
	<p style="text-align: center;">OTHER REGULATION NOT INCLUDED IN THE ORGANISATIONAL AND OPERATIONAL PROCEDURES</p>	<p>Version number: 01.</p> <p>File number: JISZ-SZ/12-1/2023.</p>
<p><b>REGULATION ON TEACHING ASSISTANTS</b></p>		


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<b>Decision maker:</b>	Senate	
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		Higher Education Expert

Version number	Publication date	Effective date	Version tracking
00.	16.12.2022	01.01.2023	<p style="text-align: center;">Publication</p> <p>Resolution number SZ-26/2022/2023. (2022. XII. 13.)</p>
01.	01.09.2024	01.09.2024	<p style="text-align: center;"><b>Amendment</b></p> <p>Resolution number SZ-43/2023/2024. (2024. VII. 16.)</p> <p>Paragraph 6(1) of the Regulations has been amended, and throughout the English version of the Regulations, the words "demonstrator" have been replaced by "teching assistant".</p>

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### **Preamble**

Pursuant to Point (re) of Subparagraph (r) of Paragraph (2) of Section 7 of the Organisational and Operational Procedures, the Senate of the Corvinus University of Budapest (hereinafter: University) has defined the operational framework of the teaching assistant system as follows.

### **Purpose of regulation**

#### **1. §**

- (1) The aim of the teaching assistant system is to provide a framework for capable and deserving students to get involved in the teaching and research activities of the institutes and centres, research centres and in other activities serving the strategic goals of the University, thus promoting the education of future generations to pursue doctoral studies and careers in lecturing, scientific research.
- (2) Teaching assistant activity helps to increase students' professional commitment, to cultivate their profession to a higher than average standard, and to attract them to university lecturing and scientific work.
- (3) The Regulation on Teaching Assistants (hereinafter referred to as Regulation) is intended to provide a framework for achieving the goals set out in (1)-(2) within the material scope of the Regulation.

### **Scope of the regulation**


#### **2. §**

- (1) The scope of the Regulation covers all the students studying at the University in bachelor, two-cycle and single-cycle master programmes.
- (2) The personal scope of the Regulation covers all the organisational units that employ or intend to employ teaching assistants, the lecturers and researchers of these organisational units, the persons involved in the application process as proposers, opinion-givers and decision-makers, and the students employed as teaching assistants.
- (3) The material scope of the Regulation covers the rules governing the mandate of the teaching assistant – including the procedures for application and selection –, the scope of teaching assistant duties, the teaching assistant's duties, obligations, responsibilities and rights, the teaching assistant's remuneration and the cases in which the teaching assistantship is terminated.

### **Related documents**

#### **3. §**

- (1) The following legislation and regulatory documents pertain to the Regulation, which shall be applied in conjunction with such legislation and internal regulatory documents:
  - a) Act CCIV of 2011 on National Higher Education,

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- b) Act I of 2012 on the Labour Code,
- c) Organisational and Operational Procedures,
- d) Resolution No. 2/2021 (25 January) of the Presidential Committee on the employment of students and doctoral students,
- e) Resolution No. 2/2022 of the Presidential Committee on the rules of concluding external lecturers' engagement contracts and student contracts for teaching activities,
- f) where necessary, the General Vice-Rector's Instruction containing the operational rules.

**The engagement shall be subject to:**

**Application criteria, grounds for exclusion**

**4. §**

- (1) Teaching assistantship may be obtained through responding to a call for applications.
- (2) Students taking part in a bachelor programme, a two-cycle or single cycle master programme may submit an application if they meet the conditions set out in paragraph (3).
- (3) Applications are open to Corvinus students:
  - a) who hold a bachelor diploma (or equivalent) or have completed at least two semesters and at least 60 (sixty) credits, and
  - b) have an academic scholarship average of 4.00 or higher in the last active and close semester prior to the application,
  - c) who have achieved at least a good (4) grade in the subject for which they wish to provide education support.
  - d) who have finally not been found guilty of a disciplinary offence or ethical abuse by a higher education institution in the three years preceding the submission.
- (4) When evaluating the applications, the following shall be considered an advantage and thus shall be taken into account during ranking:
  - a) achievement of excellent results in the chosen field (e.g. study competition, participation in research, outstanding class work, recommendation by a future patron teacher),
  - b) exemplary community work.
- (5) Having an active student status during the semester of application is not a prerequisite for submitting and winning the application, but the teaching assistantship cannot be awarded and/or performed, thus eligibility is automatically lost by students who suspend their student status at the University during the semester concerned by the application.
- (6) Taking courses at another higher education institution in the semester of submission is not an obstacle to submitting and winning the application, but the teaching assistantship cannot be awarded and/or performed, thus eligibility is automatically lost by students who spend

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the semester concerned at another higher education institution during the semester concerned by the application.


- (7) Spending the last semester in the given study programme in the semester of submission is not an obstacle to submitting and winning the application, but the teaching assistantship cannot be awarded, thus eligibility is automatically lost by students who do not have student status in the programme referred to in paragraph(2) in the semester concerned by the application.

### **Rules of application**

#### **Call for applications and submission of applications**

##### **5. §**

- (1) The call for applications is prepared by Academic Management and published by the General Vice-Rector.
- (2) The call for applications must include:
- a) the institutes concerned, and the type and number of positions available per institute,
  - b) the teaching assistant tasks to be performed,
  - c) the place and time of publishing the call for applications,
  - d) the deadline for submitting applications,
  - e) the fact that neither late submission (submission of an application for justification), nor correcting deficiencies is allowed,
  - f) whether a proxy may be used to submit the application,
  - g) the list of annexes to be attached,
  - h) the place of submitting applications,
  - i) the list of eligible applicants, the grounds for exclusion,
  - j) the name and contact details of the person in charge of teaching assistants at the institute, from whom interested parties can request information,
  - k) the rules for evaluation, including any ranking rules,
  - l) the name of the decision-maker,
  - m) the deadline for decision-making,
  - n) the place and time of filing a legal remedy,
  - o) other procedural rules for the application process,
  - p) the information on data management as set out in Annex 1 to this Regulation.
- (3) The Head of the Institute may establish predefined ranking rules.

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- (4) Applications must be submitted no later than the last working day of the third week of the examination period of the semester preceding the semester for which the call for applications is published.
- (5) At the initiative of Academic Management, the call for applications must be published in the Corvinus News and through a message sent via the Neptun system, as well as on the website of the institute concerned. The official call for applications is published in the Corvinus News.
- (6) The application shall be submitted on the standard form defined by the University.
- (7) At least 5 (five) working days must be allowed for the submission of applications.
- (8) Applications must be accompanied by:
  - a) professional CV,
  - b) letter of motivation, and
  - c) except for the document certifying the conditions of eligibility, the academic data that the University is aware of ex officio, in particular those referred to in 4. §(3)a)-4. §(3)c), which must be clearly specified in the call for applications,
  - d) a student declaration in accordance with the provisions of 4. §(3)d),
  - e) a plain copy of the documents proving the results and circumstances on which the assessment is based, in particular those referred to in Section 4(4) 4. §(4).
- (9) The call for applications must clearly specify the documents to be used to prove each of the circumstances.
- (10) Applications shall be submitted in the Neptun Unified Education Administration System (hereinafter: Neptun).
- (11) Applications must be submitted by the deadline specified in the call for applications. The time limit is of peremptory nature, and no application for justification is allowed.
- (12) It is not possible to correct deficiencies.
- (13) Applications can be submitted to a maximum of two organisational units per application period, and for one teaching assistant position per institute. If a student applies to one institute, he/she can apply for up to two teaching assistant positions.


### **Evaluating applications**

#### **6. §**

- (1) <sup>1</sup> The evaluation of the applications must be completed no later than 5 working days after the last day of the examination period in the fall semester, and 15 working days after the last day of the examination period in the spring semester.

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<sup>1</sup> Amended by: Resolution No. SZ/43/2023/2024. (2024. VII. 16.) of the Senate. Effective date: 1 September 2024.


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- (2) Formal checks of the applications submitted are carried out by a member of staff appointed by the Head of the Institute.
- (3) The application shall be rejected without examining the merits if:
  - a) the application is received after the deadline,
  - b) the application was received from a non-eligible applicant, including where there are grounds for exclusion,
  - c) the application was submitted without attachments in accordance with 5. §(8)a) and/or 5. §(8)b),
  - d) the application was not submitted by the student according to 5. §(10),
  - e) the application was not submitted in the right place and on the right standard form.
- (4) The Head of the Institute decides on rejection without examining the merits, and the decision must be recorded in a resolution based on a model resolution issued by Academic Management and communicated to the student via Neptun.
- (5) Applications that are not to be rejected without examining the merits must be evaluated on their merits.
- (6) Incomplete applications will also be evaluated, but in the absence of the opportunity to correct deficiencies, they will be evaluated on the basis of their incomplete content.
- (7) Decisions on applications to be examined on their merits shall be taken by the Head of Institute.
- (8) The decision taken after an assessment of the merits must be recorded in a resolution, based on a model resolution issued by Academic Management, and communicated to the student via Neptun.
- (9) An appeal against the decision may be lodged by the student within fifteen (15) days of its communication or failing that, within fifteen (15) days of the date on which it comes to the student's attention. A decision on the legal remedy shall be taken by the Student Appeals Committee.

### **Employment of teaching assistants**

#### **7. §**

- (1) The teaching assistant will be awarded an employment contract within the framework of this Regulation, once the positive decision in the matter of the teaching assistant's application becomes final.
- (2) The activities of the teaching assistant are carried out within the framework of an employment relationship. The rules of employment are set out in the contract of employment within the framework of the relevant provisions of the Presidential Committee.
- (3) Teaching assistantship may be granted for a fixed term of one academic semester, renewable on the basis of a new application, as specified in the decision on the award of the contract.

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- (4) A student may only be assigned to one teaching assistantship at one institute at a time. If the student is awarded a teaching assistant position at more than one institute and/or is awarded more than one teaching assistant positions at the same institute, the student decides which one he/she wishes to fill.
- (5) The contract must be concluded by the first day of the semester in which the student is to carry out work as a teaching assistant.
- (6) Subject to paragraph (2), the teaching assistant shall not be entitled to scholarship for his/her activities as a teaching assistant.
- (7) Besides what is specified in paragraph (1), the teaching assistant may be issued a teaching assistant assignment letter that carries no force of law.

### **Duties, rights and obligations of the teaching assistant**


#### **8. §**

- (1) The specific tasks related to the work of a teaching assistant are defined in the employment contract within the framework of this Regulation and the call for applications, it being understood that teaching assistants may not perform the following activities:
  - a) performing independent teaching (lectures, seminars),
  - b) compiling written tests and examination questions,
  - c) correcting written tests and exam papers,
  - d) supervising examinations on his/her own.
- (2) The Head of the Institute assigns the teaching assistant to a patron lecturer of the institute engaged in the relevant topic, according to his/her interests. The patron lecturer assists the teaching assistant in his/her professional and academic development, provides him/her with duties that support teaching, research, programmes staged by the institute, as well as provides direct professional guidance and supervises the teaching assistant's work. As necessary, the patron lecturer shall inform the Head of the Institute of the progress of the teaching assistant, the need to take any measures to facilitate it, or if he or she has neglected his or her duties or otherwise become unworthy of the assignment.
- (3) The role of the teaching assistant is to carry out work in support of teaching, research and/or the operation of the Institute, as advertised by the Institute, subject to this Regulation and the call for applications. The tasks of the teaching assistant are described in the contract of employment. Such entitlement includes in particular:
  - a) supporting the preparation, organisation of the institute's teaching activities, consultation activities,
  - b) participating in the preparation of teaching aids,
  - c) compiling and giving an opinion on study aids,
  - d) holding independent consultations outside the classroom,



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- e) organising and running extra-curricular exercises,
  - f) compiling training exercises,
  - g) performing preparatory, administrative and technical tasks related to the conduct of examinations and participating - not independently - in the supervision of examinations,
  - h) participating in the organisation and running of academic competitions and other professional events organised by the department,
  - i) translating specialised texts, compiling bibliographies,
  - j) performing administration at the institute or library reader service tasks, preparing demonstration materials and equipment,
  - k) participating in field exercises, laboratory sessions,
  - l) participating in research, reviewing related literature, compiling papers, preparing benchmark analyses, participating in the collection and analysis of data, in the publication of the results,
  - m) other duties as determined by the Head of the Institute or the patron lecturer.
- (4) The teaching assistant may not be entrusted with any tasks other than those set out in paragraph (3), in particular:
- a) may not perform any activity that requires Neptun access rights,
  - b) may not carry out teaching, examination and assessment (marking) duties.
- (5) The duties of the teaching assistant must be defined in such a way that they do not interfere with the teaching assistant's ability to fulfil his/her study and examination obligations.
- (6) The teaching assistant's rights are, in particular:
- a) he/she may, at the discretion of the Head of the Institute, participate in the Institute's meetings in an advisory capacity, may express his/her opinion and convey the students' proposals,
  - b) he/she has the right to use the given Institute's pool of academic literature and, to the extent and in the manner determined by the Head of the Institute, the Institute's facilities,
  - c) he/she may participate in conferences and events within the Institute, in his/her field of study.
- (7) The teaching assistant's obligations are in particular:
- a) to carry out his/her duties carefully and properly, in accordance with the guidelines of the patron lecturer,
  - b) to keep confidential any information that comes to his/her knowledge in the course of performing duties,
  - c) to take good care of the equipment and facilities of the institute,
  - d) if he/she is unable to fulfil his/her mandate for any reason, he/she must report this,

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- e) to cooperate with the lecturers, researchers and other staff of the institute/department in performing his/her duties and in carrying out his/her activities as a teaching assistant.
- (8) The detailed rights and obligations of the teaching assistant are set out in the employment contract.

### **Termination of the teaching assistantship**


#### **9. §**

- (1) Teaching assistantship may not be awarded and/or will be automatically terminated:
- a) upon the expiration of the mandate,
  - b) upon termination of student status,
  - c) if the student status is suspended in the semester of the assignment,
  - d) if in disciplinary, criminal, ethical or misdemeanour proceedings the disciplinary offence, ethical abuse, criminal offence or misdemeanour has been finally established,
  - e) upon termination of the legal relationship involving employment by the University or by the student,
  - f) in other cases specified in the contract involving employment.
- (2) The student must immediately report to the Head of the Institute that the disciplinary, criminal, ethical or misdemeanour proceedings against the student have finally established that the student has committed a disciplinary offence, ethical misdemeanour, criminal offence or misdemeanour.
- (3) If the teaching assistant does not complete his/her studies or does not fulfil his/her obligations as a teaching assistant, the teaching assistant's contract may be terminated on the recommendation of the patron lecturer.
- (4) If the teaching assistant's student status is terminated or suspended, Student Services shall notify the relevant institute ex officio.
- (5) If the teaching assistant's contract is terminated for any reason before the end of the contracted term, the Head of the Institute shall inform the General Vice-Rector thereof.
- (6) After the termination of the assignment, the Head of the Institute may evaluate in writing the activities carried out by the teaching assistant according to the criteria defined by the General Vice-Rector, which shall be taken into account in the event of any subsequent employment.

### **Document management**

#### **10. §**

- (1) All application documentation must be handled as paper or electronic documents in accordance with the Document Management Regulation as follows:
- a) the call for applications shall be filed by Academic Management,

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- b) student applications and decisions shall be filed by the institute concerned,
  - c) the documents of the appeal procedure shall be filed by the Student Appeals Committee.
  - d) the assignment letters issued by the Head of the Institute shall be filed by the institute.
- (2) The Institute shall keep a record of the assignments and shall inform the General Vice-Rector of its decisions.

### **Data management**

#### **11. §**

- (1) The data processing notice related to the teaching assistant's application and the teaching assistantship in accordance with Article 13 of the GDPR is set out in Annex 1 to this Regulation.


### **Closing provisions**

#### **12. §**

- (1) The present Regulation was adopted by the Senate at its meeting of 13 December 2022, at the same time the Regulation on Teaching Assistants adopted by the Senate under Resolution No. SZ-111.b/2013/2014 (30 June 2014) is repealed.
- (2) The present Regulation shall enter into force on 1 January 2023.
- (3) The present Regulation shall apply from the spring semester of the 2022/2023 academic year.

### **Annex:**

Annex 1: Data processing notice

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**1. Annex**

**DATA PROCESSING NOTICE**

**On the processing of personal data in the context of demonstrators' applications and engagement**

**1. NAME OF THE DATA MANAGER**

**Corvinus University of Budapest (hereinafter: CORVINUS or University)**

Address: 1093 Budapest, Fővám tér 8.  
 Website: <http://uni-corvinus.hu>  
 Data Protection Officer: dr. Balázs Locsmándi  
 E-mail: [adatvedelem@uni-corvinus.hu](mailto:adatvedelem@uni-corvinus.hu)


**2. LEGISLATION ON WHICH THE DATA MANAGEMENT IS BASED**

- Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Regulation (EC) No 95/46/EC (General Data Protection Regulation): GDPR);
- Act CXII of 2011 on informational self-determination and the freedom of information;

**3. THE SUBJECT OF DATA PROCESSING, THE SCOPE OF PROCESSED DATA, LEGAL GROUNDS FOR AND DURATION OF DATA PROCESSING**

The present Data Processing Notice sets out the material circumstances of the processing of personal data related to demonstrators' applications under Articles 13 and 14 of the GDPR as specified in the Regulation on Demonstrators (hereinafter Regulation) of CORVINUS.

Name of the data subject	Scope of personal data	Purpose of data processing	Legal grounds for data processing	Duration of data processing
university student submitting demonstrators' application	name, NEPTUN code, compliance/non-compliance with the conditions for application specified in the Regulation, name of the institutes concerned, demonstrator's tasks to be performed, contents of the annexes to be attached to the application (motivation letter, CV)	managing the demonstrators' application process	consent pursuant to Articles 6(1)(a) and 7 of the GDPR	until the consent is withdrawn, but not later than the end of the appeal procedure following the closure of the application

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<p>university student engaged as a demonstrator</p>	<p>the application file, the content of the demonstrator's engagement contract, in particular the duration of the contract, the remuneration of the activity, the tasks to be carried out by the demonstrator, the evaluation of the Head of the Institute when the relevant demonstrator's engagement contract ends</p>	<p>exercise of rights and obligations arising from the demonstrator's engagement contract</p>	<p>Article 6(1)(b) of the GDPR (processing necessary for the performance of a contract) and the legal obligation under Article 6(1)(c) of the GDPR to retain accounting records, based on Section 169 of Act C of 2000 on Accounting</p>	<p>8 years after the end of the demonstrator's engagement contract</p>
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**4. ACCESS TO AND TRANSFER OF DATA**

The data may be accessed only by the dedicated staff members of CORVINUS involved in processing the demonstrators' applications and acting on behalf of the institute engaging the demonstrator for the purpose of performing his/her duties under the engagement contract and to the extent necessary therefor. The University will only disclose data to third parties on the basis of a legal authorisation or with the consent of the data subject.

**5. ENGAGING A DATA PROCESSOR**


CORVINUS does not use a data processor in connection with the processing of data under this Data Processing Notice.

**6. DATA SECURITY MEASURES**

The University stores personal data on the University servers. It does not engage another company to store the data. The University shall take appropriate measures to ensure that personal data are protected against, inter alia, unauthorised access, and to ensure the continued confidentiality, integrity, availability and resilience of the systems and services used to process personal data, and the ability to restore in a timely manner access to and availability of personal data in the event of a physical or technical incident.

**7. RIGHTS IN RELATION TO DATA PROCESSING**

The data subject has the right to request information about the data processing, the right to obtain rectification of data, as well as to data portability, data blocking (restriction of data processing) as well as to request the data processor to provide him/her information on his/her personal data and information relating to the processing thereof. The data subject may withdraw his or her consent at any time. Withdrawal of consent does not affect the lawfulness of the data processing that took place before the withdrawal. The data subject may request the deletion of

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his or her data, however, there may be some physical obstacles thereto following the disclosure of personal data. In such cases, the University will take reasonable steps that can be expected from it in view of the available technology and the cost of implementation. The data subject may exercise his or her rights under this section by sending a request to the [adatvedelem@uni-corvinus.hu](mailto:adatvedelem@uni-corvinus.hu) e-mail address.

## **8. LEGAL ENFORCEMENT IN RELATION TO DATA PROCESSING**

In the event of unlawful processing, the data subject may refer the matter to the CORVINUS Data Protection Officer, the National Authority for Data Protection and Freedom of Information (NAIH) or a court.

Data Protection Officer's email address: [adatvedelem@uni-corvinus.hu](mailto:adatvedelem@uni-corvinus.hu)  
 NAIH contact details (<https://naih.hu/uegyfelszolgalat,--kapcsolat.html>): address: 1055 Budapest, Falk Miksa utca 9-11.; postal address:1363 Budapest, Pf:9; phone:+36 (1) 391-1400; fax: +36 (1) 391-1400; e-mail address [ugyfelszolgalat@naih.hu](mailto:ugyfelszolgalat@naih.hu); web <https://naih.hu/>.

In the event of court proceedings, the Budapest Metropolitan Court (Fővárosi Törvényszék) shall have jurisdiction. The action can also be brought before the court of the place of residence (the contact details of the courts can be found at the following link <http://birosag.hu/torvenyszekek>).