

Provost Office`s work division , Academic Year 2016-17

Area	Specific activities/tasks	Primary responsible	Administrative support/contact
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	Andrea Katona
	University Doctoral Committee	Chair: Pro-Rector for SSH	Andrea Katona
	Re-appointment and Promotion Committee for Departments	Provost delegates to Pro-Rector for SSH as Chair	Andrea Katona
	Re-appointment and Promotion Committee for Schools	Chair: Provost	Andrea Katona
	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	Andrea Katona
	Field Trip fund	Pro-Rector for SSH	Andrea Katona
	Credit transfer	Pro-Rector for SSH	Andrea Katona
	Exceptions from TOEFL and other admission criteria	Pro-Rector for SSH	Andrea Katona
	Student appeals	Pro-Rector for SSH	Andrea Katona
	Write-up Grants	Pro-Rector for SSH	Andrea Katona
	Extensions (UDC)	Pro-Rector for SSH	Andrea Katona

	Hungarian Doctoral Procedure (UDC)	Pro-Rector for SSH	Andrea Katona
	Nostrification (UDC)	Pro-Rector for SSH	Andrea Katona
	Sabbaticals *	Provost/Pro-Rector for SSH	Andrea Katona
	Open Access Policy/Copyright Policy	Provost/Pro-Rector for SSH	Andrea Katona
	Regular meeting with PhD representatives	Provost/Pro-Rector for SSH	Szilvia Kardos
Humanities Initiative	Humanities Initiative grants	Pro-Rector for SSH	Andrea Katona
	Humanities Initiative lecture series	Pro-Rector for SSH	Andrea Katona
Strategic Reviews of Departments and Schools		Provost/Pro-Rector for SSH	Tatiana Yarkova/ Andrea Katona
Annual reviews of Departments and Schools		Provost	Tatiana Yarkova
Student Awards	PhD awards (Winter awards, BDA)	Pro-Rector for SSH	Andrea Katona
Faculty Awards	Outstanding Research Award	Provost	Andrea Katona
	Distinguished Teaching Award	Provost	Andrea Katona
Website matters	Facts and Figures page	Provost	Andrea Katona
	Humanities Initiative page	Provost/Pro-Rector for SSH	Andrea Katona
	Research projects site	Pro-Rector for SSH	Andrea Katona
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	Andrea Katona
	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