

VOLUME I OF THE ROO
ORGANISATIONAL AND OPERATIONAL
PROCEDURES

I.21. Procedural rules for establishing and
launching study programmes

The Senate adopted the present Procedural rules for establishing and launching study programmes at its meeting of 30 October 2018 under Resolution No. SZ-12/2018/2019. (30 October 2018)

Preamble

In accordance with Act CCIV of 2011 on National Higher Education (hereinafter referred to under the Hungarian abbreviation: Nftv.) and its implementing regulations, as well as the University's Rules of Organisation and Operation, the Senate of the Corvinus University of Budapest (hereinafter: University) hereby defines the procedural rules for establishing and launching bachelor and master-level, single cycle and specialist postgraduate study programmes as follows.

Related documents

1. §

(1) Related legislation, internal regulatory documents:

- a) Act CCIV of 2011 on National Higher Education (hereinafter referred to under the Hungarian abbreviation: Nftv.),
- b) Gvt. Decree No. 87/2015 on certain provisions of Act CCIV of 2011 on National Higher Education IV. 9. (hereinafter: Vhr.),
- c) Gvt. Decree 139/2015 on the list of qualifications in higher education and the inclusion of new qualifications in the list of qualifications. (9 JUNE) Government Decree;
- d) Gvt. Decree No.121/2013 (26 April) on the Educational Authority;
- e) the relevant procedural rules and guidelines (hereinafter referred to as the "Guidelines") defined by the Hungarian Accreditation Committee, the Hungarian Rectors' Conference, the Higher Education Planning Board, the Educational Authority and the Maintainer;
- f) Quality Manual

The scope of the Regulation

2. §

- (1) The present Regulation provides for the rules of procedure for establishing and launching bachelor master and study programmes (hereinafter: study programme), it being understood that the detailed procedural rules and deadlines are set out in the information notice issued by the Administrative Directorate.
- (2) The scope of this Regulation does not cover the requirements and issues in terms of the content of the establishment and launch of study programmes, which are covered by the Quality Manual.
- (3) The scope of this Regulation applies to all persons and bodies involved in the procedure for the launch of study programmes, whether they are public service employees of the University or perform their duties under a civil law relationship.
- (4) This Regulation shall also apply to procedures for establishing and launching study programmes ongoing at the time of its entry into force.

Designation of the person in charge of drafting the Regulation

3. §

- (1) The Rector is responsible for the establishment of the rules of procedure for the establishment and launch of study programmes, and thus for the drafting and maintenance of Regulation.
- (2) The drafting, continuous maintenance and legal control of the Regulation are carried out by the Administrative Directorate.

Persons, bodies and organisational units involved in the procedure of establishing and launching study programmes

4. §

- (1) The following persons, bodies and organisational units shall be involved in the procedure of establishing and launching study programmes:
 - a) the Rector, who decides on the authorisation to establish, launch a study programme as a matter of principle;
 - b) the Vice-Rector for Education, who makes professional recommendations to the Rector on the issue of the establishment, launch of study programmes;
 - c) the Dean, who makes a proposal for the establishment, launch of a study programme, appoints the study programme leader, and once the launch of the study programme is supported, takes the necessary measures related to the launch of the study programme (e.g. makes a proposal for the announcement of the study programme);
 - d) the study programme leader, who is responsible for the coordination of the establishment, launch of the study programme, directs the preparatory work on content, as defined in the Quality Manual;
 - e) if the study programme leader decides to set up a preparatory committee, the preparatory committee responsible for the preparation of the content of the study programme as defined in the Quality Manual;
 - f) The Committee for Education and Student Affairs (CESA), which, in accordance with the provisions of the Organisational and Operational Procedures, shall approve the documentation on the establishment of study programmes subject to the expert opinion of the Hungarian Accreditation Committee (HAC) and shall make a decision on submitting it to the HAC;
 - g) The Senate, which decides on the initiation of the establishment, launch of a study programme in accordance with the provisions of the Organisational and Operational Procedures;
 - h) The Central Studies Office, which supports the study programme leader in content-related and administrative matters as defined in the Quality Manual and the present Regulation;
 - i) The Administrative Directorate, which supports the study programme leader's work in administrative and legal matters, as provided for in this Regulation, and is responsible for the implementation of the procedures for the establishment, launch of study programmes.
- (2) The persons and bodies referred to in paragraphs a) to g) shall participate in the preparation of the content-related matters of the establishment, launch of study programmes, and shall take the respective decisions.
- (3) Responsibilities of the Central Studies Office:
 - a) Shall compile and continuously maintain the part of the documentation for study programme establishment, launching that does not directly relate to the content and staffing conditions of the programme, in particular but not exclusively, the information on the infrastructural background, and shall make them available to the study programme leader.
 - b) If necessary, it will ensure that the operating authorisation is amended (availability of staff capacity).
 - c) Having supported the launch of the study programme, it will make the necessary administrative arrangements in the Neptun Unified Education Administration System.
- (4) Tasks of the Administrative Directorate:
 - a) It shall inform the study programme leader of the existing legislative environment, in particular the legislation defining the content requirements of the study programme, the external and

internal rules of procedure for establishing, launching study programmes and the procedural deadlines.

- b) It shall support the study programme leader in interpreting the requirements laid down in legislation and by the expert bodies and authorities involved (ministry, HAC, HRC, HEPB, chambers, EA, etc.) during the process of the establishment and launch of study programmes, and in scheduling the establishment, launch of study programmes.
- c) It shall coordinate the administrative processes of establishing, launching study programmes within the University, shall arrange the procedures before the expert bodies and authorities related to the establishment and launch of study programmes, shall liaise with the expert bodies and authorities.
- d) It shall inform the university's executives, the Dean of the Faculty and the Head of the Central Studies Office about the decisions of the authorities.

General provisions

5. §

- (1) Education at the University is based on the educational programme. The educational programme becomes valid as soon as it is endorsed by the Senate.
- (2) The curricula for bachelor and master programmes, for single-cycle programmes and for tertiary vocational programmes are prepared by the University on the basis of the programme and outcome requirements issued by the Minister responsible for education, those for specialist postgraduate programmes are prepared by the University at its own discretion.

Establishing bachelor and master-level study programmes

6. §

- (1) If the University is planning to launch a bachelor or master-level study programme that is not included in Gvt. Decree 139/2015 (9 June) on the list of qualifications in higher education, the inclusion of the study programme in the list of qualifications must be initiated, i.e. a procedure for the establishment of the study programme must be started.
- (2) The inclusion of a bachelor or master study programme (and its specialisation) in the list of qualifications shall be initiated by the Rector on behalf of the University.
- (3) The first step in the procedure for the establishment of a study programme is to obtain the prior approval of the Minister responsible for education for inclusion in the register of qualifications. The request for prior approval shall be accompanied by a preliminary statement of reasons justifying the initiative. The content of the application shall be drawn up by the study programme leader within the framework established by the Administrative Directorate in accordance with the relevant legislation. The Administrative Directorate is responsible for the submission of the application and the follow-up of the procedure.
- (4) The Minister responsible for education decides whether to grant the necessary approval to start the establishment procedure, on the basis of the sectoral justification for the establishment and the requirements of the objective to be achieved by the programme.
- (5) If the Minister responsible for education does not support the inclusion of the study programme in the list of qualifications, the Administrative Directorate will inform the study programme leader accordingly. The study programme leader will make a discretionary recommendation to the Rector to withdraw or confirm the request and the timing of these.

- (6) If the Minister responsible for education has granted prior approval, the Administrative Directorate will notify the study programme leader accordingly.
- (7) Upon receipt of the prior approval of the Minister responsible for education, the University will seek further opinions as part of the establishment document, including:
 - a) the views of professional organisations and employers,
 - b) the opinion of the minister with an interest in employment at sectoral level,
 - c) the opinion of the Hungarian Rectors' Conference in the case of a bachelor study programme,
 - d) the opinion of the national chamber of commerce competent for the expected field of employment of the professional qualification,
 - e) the opinion of the national sectoral, professional chamber,
 - f) the opinion of the Higher Education Planning Board,
 - g) the opinion of the Hungarian Accreditation Committee,
- (8) The bodies referred to in Subsection (7) shall request any certificates, documents or justifications for forming their opinion in accordance with the Guideline(s). The Administrative Directorate will inform the study programme leader of the certificates, documents and justifications required under the Guideline(s).
- (9) The content of the requests to be submitted to the bodies referred to in Subsection (7) shall be drawn up by the study programme leader within the framework established by the Administrative Directorate on the basis of the relevant legislation and Guideline(s). The Administrative Directorate is responsible for sending requests and monitoring the procedure. It is also the responsibility of the Administrative Directorate to determine the order of requests, taking into account the Guidelines(s) issued.
- (10) If the Minister responsible for education has granted prior approval, the study programme leader will seek the CESA's opinion on the establishment of the study programme. The CESA shall formulate an opinion to the Senate on the support in principle for the establishment of the study programme and on the initiation of the compilation of the documentation for the establishment of the study programme by the study programme leader. The opinion of the CESA may be given in the absence of expert opinions pursuant to Subsection (7), but the Chairperson of the CESA may decide that the CESA will not consider the proposal without certain expert opinions. The opinion of the Faculty Council on the initiation of the establishment of the study programme is not necessary for obtaining the opinion of the CESA.
- (11) If the Minister responsible for education has given his/her prior approval, the study programme leader will arrange for the necessary opinion of the Faculty Council to be obtained. The opinion of the Faculty Council may be given in the absence of expert opinions as referred to in Subsection (7), but the Chairperson of the Faculty Council may decide that the Faculty Council will not discuss the proposal without certain expert opinions. The opinion of the CESA is not necessary for forming the opinion of the Faculty Council.
- (12) If the Minister responsible for education has given his/her prior approval and the CESA and the Faculty Council have given their opinion on the establishment of the study programme, the study programme leader will arrange for the matter of the establishment of the study programme to be submitted to the Senate. The Dean of the Faculty shall initiate the decision of the Senate on the subject of the establishment of the study programme with the Chair of the Senate. The initiative for the establishment of a study programme can only be submitted to the Senate after obtaining the opinion of the CESA and the Faculty Council. If the Faculty Council does not support the

establishment of the study programme, the establishment of the study programme may not be initiated with the Senate.

- (13) The Senate shall take one of the following decisions on the initiative to establish a study programme:
 - a) supports the initiative to establish the study programme and initiates the preparation of the documentation on establishing the study programme,
 - b) rejects the initiative to establish the study programme.
- (14) If the Senate does not support the establishment of the study programme, the documentation on the establishment of the study programme may not be prepared, the matter may not be discussed by the CESA and the request for establishing a study programme may not be submitted to the Educational Authority.
- (15) In case the Senate has decided to initiate the establishment of the study programme, it is the responsibility of the study programme leader to prepare and submit the documentation establishment of the study programme to the CESA. The opinion of the Faculty Council on the subject of the documentation on the establishment of the study programme is not necessary for the CESA to formulate its opinion.
- (16) The content of the documentation shall be prepared by the study programme leader within the framework defined by the Administrative Directorate on the basis of the relevant legislation and Guideline(s).
- (17) The adoption of the documentation for the establishment of the study programme shall lie within the competence of the CESA:
- (18) One of the following decisions on the documentation on the establishment of the study programme shall be taken by the CESA:
 - a) accepts the documentation on the establishment of the study programme,
 - b) does not accept the documentation on the establishment of the study programme.
- (19) If the CESA has not accepted the documentation on the establishment of the study programme, it shall request the study programme leader to revise it, subject to the following:
 - a) specifies the reasons and criteria for the addition or revision,
 - b) determines whether it considers it necessary to rediscuss the documentation on the establishment of the study programme by the CESA or whether it supports the finalisation of the documentation without rediscussion.
- (20) If the CESA does not accept the documentation on the establishment of the study programme, the request for establishing the study programme may not be submitted to the Educational Authority, but the establishment of the study programme may be initiated anew.
- (21) The decision whether or not to discuss documentation on the establishment of the study programme by the Faculty Council shall rest with the faculty.
- (22) The Senate does not discuss the documentation on the establishment of the study programme.
- (23) Once the CESA has accepted the documentation on the establishment of the study programme and all the documents required for establishing the study programme are available, the Administrative Directorate submits the request for the establishment of the study programme to the Educational Authority and informs the study programme leader and the Dean of the Faculty of the outcome thereof.

- (24) The Dean is responsible for initiating the procedure for the establishment of a study programme included in the list of qualifications. Joint procedures for establishing and launching study programmes may not be initiated.

Launching bachelor and master-level study programmes

7. §

- (1) Study programmes may be launched if they are included in the list of programmes.
- (2) The Rector shall initiate the launch of a bachelor or master-level study programme (and its specialisation) on behalf of the University.
- (3) In case of the launch of a study programme, the study programme leader will have the opinion on the launch of the study programme obtained from the CESA. The CESA shall formulate an opinion for the Senate on the support in principle of the launch of the study programme on initiating the preparation of the documentation on the launch of the study programme by the study programme leader. The opinion of the Faculty Council on the subject of the launch of the study programme is not necessary for the CESA to formulate its opinion.
- (4) The study programme leader will arrange for the Faculty Council to give its opinion on the launch of the study programme. The Chair of the Faculty Council may decide that the Faculty Council will not discuss the proposal without the submission of certain documents and information. The opinion of the CESA on the launch of the study programme is not necessary for the Faculty Council to formulate its opinion..
- (5) If the CESA and the Faculty Council have given their opinion on the launch of the study programme, the study programme leader shall arrange for the launch of the study programme to be submitted to the Senate. The decision of the Senate on the launch of the study programme is initiated by the Dean of the Faculty with the Chair of the Senate. The initiative to launch a study programme can only be submitted to the Senate after obtaining the opinion of the CESA and the Faculty Council. If the Faculty Council does not support the launch of the study programme, the launch of the study programme may not be initiated with the Senate.
- (6) The Senate shall take one of the following decisions on the initiative to launch a study programme:
 - a) supports the initiative to launch a study programme and initiates the preparation of the documentation on the launch of the study programme,
 - b) rejects the initiative to launch the study programme.
- (7) If the Senate does not support the launch of the study programme, the documentation on the launch of the study programme may not be prepared, the matter may not be discussed by the CESA and the request for launching the study programme may not be submitted to the Educational Authority.
- (8) In case the Senate has decided to initiate the launch of the study programme, it is the responsibility of the study programme leader to prepare and submit the documentation on the launch of the study programme to the CESA. The opinion of the Faculty Council on the documentation on the launch of the study programme is not necessary for the CESA to formulate its opinion.
- (9) The content of the documentation shall be prepared by the study programme leader within the framework defined by the Administrative Directorate on the basis of the relevant legislation and Guideline(s).
- (10) The initiative includes the request to launch the study programme and the following annexes:
 - a) an extract of the Senate's decision on launching the study programme,

- b) if the higher education institution proposes to submit the request to an institution of its own choice that is full member of the European Association for Quality Assurance in Higher Education (ENQA) rather than to the Hungarian Accreditation Committee, a declaration to that effect,
 - c) if the continuous practice period is provided by a legal entity or a business association on the basis of a cooperation agreement with the higher education institution, a letter of intent from the professional training facility with which the higher education institution concludes a cooperation agreement at the launch of the programme,
 - d) the documentation relating to the launch of the bachelor study programme, of the specialisation of the bachelor or master study programme or of the master study programme.
- (11) If the launch of the study programme takes place at the registered seat, site of another higher education institution or a community training centre in the meaning of paragraph d) of Subsection (2a) of Section 14 of the Nftv, the request must be accompanied by a copy of the agreement concluded with the consent of the Maintainer concerning the launch of the study programme at the registered seat or site of another higher education institution or at a community training centre, in addition to meeting the requirements laid down in Subsection (10) .
- (12) If the launch of the study programme takes place off-site beyond the borders of Hungary, the request must be accompanied by the prior agreement of the Minister responsible for education in addition to the requirements of Subsection (10).
- (13) If the University has launched a programme in another place of delivery, language or mode of delivery, the request need not be accompanied by the information referred to in paragraphs b) and d) of Subsection (10).
- (14) If a request for cross-teaching from another faculty arises, the study programme leader shall consult the Vice-Dean for Education of the faculty concerned in advance on the feasibility of the cross-teaching request. The proposal on cross-teaching forms part of the proposal.
- (15) The adoption of the documentation on the launch of the study programme shall lie within the competence of the CESA.
- (25) One of the following decisions on the documentation on the launch of the study programme shall be taken by the CESA:
- a) accepts the documentation on launching the study programme,
 - b) does not accept the documentation on launching the study programme.
- (26) If the CESA has not accepted the documentation on the launch of the study programme, it shall request the study programme leader to revise it, subject to the following:
- c) specifies the reasons and criteria for the addition or revision,
 - d) determines whether it considers it necessary to rediscuss the documentation on the launch of the study programme by the CESA or whether it supports the finalisation of the documentation without rediscussion.
- (27) If the CESA does not accept the documentation on the launch of the study programme, the request for launching the study programme may not be submitted to the Educational Authority, but the launch of the study programme may be initiated anew.
- (28) The decision whether or not to discuss documentation on the launch of the study programme by the Faculty Council shall rest with the faculty.
- (29) The Senate does not discuss the documentation on the launch of the study programme.

- (30) Once the CESA has accepted the documentation on the launch of the study programme and all the documents required for launching the study programme are available, the Administrative Directorate submits the request for the launch to the Educational Authority and informs the study programme leader and the Dean of the Faculty of the outcome thereof.

Establishing, launching specialist postgraduate study programmes

8. §

- (1) For the establishment of a specialist postgraduate study programme, the provisions of Section 6 on the establishment of bachelor and master study programmes shall apply, it that the rules on prior approval and expert opinion set out in Subsections (3) and (7) shall not apply.
- (2) For the launch of a specialist postgraduate study programme, the provisions of Section 7 on the launch of bachelor and master study programmes shall apply, it being understood that the documentation referred to in paragraphs b) and d) of Subsection (8) need not be submitted.

Transitional, miscellaneous and final provisions

9. §

- (1) The present Regulation shall enter into force on 31 October 2018.
- (2) The present Regulation shall be reviewed by 30 June 2019.

Dr. András Láncki
Rector

Dr. Lívia Pavlik
Chancellor

Copy certified by:

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