

RULES OF PROCEDURE
of the CREDIT TRANSFER COMMITTEE competent in
respect of master study programmes

Budapest, 2022

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Preamble

1.§

- (1) The Credit Transfer Committee of the Corvinus University of Budapest (hereinafter: University) hereby establishes the operational procedures (hereinafter Rules of Procedure) of the Credit Transfer Committee (hereinafter Committee) created pursuant to Section 8 of the Study and Examination Regulations (hereinafter SER) constituting Part 3 of the Student Requirements (hereinafter: SR), Volume III of the Rules of Organisation and Operation (hereinafter: ROO).

Scope of the Rules of Procedure

2.§

- (1) The personal scope of the Rules of Procedure shall extend to all members of the Committee, to invited parties and persons falling within its competence
- (2) The material scope of these Rules of Procedure shall cover the entire operation of the Committee, its proceedings in any matter falling within its competence.
- (3) Any question relating to the functioning of the Committee and not or not sufficiently regulated in these Rules of Procedure, shall be governed by the Rules on the Assessment of First Instance Applications and Legal Remedy Requests in Relation to Student Status (SSP) constituting Part 2 of the SR and the relevant provisions of the SER, as applicable.

Competences of the Committee

3.§

- (1) The duties and competence of the Committee are laid down in the SER.
- (2) As a general rule, the Committee exercises its competence in accordance with the rules of decision-making laid down in these Rules of Procedure.
- (3) In the following cases, which are of a simple nature and where there is no discretionary power, the Committee's decision-making is delegated to the Chairperson pursuant to Section 4(4)(g) of the SSP: refusal without examination of the merits pursuant to Section 13(1) of the SSP, termination pursuant to Section 13(2) and (3), revocation of the decision, rejection of applications submitted after the deadline if no opportunity to rectify the deficiency is given pursuant to Section 13(4).
- (4) Pursuant to Section 19 (12) of the Admission Regulation, the Committee delegates its decision-making power in matters of preliminary credit recognition (related to the admission procedure) to the Chairperson.

Composition of the Committee

4.§

- (1) The number of members, the composition of the Committee are laid down in the SER.

- (2) The Committee is assisted by a Secretary, who is a staff member designated by the Chairperson. The Secretary is not a member of the Committee.
- (3) The Chairperson may invite anyone to attend a meeting of the Committee on an ad hoc basis.
- (4) The members and the Secretary may propose to the Chairperson the names of ad hoc invitees.
- (5) Invited persons shall participate in the session in a consultative capacity.

Duties, rights and obligations of the participants

5.§

- (1) The duties of the Chairperson shall be the following:
 - a) submitting the Rules of Procedure to the Committee and issuing them;
 - b) deciding on conflicts of interest, deciding on the persons to be invited on an ad hoc basis, deciding on the acceptance of substitutes,
 - c) deciding on the dates and times of the sessions and the business to be discussed, the format of the sessions and the convening of the Committee,
 - d) chairing the sessions of the Committee, conducting the discussion of the cases and ensuring that the sessions are conducted in order,
 - e) ordering votes and establishing the result of the votes,
 - f) issuing the resolutions of the Committee,
- (2) Committee members shall:
 - a) attend the sessions,
 - b) in case of absence, announce the fact and the reason for the absence to the Secretary,
 - c) prepare for decision-making and contribute constructively to the Committee's activities,
 - d) make proposals and comments, represent their professional point of view, and, if possible, send them in writing to the Secretary before the session,
 - e) observe the rules of order for sessions and voting,
 - f) carry out the tasks set by the Chairperson within the time limits and report to the Chairperson,
 - g) notify any potential conflict of interest in writing to the Secretary in advance,
 - h) have the right to ask questions, make comments, express opinions and make proposals to other members and invitees at sessions,
 - i) have the right to receive all information and to inspect all documents necessary for the performance of their duties as Committee members,
 - j) have the right to initiate the convocation of a session under these Rules of Procedure.

- (3) If a member fails to attend meetings three (3) times in succession, the Chairperson shall report the absence to the direct supervisor of the absent member, or, in the case of a student member, to the Chairperson of the HÖK (Student Union).
- (4) A Committee member or a person invited to attend a session who is unable to attend shall notify the Secretary of his/her absence without delay after receiving prior notification of the session. The notification shall be made from the absent person's office email address, which shall be confirmed by the Secretary by keeping the email. In a session, a member may not be substituted, but an invited person may be.
- (5) In the absence of the Chairperson of the Committee, he/she shall be substituted by a member appointed by the Chairperson. If both are prevented from attending, the session shall be postponed.
- (6) No person involved in the case or who cannot be expected to give an objective assessment of the case may take part in the decision. The existence of a conflict of interest shall be reported by the member to the Secretary, but may also be taken into account *ex officio*. The Chairperson shall decide and take action in case of a conflict of interest, and the Vice-Rector for Education shall decide and take action to in case of a conflict of interest involving the Chairperson or his/her exclusion.
- (7) The Secretary's duties shall be as follows:
 - a) preparing and maintaining the Rules of Procedure and submitting them to the Chairperson,
 - a) performing the administrative tasks related to the functioning of the Committee, preparing the invitations to sessions and the order for decision-making in writing,
 - b) ensuring the technical conditions necessary for the session,
 - c) preparing the applications received for evaluation on their merits;
 - d) coordinating the dates and times of sessions with the members and sending any request received to the members;
 - e) preparing and finalising the formal and technical aspects of the resolutions;
 - f) being responsible for communication with the relevant organisational units and persons on matters relating to the Committee's activities,
 - g) being responsible for meeting the deadlines applicable to the Committee's proceedings,
 - h) being responsible for all the Committee's administrative tasks,
 - i) preparing the memorandum of the sessions,
 - j) being responsible for recording the Committee's documents in accordance with Section 12, , archiving them, keeping them in the Committee's registry, and managing and updating them in accordance with the Document Management Regulation,
- (8) If the Secretary is prevented from performing his/her duties, he/she shall be substituted by an employee designated by the Chairperson.
- (9) Person invited shall:

- a) discuss cases in which they have been invited to participate,
 - b) in case of absence, notify the fact and the reason for the absence and arrange for a substitution, which should be communicated to the secretary from their office e-mail address;
 - c) prepare in the matter and formulate their proposals, comments and opinions in an expert capacity and to the best of their knowledge,
- (10) Committee members and the persons invited to attend are bound by confidentiality during the activities of the Committee beyond the content of the resolutions adopted.
- (11) Persons invited to a Committee session have the right to ask questions, make comments, express opinions or make proposals to the Chairperson, Secretary, members or invitees.

Rules for the deliberations of the Committee

Exercise of the competences of the Committee

6.§

- (1) The Committee exercises its competences mainly at its sessions.
- (2) The Committee meets depending on the applications received and the deadlines set in the schedule of the academic year, but at least once every six months.
- (3) The sessions shall not be public.
- (4) Decisions may be made:
 - a) at ordinary sessions requiring personal appearance (ordinary session),
 - b) in justified cases, at sessions held online (online session),
 - c) at urgent sessions held in person or on an online platform (extraordinary session)
 - d) if the nature of the matter is decided in a simple manner and does not require consultation or, in the case of decisions which have been discussed in advance but postponed, by written vote without holding a session – (written decision-making).
- (5) The form of the meeting (in-person or online) shall be decided by the Chairperson and communicated to the members in the invitation.
- (6) As a general rule, meetings shall be held in the form of ordinary sessions.
- (7) Members may also join an ordinary session online, with the permission of the Chairperson of the Committee, where appropriate. In this case, members who join online have the same rights as members who are present in person, and should be taken into account when establishing the quorum.
- (8) Extraordinary sessions may be convened on the initiative of the Chairperson or any member in urgent cases where decisions are of immediate concern. The Chairperson of the Committee shall decide on the question of immediate concern.

Sessions of the Committee

Rules of the ordinary session

Preparation and convocation of the session

7.§

- (1) Requests received by the Committee in the context of preparing for the meeting shall be checked and summarised by the Secretary.
- (2) The Secretary shall examine issues of competence. If a case does not fall within the scope of competence of the Committee, the Chairperson shall forward the case to the competent person, and shall inform the person concerned by electronic means. The Secretary shall then close the case.
- (3) The Secretary shall also check whether the application has been received in the form and with the content required by the SER, and also that the deadline has been observed.
- (4) In the course of the preparation, the Secretary shall make proposals for the content of the Committee's resolution in each case and request further information if necessary from the competent organisational units, applicants.
- (5) The Chairperson may decide to seek the opinion of the head of the department/institute or the head, member of staff of another organisational unit concerned as an expert. The Committee is not bound by the expert's opinion.
- (6) Three (3) days before the scheduled session, the Secretary shall notify the members and if relevant, the invited expert(s) electronically of the date and time of the next session and the proposed agenda items.
- (7) The session shall be convened by the Secretary, at the Chairperson's decision, by sending out the invitation. The invitation shall state the place, date and time, nature of the session (ordinary, extraordinary, online), expected duration, summary of the business to be discussed, the names and positions of the persons invited, and the date and place of the invitation. The invitation shall be signed by the Chairperson or the Secretary.
- (8) In the case of sending an e-mail invitation, it shall be sent from the office email address of the Secretary to the members and invitees.
- (9) The invitation shall be sent to the official university email address of the members or invitees at least 24 hours before the session. The deadlines may be deviated from with the permission of the Chairperson in extremely justified cases.
- (10) Invitations can also be sent by calendar entry. In this case, Subsections (7) to (9) shall apply mutatis mutandis and care shall be taken to ensure that the proper convening of the session can be demonstrated (e.g. by screenshot, sending a memorandum).

Quorum, conduct of sessions and adoption of resolutions

8.§

- (1) The session is opened by the Chairperson.
- (2) After the opening of the session, the Chairperson shall check the quorum.
- (3) Except as provided for in Subsection (4), the Committee shall have a quorum if 50%+1 of its members, including the Chairperson, are present.
- (4) All members shall be present to adopt or amend the Rules of Procedure of the Committee.
- (5) If a quorum exists, the Chairperson shall present the business to be discussed, if there is no quorum, he/she shall postpone the session.
- (6) In the event of a reconvened meeting due to a lack of quorum, the provisions of subsections (1)- (4) shall apply.
- (7) A new session of the Committee shall be reconvened not later than 15 days after the date of the session adjourned for lack of quorum. A session so convened shall constitute a quorum according to the general rules.
- (8) The Chairperson shall give the floor to speakers at the meeting of the Committee, and the Chairperson shall also have the power to cut off a speaker.
- (9) Every member of the Committee shall have one vote.
- (10) The Committee shall strive for consensus (unanimous) decision-making.
- (11) Except as provided for in Subsection (13), the Committee shall adopt its resolutions by a simple majority, i.e. by a decision of 50% + 1 of the members.
- (12) The adoption and amendment of the Rules of Procedure of the Committee requires the unanimous vote of all members.
- (13) Resolutions are adopted by public vote, with the Chairperson casting the last vote.
- (14) A member may vote “yes” or “no”. Abstaining is not an option.
- (15) A minority member shall be entitled to attach his /her written dissenting opinion to the resolution.
- (16) When the majority of votes (fifty per cent of the members) is being examined, any fractional number of votes shall in all cases be rounded upwards.
- (17) Pursuant to the provisions of the SER, the committee shall set out its decisions in resolutions generated in Neptun, which shall be issued with the signature of the Chairperson, the issued documents shall be certified by the designated staff member of SS.
- (18) If the Chairperson decides by delegation on a matter falling within the scope of competence of the Committee, he/she shall report to the Committee on his/her decisions.

Rules for online sessions

9.§

- (1) In the case of an online session held without personal appearance, the rules specified for ordinary sessions (deadlines, quorum, invitation, voting and memorandum) shall apply, except that the meeting shall be held using Microsoft Teams application.

Rules for decision-making in writing

10.§

- (1) If the nature of the matter (simple, not requiring discussion) allows, and 50%+1 of the members agree by confirmation email, a vote in writing (decision-making in writing) without holding a session is possible. In this case, a quorum exists because the members are considered present.
- (2) Decisions in writing shall be taken in the same way as during ordinary sessions, with the following exceptions:
 - a) The Chairperson shall order decision-making in writing instead of sending an invitation to the session. This shall be filed in accordance with the rules applicable to the invitation.
 - b) The order for decision-making and the submissions shall be sent to the members at least 12 hours before the close of voting.
 - c) Members have 24 hours from the date of ordering the decision-making to cast their votes.
 - d) Voting is either done via an email sent by the member, where the member shall clearly indicate his/her support or opposition to the student's request (by marking "yes/no", "I support/I don't support"), or using the O365 Forms application. (Incoming emails containing votes do not need to be filed separately, but the memorandum shall include the date, time and content of the vote.)
 - e) In the case of decision-making in writing, it is not possible to put questions, propose amendments or additions. If the need for consultation arises during the process of decision-making in writing, a session shall be held.

Minutes, memoranda and resolutions

11.§

- (1) Minutes or memoranda of the sessions of the Committee shall be drawn up within five (5) working days, and shall be issued signed by the Chairperson or the Secretary. The memorandum should be sent to the members.
- (2) The memorandum shall include at least the following:

- a) the method, place, date and time of the session, the names of the members and invitees present and the names of those absent,
 - b) the establishment of the quorum,
 - c) a list of the matters to be discussed;
 - d) the decisions taken, as follows: resolutions taken on non-individual student matters in text form, resolutions taken on individual student matters, with the name of the requesting student and the resolution taken (e.g. supported by the committee, not supported by the committee) listed in the document attached to the memorandum;
 - e) the percentage of votes;
 - f) any dissenting opinions.
- (3) The minutes contain the information set out in Subsection (2) and the verbatim transcript of the proceedings.
- (4) The Committee's resolutions in individual student matters, unless they concern preliminary credit recognition, are not assigned a separate Committee resolution number, but are managed under a resolution number generated in the Neptun study administration system. The Committee's resolutions in individual student matters, unless they concern preliminary credit recognition, are not assigned a separate Committee resolution number, but are managed under a resolution number generated in the Neptun study administration system.
- (5) The resolutions of the Committee (that do not relate to individual student cases) shall be recorded in writing with restarting numbers every year. The resolution shall take the following format: KÁB/resolution number/academic year (day, month).

Document management

12.§

- (1) Case documents may be handled as paper or electronic documents. The exception to this is a resolution on the preliminary credit recognition, where according to Section 19 (14) of the Admission Regulation, the decision must be recorded in an electronic resolution and sent to the applicant's e-mail address.
- (2) Paper-based documents are issued with the signature of the authorised person and the stamp of the SS and dated; electronic documents are issued with a timestamp and the electronic signature of the authorised person or with an electronic stamp.
- (3) The invitation shall be filed under a main number in the Committee's filing book (in the Poszeidon File and Document Management System) and placed there. The memorandum/minutes shall be filed under a sub-number in the Committee's filing book (in the Poszeidon File and Document Management System) and placed there.

- (4) Unless they concern preliminary credit recognition, the Committee does not file its resolutions on individual student cases, but manages them under a resolution number generated in the Neptun study administration system and archives them electronically in the Neptun study administration system, thus they are not stored in the Poseidon File and Document Management System. The Committee's decisions on individual student cases, if they concern preliminary credit recognition, shall be filed under a sub-number in the Committee's filing book (in the Poseidon File and Document Management System) and placed there.
- (5) The Committee shall record its other resolutions in the minutes/memorandum and shall not include them in a separate document and, accordingly, shall not file them separately.
- (6) Whereas paper copies of Committee case documents (if the original document is created as a paper-based document) (rules of procedure, letters of invitation, invitations, minutes/memoranda, any other documents) shall be kept in the Committee's temporary physical file registry, electronic copies of paper copies and electronic copies of the case documents (if the original document is created as an electronic document) shall be archived on the shared drive of SS in the folder of the Credit Transfer Committee per session and stored in the Poseidon File and Document Management System.
- (7) Otherwise, the Committee's case documents shall be handled in accordance with the Document Management Regulation.

Publicity and final provisions

13.§

- (1) The names of the members of the Committee and of its Secretary and the rules of procedure of the Committee, for which the Chairperson is responsible, shall be fully visible on the University's website.
- (2) These Rules of Procedure were adopted by the Committee under Resolution No. ***KÁB/M-1/2022 (3 March)***. These Rules of Procedure shall enter into force on the day following the date of their approval.

Helga Habis
Chairperson

Legally compliant:

.....2022

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dr. Barbara Bíró
Legal Director

Approved:

.....2022

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Dr. Réka Franciska Vas
Vice-Rector for Education

Made in one original (registry of the Credit Transfer Committee), with a copy provided to Legal, Administrative and Regulatory Services (LARS regulations drive).