

VOLUME II OF THE ROO
STUDENT REQUIREMENTS

III.8. Regulation on Graduate Career Tracking

At its meeting on 30 October 2018, the Senate adopted the Graduate Career Tracking Regulations by Resolution No. SZ-14/2018/2019 (30 October 2018).

At the same time, the previous regulation on the subject will be repealed.

REGULATIONS ON THE GRADUATE CAREER TRACKING SYSTEM AND UNIVERSITY-WIDE STUDENT SURVEYS

Corvinus University of Budapest (hereinafter: University) hereby establishes the following regulations on the tracking of students enrolled at the University and students who have obtained a final certificate or diploma or have passed a final examination (hereinafter: graduates), and on the university-wide surveys conducted among them.

Section 1

The Graduate Career Tracking System is part of the University's quality management system. In the context of the Graduate Career Tracking System, the University monitors the motivation, educational experience gained, expectations and labour market situation of enrolled students and graduates.

Section 2

Research in the Graduate Career Tracking System includes the following surveys: Freshman surveys, Student (motivation) surveys, Graduating student surveys, Graduate student surveys, and Employer opinion surveys.

The Graduate Career Tracking System also includes the Student Review of Lecturer Performance, which is subject to separate regulations.

Section 3

The information obtained from the surveys is used by the University

- (1) for career guidance for enrolled students and graduates,
- (2) for improving and reviewing programmes and adapting them to labour market needs,
- (3) for performance assessment procedures, and
- (4) for improving University operations.

I. ORGANISATIONAL FRAMEWORK OF THE GRADUATE CAREER TRACKING SYSTEM

Section 4

- (1) The tasks related to the Graduate Career Tracking System are carried out by the Directorate for Strategy and Quality.

Section 5

- (1) The primary forum for consultation on surveys conducted in the context of the Graduate Career Tracking System is the Committee for Education and Student Affairs. The Committee for Education and Student Affairs shall deal with
 - a. the annual survey plan, i.e. the schedule of surveys to be carried out in the academic year and their target group,
 - b. survey results,
 - c. survey implementation reports.

II. DATA COLLECTION PROCEDURES OF THE GRADUATE CAREER TRACKING SYSTEM

Section 6

- (1) The Directorate for Strategy and Quality is responsible for the methodologically correct design and implementation of the following surveys and the publication of their results:
 - a. The freshmen survey, which is a survey of Bachelor and Master students starting their studies in the given semester.
 - b. The student review on educational and lecturer performance.
 - c. The survey among graduating student, which is to be carried out among students taking the final examination.
 - d. The survey among graduates (career tracking), which is to be carried out among students who have obtained a final certificate or diploma and have taken their final examination.
 - e. The survey of employer opinions, which is to be conducted among the University's partners and employers of graduates.
 - f. The student motivation survey should be carried out among students who have been studying for at least one year and who are not graduating.
- (2) Questionnaires and surveys should be reviewed periodically, taking into account the needs of those who use the results of the surveys.
- (3) The graduate students' questionnaire and the student motivation survey questionnaire should be designed in accordance with the requirements of the Educational Authority.
- (4) Surveys should be based on voluntary data provided by students. When making the request, the data subject shall be informed that the provision of the data is optional.
- (5) Any other ad hoc survey of all students and graduates of the University, in particular the accessibility of students through the NEPTUN Study System, shall be decided by the Vice-Rector for Education, taking into account the annual survey plan and the expected usefulness of the results of the planned survey.

III. COLLECTING, PROCESSING AND UPDATING CONTACT DETAILS OF GRADUATES

Section 7

- (1) The Directorate for Strategy and Quality collects and maintains graduate contact details and information (hereinafter: contact details database), which includes the student's name, the student's NEPTUN code, the student's study programme(s), the year of graduation (by study programme), the student's postal, telephone and electronic contact details, and the date of updating the contact details.
- (2) The Directorate for Strategy and Quality may process graduates' contact details contained in the contact details database only for the purpose of career tracking, to the extent appropriate and limited to the purpose.

Section 8

- (1) Each summer, the Directorate for Strategy and Quality, with the help of the Central Studies Office, compiles an initial contact details database of students graduating in the academic year from the Neptun Study System.
- (2) The Directorate for Strategy and Quality regularly updates the contact details database based on the data of graduates who have entered the alumni system and given their consent to be contacted.

IV. DATA PROCESSING AND PUBLISHING THE RESULTS

Section 9

- (1) Respondent anonymity shall be ensured when processing data collected in surveys.
- (2) Within 6 months of the completion of the survey, the Directorate for Strategy and Quality will prepare and publish tables summarising the results of the data recording, a public summary and an executive report.
- (3) The summary tables contain the results of the data collection by faculty and by study programme, in accordance with the general methodological rules (averages, standard deviations, participation rates).
- (4) The public summary includes a description of the data collection methodology and the main findings for the University as a whole.
- (5) The executive summary is a report to the senior executives of the University, containing findings that can be used for strategy development, training planning and development purposes.

Section 10

- (1) Survey results shall be presented to the Committee for Education and Student Affairs once a year.
- (2) The summary tables and public summaries should be made available to internal citizens of the University on the quality improvement website of the Directorate for Strategy and Quality.
- (3) Public summaries of the graduate student survey and summaries for the press should also be freely available on the University's alumni website.
- (4) The availability of the summary tables shall be notified separately to the Study Programme Development Committee and to the study programme leader.
- (5) The executive summary should be sent to the Rector, Vice Rectors, Deans and Vice Deans for Education.

Section 11

The Director of the Directorate for Strategy and Quality shall decide on the use of survey results and its data elements in further academic research and on the conditions of publication, if necessary, after consulting the Vice-Rector for Education.

Section 12

Statistical data from the graduate survey and the student motivation survey shall be transmitted by the Directorate for Strategy and Quality to the higher education information system within the scope and according to the data communication procedures defined by the Educational Authority.

V. FINAL PROVISIONS

Section 13

- (1) The Senate adopted the present regulations at its meeting of 30 October 2018, by Resolution No. SZ-14/2018/2019. (30 October 2018)
- (2) This Regulation shall enter into force on the day following its adoption. This Regulation shall be reviewed by 31 December 2019.

Dr. András Láncki
Rector

Dr. Lívia Pavlik
Chancellor

Copy certified by:

Dr. Marica Sárközi-Kerezsi
secretary of the Senate