATIONS
DIGITAL INNOVATION
IT (INFORMATION TECHNOLOGY)
FINANCE
CULTURE AND PEOPLE DEPARTEMENT
INTERNAL AUDIT AND COMPLIANCE
INTERNATIONAL MOBILITY PROGRAMMES
LEGAL AND PROCUREMENT SERVICES

PROGRAMME MANAGEMENT
STRATEGY AND QUALITY DEVELOPMENT
STUDENT WELLBEING AND COMMUNITY CENTRE
STUDY ADMINISTRATION SERVICES
UNIVERSITY LIBRARY AND ARCHIVES
UNIVERSITY SECRETARIAT

DORMITORIES:
- CORVINUS UNIVERSITY OF BUDAPEST GELLÉRT CAMPUS DORMITORY
- CORVINUS UNIVERSITY OF BUDAPEST HORÁNSZKY DORMITORY
- CORVINUS UNIVERSITY OF BUDAPEST KINIZSI DORMITORY
- CORVINUS UNIVERSITY OF BUDAPEST RÁDAY DORMITORY
- CORVINUS UNIVERSITY OF BUDAPEST TARKARÉTI DORMITORY

COLLEGES FOR ADVANCED STUDIES
- EVK COLLEGE FOR ADVANCED STUDIES
- FAKT COLLEGE FOR ADVANCED STUDIES
- COLLEGE FOR ADVANCED STUDIES OF DIPLOMACY IN PRACTICE
- HELLER FARKAS COLLEGE OF ADVANCED FINANCIAL STUDIES
- SAINT IGNATIUS JESUIT COLLEGE FOR ADVANCED STUDIES
- RAJK COLLEGE FOR ADVANCED STUDIES
- COLLEGE FOR ADVANCED STUDIES IN SOCIAL THEORY
- SZÉCHENYI ISTVÁN COLLEGE FOR ADVANCED STUDIES

Executive Committee

CORVINUS UNIVERSITY of BUDAPEST

Rector

Secretariat

Vice-Rector for Academic Programmes	Vice-Rector for Student Affairs	Vice-Rector for Faculty and Research	Chief of Staff	Chief Operating Officer	Chief Culture and People Officer	Chief Communications Officer
Dean of the Bachelor Study Programme Portfolio	Study Administration Services	Corvinus Doctoral Schools	Dean for Artificial Intelligence	Finance	Culture and People Department	Communications
Dean of the Master Study Programme Portfolio	Career Services Centre	Institutes (11)	Dean for Sustainability	Legal and Procurement Services	HR Policy and Advisory	Marketing Communications
Dean of Specialist Postgraduate and Executive Degree Programmes	Centre for Talent Management	Corvinus Institute for Advanced Studies	Director for International Alliances	Digital Innovation	HR Operations	Institutional Communications
Programme Management	Student Wellbeing and Community Centre	Regional Centre for Energy Policy Research	Corporate and Institutional Relations	Campus Services		Student Recruitment
International Mobility	Centre for Physical Education and Sports	Centre for Grants and Projects	Strategy and Quality Development	Information Technology		Alumni
Centre for Teaching and Learning	Colleges for Advanced Studies	National Grants and Project Management Office		Internal Audit, Risk and Comliance Officer		
Centre for Foreign Language Education and Research		International Grants Office				
Centre for Community Engagement – Corvinus Science Shop		University Library and Archives				