



# Policy on Student Employment

*Updated version effective as of April 1, 2011*

## PURPOSE

The purpose of this document is to define and explain the student employment policy of Közép-európai Egyetem (seat: 1051 Budapest, Nádor u. 9., institutional registration number: FI 27861; hereinafter referred to as the "KEE"), Budapesti Közép-európai Egyetem Alapítvány (1051 Budapest, Nádor u. 9.; registration number: 2314; hereinafter: „CEUB-F”), Central European University (address in the U.S.A.: 400 West 59<sup>th</sup> Street, New York, N.Y. 10019 U.S.A; a non-profit higher education institution registered in New York State (USA) and awarded an Absolute Charter under the law of New York State (USA); hereinafter referred to as the "CEU") and to set up transparent rules and procedures. It applies to all students enrolled in any programs of KEE or CEU.

## PRINCIPLES

It is the aim of CEU and KEE to

\* encourage students to participate in on-going research conducted by either individual faculty members, academic departments / programs or CEU-affiliated research initiatives as well as in educational and service duties related to the functioning of the University (research assistance, teaching assistance, librarian, IT assistance, etc.)

\* provide equal opportunities to all students and to ensure that any kind of employment shall not conflict with the University-related duties of students and shall not endanger the academic career of the students.

## DEFINITIONS

For the purposes of this Policy, it is understood that:

KEE – Közép-európai Egyetem is a Hungarian accredited higher education institute registered under institutional registration number FI 27861.

CEUB-F – Budapesti Közép-európai Egyetem Alapítvány, registered with the Municipal Court Budapest under registration number 2314, having its registered seat at 1051 Budapest, Nádor u. 9.

CEU - Central European University (address in the U.S.A.: 400 West 59<sup>th</sup> Street, New York, N.Y. 10019 U.S.A; a non-profit higher education institution registered in New York State (USA) and awarded an Absolute Charter under the law of New York State (USA);

Master Student (1): is a full-time student (in Hungarian: "nappali tagozatos hallgató") enrolled in one of the accredited KEE programs offering master (MA, MSc, etc.) degrees and is studying towards a degree at KEE.

Master Student (2): is a full-time student (in Hungarian: "nappali tagozatos hallgató") enrolled in one of the accredited KEE programs offering MA level further specialization degrees and is studying towards a degree at KEE.

Master Student (3): is a full-time student (who does not qualify for the Hungarian: "nappali tagozatos hallgató"), enrolled in one of the CEU programs offering MA degrees - which is a non-accredited KEE program - and is studying towards a degree at CEU.

Doctoral Student (1): is a first, second or third year full-time student (in Hungarian: "nappali tagozatos hallgató") enrolled in one of the accredited KEE programs offering doctoral degrees and is studying towards a PhD degree at KEE (in Hungarian: "doktorandusz").

Doctoral Student (2): is a first, second or third year full-time student (does not qualify for the Hungarian: "nappali tagozatos hallgató") enrolled in one of the CEU programs offering PhD degrees – which is a non-accredited KEE program - and is studying towards a PhD degree at CEU.

Doctoral Student (3): is doctoral student beyond his/her third year who was previously enrolled in one of the accredited KEE doctoral programs (in Hungarian: "doktorjelölt", in accordance with Section 68(4) of the Hungarian Higher Education Act) or who was previously enrolled in one of the CEU programs offering doctoral (PhD, SJD, etc.) degrees – which is non-accredited KEE doctoral program - and is studying towards a PhD degree at CEU or at KEE.

FMBA Student: is a full-time student (does not qualify for the Hungarian: "nappali tagozatos hallgató") enrolled in one of the CEU programs offering MBA degrees – which is a non-accredited KEE program – and is studying towards a degree at CEU.

Individual Service Contract (hereinafter: "ISC") is a contract governed by civil law meeting the requirements of among others 7001/2005. (MK 170.) FMM-PM együttes irányelv.

Student employment contract by virtue of the present policy is a contract concluded between on the one hand KEE and on the other hand Master Student (1) and the objective of which is to establish a student employment relationship between the parties. In case of student employment contract the work shall be related to the educational or research aim of KEE.

Doctorandus contract by virtue of the present policy is a contract concluded between on the one hand KEE and on the other hand Doctoral Student (1) and the objective of which is to establish a doctorandus employment relationship between the parties.

Hungarian student is a student who has Hungarian citizenship, or has a valid permanent residence permit (in Hungarian: "letelepedési engedély") or has a refugee status in Hungary.

EEA student is a student who has citizenship in one of the EEA countries (the EEA – the European Economic Area - consists of the EU countries, Norway, Iceland and Liechtenstein).

Non-EEA or third country student is a student who is citizen of a country outside the EEA.

## GENERAL RULES

### 1. CONTRACT TYPES. Students may be employed by KEE through:

- Employment contract under the general Hungarian social security and tax regulations
- Assignment contract (a type of individual service contract) governed by the general Hungarian social security and tax regulations. (In most cases this contract is concluded for services, which can be performed independently, for example translation tasks, data collection in research projects, etc.)
- Student employment contract (in Hungarian: "hallgatói munkaviszony" pursuant to the Act CXXXIX of 2005 on Higher Education): By virtue of Hungarian law only students enrolled in the framework of accredited programs are entitled to conclude this contract (in accordance with the policy these are Master Students (1). The work carried out by Master Students (1) shall be related to the educational and research aim of CEU/KEE (for example: teaching and/or research assistance, librarian work, etc.)
- Doctorandus contract (in Hungarian: "doktorandusz szerződés"): By virtue of Hungarian law only students enrolled in one of the accredited KEE programs offering doctoral degrees and studying towards a PhD degree at KEE are entitled to conclude this contract (in accordance with the policy these are Doctoral Students (1)). The work carried out by Doctoral Students (1) shall be related to the educational and research aim of CEU / KEE (for example: teaching and/or research assistance, librarian work, etc.).

In exceptional circumstances CEUB-F may act as an employer in case of employment or assignment contracts.

### 2. DIRECT EMPLOYMENT ONLY.

Students may not be employed through companies or other intermediaries for the work carried out in KEE, CEUB-F or CEU under any circumstances.

### 3. WORKING HOURS.

The working hours of students may not conflict with the University-related duties of students and shall not endanger the academic career of the students. The full working hours of the students is 20 hours per week in accordance with Article 117/B of the Hungarian Labor Code. Please note that the limits on working hours determined in Section 4 of the Policy and Section 3.2 of the Guidelines are applicable besides this provision.

### 4. LIMIT ON WORKING HOURS

Master Students (1), (2) and (3), Doctoral Students (1)<sup>1</sup> and (2) as well as FMBA Students are not allowed to work for more than 20 hours per week (on average in a semester) during the Semesters of the Academic Year governed by the Academic Calendar issued each year. However, the above restrictions shall not apply to the summer holiday period in the course of which these students are allowed to work in accordance with the Hungarian Labor Code<sup>2</sup> and the relevant Hungarian labor regulations specified in the Guidelines.<sup>3</sup>

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<sup>1</sup> Article 48(4) of Act CXXXIX of 2005 on Higher Education

<sup>2</sup> Article 46(10) of Act CXXXIX of 2005 on Higher Education

<sup>3</sup> See Section 3 of the Guidelines to Student Employment Policy.

Doctoral Students (3) are allowed to work during the Semesters of the Academic Year governed by the Academic Calendar as well as during the summer holiday period in accordance with the Hungarian Labor Code and the relevant Hungarian labor regulations specified in the Guidelines.<sup>4</sup>

## **5. EMPLOYMENT LENGTH**

On the period of the employment or ISC the provisions of the contract concluded between the Employer and the student shall apply. The termination of the enrollment of the student shall terminate the employment or the ISC relationship with immediate effect. The employee shall attest his/her enrollment regarding the relevant semester with an enrollment certificate until the end of the first month of the semester in question at the latest.

## **6. WORK PERMIT.**

Foreign students may need to have work permit according to their citizenship. For more details see the Guidelines.

## **7. COMPENSATION**

7.1. Students receive taxable student salary (in Hungarian: "hallgatói munkadíj") or an assignment fee (only in case of assignment contracts) which fall under the Hungarian tax and social security regulations. For further information please check:

<http://hro.ceu.hu/news/2011-01-10/information-on-personal-income-tax-and-social-security-contributions-in-2011>

7.2. Student salaries are defined individually by the tasks, working load and the financial resources of the Department/Unit.

7.3. Doctoral Students (1) shall receive at least the monthly minimum wage (HUF 78,000 in 2011) as student salary pursuant to Article 48(4) of Act CXXXIX of 2005 on Higher Education.

7.4. Students employed by KEE, CEU or CEUB-F shall NOT be entitled to premium, 13<sup>th</sup> month salary, meal ticket or any other extra payments or non-wage benefits other than the salary – including student salary - determined in their specific contract.

## **8. EMPLOYMENT INSIDE CEU.**

CEU Human Resources Office (HRO) collects information from the departments and research units about CEU employment opportunities and internships (unpaid contribution) open for CEU students. These are published on the HRO mini website under 'Student Corner' (<http://hro.ceu.hu/>).

Any employment inside KEE, CEUB-F or CEU must meet the following cumulative criteria:

8.1. The prior written approval of the Head of the student's own Department is required. Attachment 1 shall be used for obtaining the prior approval of the Head of Department in writing.

8.2. The student must have a current enrollment status in a KEE or CEU MSc, MA, doctoral or other program for the academic year when she/he is working. The enrollment shall be justified with an up-to-date – official enrollment certificate before starting the employment. The enrollment certificate is obtained by the HRO.

8.3. The employment term – when work permit is needed – must coincide with the duration of the work permit.

## **9. EMPLOYMENT OUTSIDE CEU.**

Any employment outside KEE, CEUB-F or CEU must meet the following cumulative criteria:

9.1. Sections 8.2 and 8.3 shall apply mutatis mutandis.

9.2. Proof of the fact that the Head of the student's own Department has been informed of the outside employment.

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<sup>4</sup> See Section 3 of the Guidelines to Student Employment Policy.

9.3. The working hours may not conflict with the University-related duties of students and shall not endanger the academic career of the students.

Please note that you may consult the Alumni and Career Services Office in case you are seeking a job outside CEU or you need any career/job related assistance. (<http://alumnicareer.ceu.hu/>)

## 10. PROCEDURES

10.1. Employment contracts between the students and the employer shall be initiated by the department where the Human Resources Office seeks employment at least one week before start working. The contract request shall define the employer; the source of salary and its payroll charges (department budget, research grant etc.) and the Budget and Finance Office shall confirm the availability of the funds. In case the salary and the payroll charges are covered from an external grant, the request must also be endorsed by the Academic Cooperation and Research Support Unit (ACRO). Work can be started and salary paid only after the employment or ISC has been signed and – in case of need – the work permit and other official documents are obtained.

10.2. The Human Resources Office shall keep a database on all student employment according to the prevailing Hungarian regulations obliging CEU to manage the data of student employees and to the provisions of CEU's. Data Processing Regulations. The department coordinators shall immediately notify the Student Services Office about all changes in the status of the students, which may affect the student employment.

## APPLICABLE RULES AND REGULATIONS

For the employment of the Student the individual contract (employment or ISC) the present Student Employment Policy and the Guidelines to Student employment policy shall apply. Other policies and regulations of KEE, CEU or CEUB-F shall only be applicable for the employment of the student in case such policy or regulation expressly defines such effect. The Chief Operating Officer and the Academic Pro-Rector / Provost of CEU may on the previous advice of the Human Resources Office accept alteration from the present Student Employment Policy and Guidelines within the framework of the applicable and valid rules of law.

*Signed by*

*Liviu Matei*

*CEU Chief Operating Officer*

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