

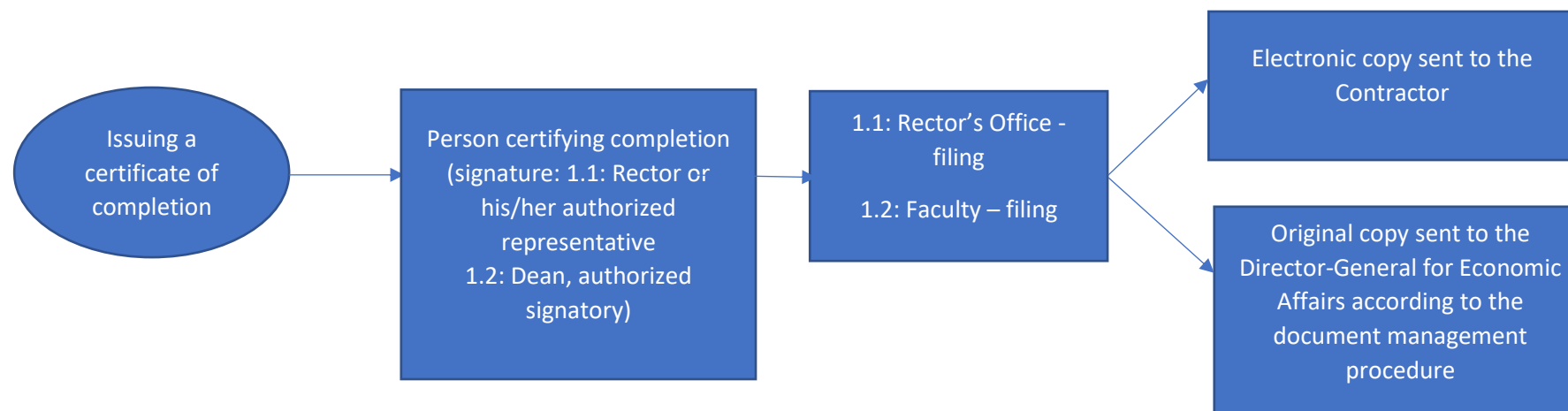
Procedure for issuing a certificate of completion for teaching contracts

In addition to Article 11 of the Commitment Regulation of Károli Gáspár University of the Reformed Church in Hungary, the following additions shall be applied to certify the fulfilment of engagement contracts concluded for the performance of academic teaching tasks.

1. The completion of an engagement contract may be certified by
 - 1.1. the Rector or his/her authorized representative, in the case of organizational units directly assigned to the Rector,
 - 1.2. the dean of the faculty concerned, or in his/her absence, the vice-dean, or in his/her absence, the person authorized by the Rector shall act.
2. In the case of an engagement contract concluded with a natural person, the dean or the person authorized by him/her shall ensure that the original copy of the certificate of completion completed according to the certificate of completion template set out in Annex 3 to this order and signed by the person certifying completion, is sent to the General-Director for Economic Affairs in accordance with the document management procedure, and that the electronic copy is sent to the person entrusted with the assignment.
3. In the case of an engagement contract concluded with a legal person or a sole proprietor, the Dean or the person authorized by him/her shall ensure that the electronic copy of the certificate of completion, completed in accordance with the template set out in Annex 3 to this order and signed by the person certifying completion is sent to the person entrusted with the assignment. The dean shall ensure that the original copy of the certificate of completion is sent to the Rector together with the invoice in accordance with the document management procedure. In the case of organisational units directly assigned to the Rector, the Rector's Office shall send the invoice signed by the Rector or his/her authorized representative, together with the certificate of completion, to the Director General for Economic Affairs. In the case of faculty organisational units, the Dean's Office shall send the invoice signed by the Dean, or in his/her absence, the vice-dean, or in his/her absence, the person authorized by the Rector, together with the certificate of completion, to the Director General for Economic Affairs.

The process for issuing a certificate of completion for teaching contracts

Certificate of completion for engagement contracts concluded with a natural person



Certificate of completion for engagement contracts concluded with a legal person or a sole proprietor

Issuance of a certificate of completion / person certifying completion (signature: 1.1: Rector or his/her authorized representative; 1.2: Dean, authorized signatory) / Faculty – filing / electronic delivery to the contractor / Signature of the authorized officer on the invoice / Delivery of the original copy with the invoice to the Director-General for Economic Affairs in accordance with the document management procedure