

# Provisional Statutes of Central European University - Private University (CEU PU)

Version June 26, 2022

Pursuant to Section 4 of the Private University Act (PUG), Federal Law Gazette I No. 74/2011 as replaced by the Private Higher Education Institutions Act (PrivHG), Federal Law Gazette I No 77/2020 in conjunction with Section 15 (3) PU Accreditation Ordinance, in conjunction with Section 20 (1) GmbH-Gesetz (GmbHG), RGBI. No. 58/1906, as amended, the following statutes of CEU PU are issued:

## I Principles and ownership

### § 1 Legal ownership

CEU GmbH is the legal entity for CEU PU within the meaning of § 2 Abs.1 Zi. 1 Private University Act (PUG) and Private Higher Education Institutions Act (PrivHG).

CEU GmbH and its bodies (General Assembly, CEO, Supervisory Board, if any) adhere to the following principles when carrying out their duties:

- Principle of university autonomy
- Freedom of scientific research and teaching
- Principle of combining research and teaching and of the diversity of scientific theories, methods and doctrines.

### § 2 Guiding principles and tasks of the Higher Education Institution

The mission of CEU PU is to be a world-class international and multi-cultural institution committed to academic excellence and offering a transformative education with global impact. CEU PU is committed to promoting the values of open society, democracy and critical reflective thinking. The main goal of CEU PU is to offer educational programs which are accredited in Austria as well as in the United States of America, and to provide research opportunities, building on the educational and intellectual traditions of the Central European region.

CEU PU aims at excellence in its education programs, research activities, building on the tradition of socially and morally responsible constructive criticism. CEU PU's main goal is to ensure that students receive the highest level of education, to provide them with the opportunity to excel in the creation of new knowledge in the humanities and social sciences, and to help in developing the policy implications of both.

CEU PU offers regular studies (bachelor's, master's and doctoral) in the fields of social sciences, arts and humanities, public policy and administration, and economic studies.

## II Governance bodies

### § 1 Board of Trustees

(1) The Board of Trustees as strategic management body represents the interests of CEU PU, supports the University leadership in the development of the University and contributes to the achievement of the objectives and tasks of the University. The Board of Trustees takes all decisions on the general guidelines, the long-term financing and all strategic and economic matters.

(2) In order to ensure the proper implementation of the guiding principles and tasks on an international basis, the Board of Trustees of CEU NY is automatically installed as the Board of Trustees of CEU PU. The Board of Trustees of CEU NY consists of not fewer than 7 and not more than 25 Trustees, who are elected by the Board itself (self-supplementing body). The eligible Trustees shall be from responsible positions in science, culture or business, or from similar scientific institutions, so that the collegial body is at all times composed of individuals with expertise. This is not only in the interest of

the legal entity but particularly ensures that the academic interests are adequately represented and a balance of powers is guaranteed.

(3) The Board of Trustees has the following tasks:

- a) Decision on the annual budget, the annual balance sheets and tuition fees.
- b) Amendment of these Statutes upon recommendation of the Rectorate and consultation with the Senate.
- c) Adoption of the Strategic Plan and the annual implementation framework following a consultation with the Senate.
- d) Decision on the place of location(s) of the University.
- e) Announcement of the post of the Rector twelve months before the anticipated opening of the position or within three months from the date of Rector's dismissal or resignation.
- f) Issue of the provisions governing the election of the Rector upon consultation with the Senate. The Senate must submit its opinion within four weeks upon receiving the proposed provisions.
- g) Election of the Rector based on a shortlist of three candidates proposed by the Senate.
- h) Dismissal of the Rector, upon consultation with the Senate.
- i) Resolutions on matters submitted to the Board of Trustees by the Rectorate.

(4) The Board of Trustees is convened by its Chair. Five members are jointly entitled to request the convening of the Board of Trustees by the Chair. The Board of Trustees decides by simple majority of the votes of its members present. Each member of the Board of Trustees has one vote. The Board of Trustees has a quorum if at least 50% of its members are present.

(5) The members of the Rectorate, the Chair of the Senate, the Chair of the Equal Opportunity Committee and the Chair of the Student Council have the right to be heard at meetings of the Board of Trustees on items relating to their remit.

## § 2 Rector

(1) The Rector is the chief executive officer of the University who directs the life and the activities of the University according to the guidelines of CEU GmbH, the applicable laws and regulations, and the present Statutes. The Rector shall be a member of and directly report to the Board of Trustees on the academic, administrative and operational activities of the University. Furthermore, s/he is responsible for the quality of academic teaching and research pursued at the University.

(2) The scope of duties and competences of the Rector, as the leader of the University, includes especially, but not exclusively, the following:

- a) directing the teaching, research, cultural, administrative and financial activities performed at the University;
- b) directing activities related to human resource work, exercising the employer's and issuer's rights and competences;
- c) in accordance with valid legal regulations, the Rector has disposal over the budgetary appropriations, property and other sources available for the University;
- d) exercising publisher and distributor rights;
- e) exercising the right to make decisions in all matters brought within his/her powers by other regulations or officers of the University.

(3) The Rector shall be responsible for the professional and legal operation of the University, ensuring healthy and safe working conditions, the conditions of teaching and research. Furthermore, s/he makes decisions on any issues related to the operation of the University, which have not been brought under the competence of any other person or body legally.

(4) The Rector represents the University and is the only person authorized to make official statements on behalf of the University. The Rector shall be in office for 5 (five) years, the appointment can be renewed twice following the first appointment. By a two-thirds majority vote, the Senate may propose to the Board of Trustees the dismissal of the Rector.

(5) The Rector shall designate one of the Pro-Rectors as the official stand-in as soon as the Rector assumes office. In the absence of the Rector, the designated Pro-Rector shall assume full responsibility of the Rector.

(6) If the Rector's position is not filled for any reason, until a new Rector is appointed, § 4 sec. 3 shall apply.

### § 3 Rectorate

(1) The Rectorate consists of the Rector, one or more Pro-Rectors and such other persons as the Rector may decide. The Chairperson as well as the spokesperson of the Rectorate is the Rector – s/he represents the CEU PU externally. The Rectorate generally adopts its resolutions by a simple majority.

(2) The meetings of the Rectorate shall take place regularly, at least once a month. The Rectorate creates its own rules of procedure.

(3) The Pro-Rectors are nominated by the Rector upon consultation with the Academic Forum, elected by the Senate, and endorsed by the Board of Trustees.

(4) The term of the Pro-Rectors shall as a rule be three years, renewable once. In order to ensure continuity in academic leadership, the terms of the Pro-Rectors shall be staggered. In no case, however, shall the total term of service exceed six years. A senior CEU faculty member or, if no suitable internal candidate is available, a person of equivalent academic standing from outside the University can be elected to these positions. The Pro-Rectors shall report to the Rector.

(5) The Rectorate directs the University. It performs all tasks connected with the management of the University, unless such tasks are assigned to another body in accordance with the present Statutes or other policies of the University. The Rectorate may revoke decisions of other bodies, with the exception of the decisions of the Senate and the Board of Trustees, if, in the opinion of the Rectorate, these decisions are contrary to the University regulations, including this Statutes. The Board of Trustees has to be informed in serious cases.

(6) The tasks of the Rectorate include in particular:

- a) Preparation of the budget, draft strategic plan and the mission statement of the University for consultation with the Senate and approval by the Board of Trustees.
- b) Preparation of draft amendments to the Statutes for consultation with the Senate and approval by the Board of Trustees.
- c) Expression of opinion on Senate proposals and the annual report of the Equal Opportunity Committee to the Board of Trustees.
- d) Appointment and removal of heads of organizational units.
- e) Preparation of the University Academic Calendar and submitting it to the Senate for approval.
- f) Deciding on faculty and (inter)disciplinary matters.
- g) Preparation of proposals for the establishment and restructuring of organizational units and the establishment, modification and closure of study programs for decision by the Senate.
- h) Proposals to the Board of Trustees for the determination and collection of tuition fees.
- i) Proposals for quality assurance measures on the recommendation of the Curriculum and Academic Quality Assurance Committee.
- j) Application for renewal of accreditation / program accreditation.
- k) Awarding of academic degrees and honors.
- l) Preparation of proposals for the composition of the Re-appointment and Promotion Committee for decision by the Senate.
- m) Appointment of the visiting faculty in coordination with the heads of the academic units. Re-appointment and promotion decisions based on recommendation of the University Re-appointment and Promotion Committee. Appointment of other employees of the University is made by the CEO in consultation with the Rectorate.
- n) Admission criteria for the study programs as proposed by the study program directors.
- o) Admission of students as suggested by the study program directors.
- p) All other regulations and administrative processes not falling within the duties of another

university body.

#### § 4 Election of the Rector<sup>1</sup>

(1) The position of the Rector has to be publicly announced by the Board of Trustees. Only a person with a university degree, preferably in a subject that corresponds to the profile of the CEU PU as well as proof of international experience and the ability to manage the content, organization and budget of a University can be chosen as Rector.

(2) The Rector shall be elected by the Board of Trustees out of a proposal of three candidates made by the Senate. Election is made for a term of five years. Re-election for two more terms is possible.

(3) Upon written proposal of the Senate, the Board of Trustees is entitled to recall the Rector and/or the Pro-Rectors with immediate effect, based on justified loss of confidence, serious breach of duty, criminal conviction or lack of physical or mental aptitude. When the Rector leaves his/her position, the Pro-Rector designated in line with section II § 2 (5) takes over the duties of the Rector until the next Rector is elected.

#### (4) Search Committee

For the election of the Rector, a Search Committee has to be set up no later than 15 months before the anticipated vacancy. The Search Committee is appointed by the Board of Trustees. The Search Committee shall be composed of six representatives of the Board of Trustees and three representatives of the CEU Senate. Board members shall be proposed by the Chair of the Board to the Governance and Nominating Committee; the Governance and Nominating Committee shall then propose Board members serving on the Search Committee to the full Board. The Senate will propose its members to the Board, who will appoint them to the Committee. In proposing its representatives, the Senate shall ensure that the principles of representation of different constituencies is observed. .

#### (5) Tasks of the Search Committee are:

- a) Draft a job description for the Rectors position in consultation with the key stakeholders, including the Equal Opportunity Committee of the Senate, and submit it to the Board of Trustees for approval.
- b) Conduct the search and interview the candidates. Special attention shall be paid to assuring gender balance in the candidate pool. Services of a headhunter firm may be used in the search process. The firm shall be appointed by the Board of Trustees.
- c) Send a report on the search process to the Chair of the Equal Opportunity Committee of the Senate.
- d) Submit a short-list of three candidates along with the report on the interviews to the Senate at least six months before the anticipated vacancy.
- e) If the Acting Rector applies for the advertised position, he or she may be included in the recommendation of the Search Committee.
- f) If the Acting Rector announces his or her interest in re-election before the call for the position, re-election may take place without a call for applications if the Board of Trustees approves such procedure by a two-third majority after appropriate consultation with the Senate and the CEU community.

#### § 5 Senate

(1) The Senate consists of 12 elected members and the Rector as an ex-officio member with voting rights. The elected members of the Senate are:

- g) six members elected by senior faculty (as defined by the Academic Staff Handbook);
- h) two members elected by junior faculty (as defined by the Academic Staff Handbook);
- i) three student/s, nominated by the Student Union of CEU PU.
- j) one member elected by the administrative staff.

---

<sup>1</sup> Provisional version as approved by the CEU Board of Trustees at its June 26, 2022 meeting, subject to further modifications following a consultation with the CEU Senate.

Pro-Rectors are invited to attend the Senate meetings but are not members of the Senate and have no voting rights.

(2) The Chair of the Senate is the Rector. In the Rector's absence or if the Rector's position is vacant, the designated Pro-Rector shall chair the meetings of the Senate, with a voting right.

(3) The term of the elected Senate members is three calendar years, with the exception of student members, whose terms expire at the time the Student Union elects new student representatives, or if their student status expires. The Senate fulfills its tasks concerning any ongoing business and especially concerning tasks related to the elections until the elected new Senate holds its first meeting.

(4) Prior to the upcoming Senate elections, the Senate appoints a Nominating, Election and Vote-counting Committee (NEVC) to manage the process of the Senate elections by interpreting and applying the rules of the elections.

(5) Each member of the Senate has one vote. The Senate has a sufficient quorum if at least 60% of its members are present at the meeting. The Senate shall decide by a majority positive vote of the members present. In case of a tie, the motion shall not pass. Absentee voting either by proxy or mail is not permitted.

(6) If the Senate has no sufficient quorum, the Rector shall convene a new meeting of the Senate within a maximum of 30 days, with the agenda set forth in the original invitation, by sending the invitation to the members of the Senate as well as to other invited persons at least one week prior to the date of the meeting, containing the agenda, the place and date of the meeting. The Rector or a person appointed by the Rector shall be responsible for issuing the invitation. The members of the Senate may miss the reconvened meeting only in justified cases.

(7) The Senate shall be convened at least three (3) times a year (ordinary meetings) and it may also hold extraordinary meetings at the request of the Rector or the majority of its members.

(8) If an elected Senate member leaves the University or is not able to perform his/her duties for other reasons, the runner-up in this category as determined by the Nominating, Election, and Vote-Counting Committee shall assume the vacant seat. In case there is no runner-up, new elections are administered for the vacant slot.

(9) A two-third majority vote of the Senate is required for decisions on the acceptance of its Internal Rules of Procedure and on the proposal for a Rector to the Board of Trustees.

(10) The responsibilities of the Senate include:

- a) Approval of its own Internal Rules of Procedure.
- b) Establishment, approval and initiation of academic programs to the extent permissible under these Statutes and the governing law, including the establishment of doctoral programs and schools.
- c) Establishment of academic standards, including regulations for doctoral degrees, and standards of admission.
- d) Establishment, modification, suspension and termination of CEU PU degree and non-degree programs.
- e) Academic oversight by establishing the curricula and priorities for all CEU PU academic degree programs and overseeing the implementation of those programs consistent with these Statutes and the decisions of the Board of Trustees.
- f) Determination of the research program and the requirements concerning quality of research and teaching, as well as the means of evaluating performance; adoption of standing rules concerning academic positions, appointments, possible tenure, academic duties, academic procedures and student rights.
- g) Approval and modification of CEU PU academic policies.
- h) Establishment of standing and ad-hoc Senate committees.
- i) Approval of the University Academic Calendar.
- j) Preliminary approval of the strategic plan and the mission statement of the University subject to final approval by the Board of Trustees.

- k) Preliminary approval of amendments to the Statutes subject to final approval by the Board of Trustees.
- l) Review of the short-list of three candidates for the Rector's position provided by the Search Committee and submission of the list for consideration of the Board with any comments it may wish to communicate to the Board, followed by a joint session with the Board of Trustees to discuss the short-list.
- m) The Senate may discuss any issue and may also formulate its opinion and proposals as to any issue. It may submit its positions and proposals to the party authorized to make a decision or take a measure, which party shall provide a reply within thirty days, or, if it is a corporate entity, at its first meeting following the 30th day.

## § 6 Academic Forum

(1) The Academic Forum makes recommendations on academic matters for consideration by the Senate. It shall be comprised of academic unit heads, directors of research and administrative units, and a student representative.

(2) Meetings of the Academic Forum shall be chaired by the designated Pro-Rector. The meetings shall be open to the University community, and the dates shall be included in the Academic Calendar and published on the University website. The Academic Forum shall meet at least three times per academic year.

(3) All academic matters, as well as matters of academic impact, shall be submitted to the Academic Forum one week prior to the meeting. The Academic Forum shall not make decisions but can make recommendations to be considered by the Senate.

## § 7 Student Union

The student representatives are elected in accordance with the provisions of their Student Union Constitution. Students' representatives shall be actively involved in academic matters at CEU PU. The Student Union shall have the right to self-govern, including but not limited regarding to its right to elect student Senate members according to II Sec. 5 (1) of these Statutes.

Further to that, a Statutory Student Union ("ÖH") shall be established according to the rules set forth in the Student Union Act as amended from time to time.

The students' representatives are entitled to timely information from the Rectorate and the Heads of the study programs on all matters affecting students.

The students' representatives are entitled to adequate support with rooms and equipment.

## **III Organizational units and organizational plan**

### § 1 Educational/academic units, administrative units

The University consists of administrative and educational/academic units. The administrative units of the University are those providing assistance to the work of the educational units, themselves not performing educational activities directly.

### § 2 The educational/academic units and programs

- (1) Educational/academic units may be organized in any of the following forms: departments, institutes, or programs, based on the decision of the CEU PU Senate. Unit heads' appointment process and terms of service are regulated in the Academic Staff Handbook.

- (2) Each study program shall have a director nominated from within the program faculty according to their internal procedures. The director has the main responsibility of running the programs' internal affairs. Each program should also have a program committee, composed of the faculty members responsible for the delivery of the program, overseeing processes such as admissions, curriculum development or graduation.
- (3) For undergraduate programs, the Dean of Undergraduate Studies shall be appointed by the Rector in consultation with the Academic Forum and approval by the Senate. The Dean of Undergraduate Studies is a member of the Undergraduate Program Committee. The Undergraduate Program Committee shall comprise, in addition to the Dean, directors of undergraduate programs and at least one student representative, and one staff member from the Undergraduate unit.

### § 3 Administrative units

The administrative units of the University are directed by their respective unit heads. Reporting lines shall be set by the Rector.

### § 4 Organizational Plan

The detailed organizational structure is laid out in the Organizational Chart.

## **IV Academic Staff**

The rules governing the recruitment, re-appointment, promotion, ranks, workload and other rights and duties of academic staff are detailed in the CEU PU Academic Staff Handbook.

## **V Rules on governing the degree programs**

### § 1 Admission

The rules governing admission to the CEU PU study programs are laid out in the CEU PU Admissions Policy.

### § 2 Study Programs

The rules governing the establishment, operation, and modification of CEU PU study programs are laid out in the CEU PU Degree Programs Policy.

### § 3 Student Rights

The student rights and responsibilities, including expectations for passing performance and the rules pertaining to examinations, are laid out in the CEU PU Student Rights, Rules, and Academic Regulations.

## **VI Gender equality and promotion of women**

CEU PU Equal Opportunity Policy aims to ensure that CEU PU provides an inclusive, stimulating and supportive working, learning and social environment which promotes equality, values diversity and respects the rights and dignity of all staff, faculty, prospective, current and former students, associate members, bidders, contracting parties and visitors to the University.

## **VII Quality management**

Quality management and quality assurance at the university, including period evaluation of academic and administrative units, is performed within the framework of its Institutional Assessment and Quality Assurance Policy.

## **VII Promulgation**

### **§ 1 Promulgation**

The most recent valid version of these Statutes shall be published in the online document repository on the CEU PU website at all times, and should be open to public. Additionally, in every instance when these Statutes are modified by the decision of the Board of Trustees, this shall be announced to the University community.

<b>Document information</b>	
<b>Type</b>	Founding Document
<b>Number</b>	FD-1904-1v2206
<b>Title</b>	Provisional Statutes of Central European University - Private University (CEU PU)
<b>Distribution</b>	Public
<b>Filename</b>	FD-1904-1v2206 Provisional Statutes of Central European University - Private University (CEU PU)
<b>Notes</b>	
<b>Related documents</b>	Admissions Policy, Academic Staff Handbook, Degree Programs Policy, Equal Opportunity Policy, Institutional Assessment and Quality Assurance Policy, Student Rights, Rules, and Academic Regulations
<b>For final documents</b>	
<b>Approved by:</b>	Senate, Board of Trustees
<b>Date of approval</b>	June 10, 2021, June 20, 2021, and June 26, 2022
<b>Enters force</b>	June 26, 2022