

Provost Office`s work division , starting as of August 2019

Area	Specific activities/tasks	Main responsible	Administrative support
Units and structures	Academic Forum	Provost	Tatiana Yarkova
	Senate	Rector/Provost	Tatiana Yarkova
	Academic policy development and revision	Provost/Pro-Rector for SSH	Tatiana Yarkova
Committees	Quality Assurance Committee	Chair: Provost	Tatiana Yarkova
	Committee on University Professors	Chair: Provost	Aniko Kellner
	University Doctoral Committee	Chair: Pro-Rector for SSH	Aniko Kellner
	Re-appointment and Promotion Committee for Departments and Schools	Chair: Provost	Aniko Kellner
	Academic Support Committee	Chair: Provost	Zsuzsanna Gabor
	Tender Committee for external grants	Chair: Provost	Zsuzsanna Gabor
	Scholarship Advisory Committee	Chair: Pro-Rector for SSH	Ildiko Torok
	SUN Board	Chair: Provost	Szilvia Kardos
Faculty and student matters (e.g. leaves, unit affiliations, student appeals, exceptions, write-up grants, etc.)	Restricting public availability of thesis	Pro-Rector for SSH	Aniko Kellner
	Field Trip fund	Pro-Rector for SSH	Aniko Kellner
	Credit transfer	Pro-Rector for SSH	Aniko Kellner
	Exceptions from TOEFL and other admission criteria	Pro-Rector for SSH	Aniko Kellner
	Student appeals	Pro-Rector for SSH	Aniko Kellner
	Write-up Grants	Pro-Rector for SSH	Aniko Kellner
	Extensions (UDC)	Pro-Rector for SSH	Aniko Kellner
	Hungarian Doctoral Procedure (UDC)	Pro-Rector for SSH	Aniko Kellner
	Nostrification (UDC)	Pro-Rector for SSH	Aniko Kellner

	Sabbaticals *	Provost/Pro-Rector for SSH	Aniko Kellner
	Open Access Policy/Copyright Policy	Provost/Pro-Rector for SSH	Aniko Kellner
	Regular meeting with PhD representatives	Provost/Pro-Rector for SSH	Szilvia Kardos
Strategic Reviews of Departments and Schools		Provost/Pro-Rector for SSH	Tatiana Yarkova
Annual reviews of Departments and Schools		Provost	Tatiana Yarkova
Student Awards	PhD awards (Winter awards, BDA)	Pro-Rector for SSH	Aniko Kellner
Faculty Awards	Outstanding Research Award	Pro-Rector for SSH	Aniko Kellner
	Distinguished Teaching Award	Pro-Rector for SSH	Aniko Kellner
Website matters	Facts and Figures page	Provost	Agnes Benedek
	Research projects site	Pro-Rector for SSH	Aniko Kellner
Other matters	CEU-HESP Visiting Fellowship	Provost	Oleksandr Shtokvych
	Modular Doctoral Program	Provost	Tatiana Yarkova
	Fulbright-CEU Lecturing and Research (IAS) Grant	Provost	ACRO
	Rajk Szakkollegium cooperation	Provost	Eva Nagy
	IWM Fellowship Jury, together with representative of IWM	Provost	ACRO

* faculty in academic departments ought to initiate the process with the Pro-Rector for SSH