

Vice-Rector for Academic Programmes

Company:

Corvinus University of Budapest

Location:

Hungary / Budapest

Discipline:

Employment Type:

Permanent Full-time

Posted:

02/09/2026

Contact Person:

If you wish to apply for this position, please specify that you saw it on AKADEUS.

Corvinus University of Budapest

(Registered office: 1093 Budapest, Fővám tér 8.)

invites applications for the position of

Vice-Rector for Academic Programmes

The Vice-Rector for Academic Programmes shall be responsible for the management of the degree-programmes educational and educational quality enhancement activities of the University, he/she shall be in charge of these activities at the institutional level.

The main responsibilities and duties of the Vice-Rector for Academic Programmes according to the Organisational and Operational Procedures are:

- Managing the preparation of the University strategy falling within their area of responsibility, submitting proposals, coordinating implementation, and making proposals regarding the organisational structure required for implementing the strategy.
- Overseeing the performance of the deans responsible for the educational programmes, Dean for Artificial Intelligence, Dean for Sustainability, Programme Management, International Mobility, Centre for Teaching and Learning, Centre for Community Engagement (Corvinus Science Shop) and Centre for Foreign Language Education.

- Chairing the Education Committee (the responsibilities of the Committee are listed below).
- Developing, presenting and implementing the education strategy and the educational quality assurance in support of the realisation of the strategic goals of the University. Developing, presenting and introducing the actions, regulations and instruments ensuring the fulfilment of the education strategy.
- Operating the admission system, with the exception of administrative functions falling within the competence of the Chief Communications Officer.
- Managing the activities related to the development and supply of teaching materials.
- Making proposals to the Education Committee for the establishment of the study programme development committee. Based on the proposal of the deans concerned, making decisions on the study programmes belonging to the same study programme development committee.
- Approving the Deans' proposals for the development of study programmes.
- Evaluating and approving the results of the evaluations by students and of graduate career tracking.
- Approving the results of the programme portfolio reviews submitted by the deans. Approving the proposals of the deans for the announcement or suspension of study programmes.
- Within the frameworks determined by the Senate, in case of any study programme subject to the expert opinion of the Hungarian Accreditation Committee (HAC), making a decision on the documentation with regard to the launch of the new study programme and submitting it to the HAC.
- After hearing the opinion of the Education Committee, he/she shall decide on the establishment and launch of supplementary studies, including their name, location, timetable, language, curriculum and programme costs.
- Operating the University's key international programmes.
- The Vice-Rector for Academic Programmes is accountable to the Rector.

Additionally, the Vice-Rector for Academic Programmes

- shall contribute to the implementation of the University's Institutional Development Plan, the Bridge Strategy;
- is responsible for the development of the quality assurance system so that the University fully meets AACSB accreditation standards as well as the standards of the Hungarian Accreditation Committee;
- jointly with the Vice-Rector for Faculty and Research, improves the culture of collaboration between Deans and Study Programme Leaders, on the one hand; and Heads of Institutes (who are responsible for workload allocation), on the other hand.

Areas overseen by the Vice-Rector for Academic Programmes:

Dean of the Bachelor Study Programme Portfolio; Dean of the Master Study Programme Portfolio; Dean of Specialist Postgraduate and Executive Degree Programmes

- The Deans in charge of educational programmes shall be the leaders of the study programme portfolio under their management.
- Compiling a programme portfolio for the study programmes managed by the Dean, adjusted to the market needs.
- Making proposals for the necessary study programme, adult education programme developments.
- Performing regular measurement and evaluation of the effectiveness of the educational programme portfolio.
- Supporting and facilitating the cooperation of the study programme leaders with the heads of institute.
- Maintaining regular relations with domestic and international professional communities.
- Participating in the actions necessary to increase the number of domestic and international students, as well as participating in the related enrolment process.
- Monitoring the HR and infrastructural resources and compliance of the programme on a continuous basis, carrying out the annual self-assessment of the study programmes.
- Accepting the results of the evaluation by students/ graduate career tracking/ programme portfolio review and forwarding such results for approval to the Vice-Rector for Academic Programmes.

The Dean for Artificial Intelligence

- Is responsible for the ethical exploitation of the potential of AI and related technologies to enhance the University's teaching, research, third mission activities, services and operations.
- Is responsible for the compilation of the University's AI strategy, the coordination of actions and initiatives aimed at the implementation of the strategy, and the development of the regulatory framework for the use of AI in cooperation with the relevant executives.

The Dean for Sustainability

- Is responsible for the continuous improvement of the sustainability of the University's operations, and for the overall representation of sustainability in the University's teaching, research, third mission and service activities. Is responsible for the

compilation of the University's sustainability strategy.

- Oversees the operation of the Ethics, Responsibility and Sustainability Hub (ERS Hub), a platform to support the coordination of social responsibility and sustainability initiatives and to incubate projects in these areas, and appointing the members and the chairperson of the ERS Hub's governing board.

Programme Management

- Programme Management is the organisational unit responsible for the quality assurance of education, the planning and development of programmes, the framework for the delivery of programmes and the analysis of programmes concerning degree programmes.
- Supporting strategic developments in the area of education.
- Content management and services.
- Analysing educational data, fulfilling data provision duties.
- Performing educational coordination duties: maintaining operational contact with the institutes and coordinating with them, in cooperation with the Study Administration Services organisational unit and other organisational units supporting education.
- Coordinating the educational programmes and the process of institutional accreditation, participating in the international accreditation processes.
- Fulfilling duties with respect to the organisation of education, coordinating double-degree programmes.
- Providing full administrative support for the activities of study programme leaders across the University.
- Initiating and approving digital developments required for operating of the academic programmes.
- Developing educational and student regulations.
- Performing the operational tasks of the Corvinus Teaching Excellence (CTE) educational quality improvement system, setting, monitoring and enforcing deadlines.
- Performing the tasks associated with the systematic collection, storage and processing of education-related data, including those relating to the development, continuous improvement and maintenance of structured database(s).

International Mobility

- Performing the strategic and administrative coordination of the international mobility schemes, operating the central database thereof.
- Supporting the development of international educational (double degree, joint

degree, multiple degree) cooperation agreements.

- Initiating, giving an opinion on, performing the strategic management, the central administrative coordination of the Stipendium Hungaricum programme and other international scholarship schemes.
- Initiating the establishment of bilateral or multilateral international education collaborations; giving an opinion on the initiatives received by the University.

Centre for Teaching and Learning

- Planning and implementing educational research projects in support of the University's strategic objectives, feeding back and disseminating results.
- Performing duties linked to educational programmes and university-level quality assurance,
- Actively participating in the operational team of the Corvinus Teaching Excellence (CTE) system of educational quality development, organising and implementing pedagogical and peer visits.
- In the framework of the on-boarding programme, raising the awareness of newly hired lecturers, teachers and PhD students regarding approaches to learning, teaching and mentoring, and providing structured support to their integration into education.
- Providing learning support services for the students of the University (e.g. in terms of learning methodology).
- Fulfilling the duties of the application host of the university's e-learning system, providing methodology and technology support for the digital learning materials prepared at the University.
- Supporting university "data asset" (or for example the one called "hub") and AI-based teaching and learning projects in the context of e-learning.

Centre for Foreign Language Education

- Providing general language training and language training for special purposes adjusted to the core activity in the framework of a selection of languages and courses.
- Organising and implementing complex foreign language communication competence development related to the studies of the students at the university, preparing students for language exams, providing language exam preparatory course options.
- Organising English-language preparatory courses for the admission exam.

Centre for Community Engagement (Corvinus Science Shop)

- Corvinus Science Shop is a competence centre supporting the third mission activity of the University.
- organising course projects for subjects taught in the bachelor, master and postgraduate programmes.
- identifying community partners, liaising with them, developing projects, realising cooperation, transferring knowledge;
- developing community-embedded and community engaged research and learning, i.e. the CERL competences of the lecturers and researchers of the university, thereby contributing to the study programme and subject developments;
- carrying out education in topics related to community-embedded and community engaged research and learning (CERL) and responsible research and innovation (RRI).

Education Committee

- The Education Committee is a body of the Senate which shall act within the Senate's and the Rector's competences related to programme development, education and study administration. **The Chairperson of the Education Committee shall be the Vice-Rector for Academic Programmes.**
- Decision on the calendar of the academic year.
- Giving opinion on the establishment, launching and termination of study programmes.
- Giving opinion on the launch or termination of any programme as an off-campus programme or dual degree programme.
- Giving opinion on the principles of double/dual degree, multiple degree, joint degree agreements.
- Participating in defining the yearly quality targets related to the educational strategy of the University.
- Giving opinion on the principles and proposals related to the establishment of the student counselling system and the system for the student evaluation of teaching.
- Deciding on the schedule of the review of curricula every five years and the monitoring of the review.
- Defining the professional principles and criteria related to the evaluation of teaching performance, defining the professional principles and criteria related to the acknowledgement of teaching excellence.

Type of Employment:

Full-time executive position under an employment relationship governed by the Hungarian

Labour Code (Act I of 2012) and the University's Employment Regulations. **The executive appointment shall be for a fixed term of 4 years, expected to commence on 17 December 2026.** Pursuant to Section 37(6) of Act CCIV of 2011 on National Higher Education (Nftv.), the appointment as Vice-Rector may be made for a term not exceeding the date on which the appointee reaches the age of 65.

Place of Work:

The place of work shall be the headquarters of Corvinus University of Budapest (1093 Budapest, Fővám tér 8.) and its campuses/sites.

Eligibility Requirements:

- University Professor or Associate Professor title;
- Scientific degree (PhD) in a field of science included in the University's educational portfolio;
- Research experience at the forefront of the international academic community;
- Proven leadership experience gained at a higher education institution;
- Proficiency in English suitable for professional negotiations;
- The applicant has not yet reached the age of 65, in accordance with the requirement set out in Section 37(6) of Nftv.

Advantages:

- Proven leadership experience in designing and implementing institution-wide development initiatives.
- Proven leadership experience in organizational service transformation, the development of new services and support systems, and their implementation across the organization.
- Experience with national and/or international higher education accreditation processes.
- Experience in the development and/or management of academic programmes.
- Experience in developing and implementing educational strategies.
- Experience in adult education, non-degree, or executive education.
- Knowledge of educational systems encompassing multiple levels and formats of education.
- In-depth knowledge of the higher education environment, educational governance, and the relevant regulatory framework.

Expected Competencies:

- Strategic thinking and the ability to initiate and implement institution-level developments;
- Empowering and motivating leadership approach: high-level leadership and change management competencies;
- Strong coordination and cooperation skills;
- International academic and professional network;
- Performance and results orientation;
- Customer-oriented, service-focused mindset;
- Outstanding communication, negotiation, and stakeholder engagement/management skills;
- Ability to address complex problems at a systemic level with a solution-oriented approach and responsible decision-making;
- Conflict management skills;
- Data-driven approach to planning, performance evaluation, and decision-making;
- High level of ethical awareness, integrity, and accountability;
- Innovation and digitalisation-oriented mindset.

Documents and certificates to be submitted as part of the application:

- Professional CV in English;
- Motivation letter in English;
- A 3-5-page professional and leadership action plan in English outlining the applicant's vision for fulfilling the position, including specific objectives to be achieved and the concepts and plans supporting their implementation;
- Declaration of a clean criminal record (of "good conduct") - **[[attachment-21]]**;
- Declaration undertaking the obligation to submit a declaration of assets;
- Declaration confirming that no conflict of interest exists with regard to the applicant pursuant to the University's Employment Regulations, and that, in the event of a conflict of interest, the applicant undertakes to eliminate such conflict;
- A data processing consent declaration - **[[attachment-20]]**;
- List of publications;
- Copies of documents certifying the required qualifications and experience.

The application must be prepared in alignment with the University's institutional development plan and organizational structure:

- [Access to the Institutional Development Plan \(Bridge Strategy\)](#)
- [Organisational and Operational Procedures](#)
- [The University's public-interest information](#)
- [Data processing notice](#)

Salary and Benefits:

The salary and benefits package shall be determined by mutual agreement.

The **basic salary range** associated with the position is gross HUF 3,000,000–4,000,000 per month.

What we offer:

- Full-time executive employment contract,
- Performance-based annual bonus opportunity,
- Ongoing training and development opportunities,
- Additional benefits via cafeteria,
- On-site medical room and comprehensive healthcare services,
- Flexible working arrangements.

Deadline for Submission of Applications:

27 September 2026

Method of Application Submission:

Applications must be submitted through the application form available at the following link: <https://www.uni-corvinus.hu/ninja-forms/71peds/>

Expected Deadline for the Evaluation of Applications:

16 December 2026

Expected Earliest Starting Date of Employment:

17 December 2026

Further Information:

Further information regarding the call for applications may be obtained from Dr Klára Tatár-Kiss, Chief Culture and People Officer at the University (e-mail: klara.tatar-kiss@uni-corvinus.hu).

Place and Date of Further Publication of the Call for Applications:

[Website of Corvinus University of Budapest](#)

Contact Person:

If you wish to apply for this position, please specify that you saw it on AKADEUS.