Abbreviations:

Directorate for Development and Projects: DDP

Innosquare Kft.: TTC

Directorate of Legal Affairs and Procurement: DLAP

University Library and Knowledge Centre of the University of Pannonia: ULKCUP

Directorate for Economic Affairs: DEA

Directorate of Communication: DC

Technical and Operational Directory: TOD

Directorate of Information Technology: DIT

Directorate of Academic Affairs: DAA

Cooperation agreement			
Review procedure			
Who is responsible for preparing the draft agreement: Initiator (employee of the professionally responsible organisational unit/comprehensive organisational unit/faculty/project supervisor/project manager)			
	Reviewing person/organisational unit	**Review mandatory/mandatory subject to conditions**	**Scope of review**
1.	Initiator (employee of the professionally responsible organisational unit/comprehensive organisational unit/faculty/project supervisor/project manager/TTC)	Mandatory	Feasibility of the content of the cooperation agreement; compliance with the University's core activities as defined in its Deed of Foundation / compliance with project requirements and indicators
2.	Immediate supervisor (except the Rector/Chancellor)	Mandatory, where applicable	Feasibility of the content of the cooperation agreement; compliance with the University's core activities as defined in its Deed of Foundation; verification that the inspection obligation has been fulfilled
3.	Directorate for Development and Projects	Mandatory	Protection of intellectual property or, where the agreement is concluded in connection with a project, compliance with project requirements and indicators
4.	Directorate of Legal Affairs and Procurement	Reviewing: mandatory	Legal compliance; identification of the organisational unit(s) concerned

			within their respective areas of responsibility or duties; data protection
5.	TTC	Mandatory where the cooperation agreement may result in business activities or exploitation opportunities	Identification of revenue-generating potential
6.	Organisational unit/comprehensive organisational unit/Faculty concerned within its area of responsibility or duties	Optional review: DEA/DC/TOD/DIT/DAA, etc. (e.g. if the cooperation agreement includes a commitment to publish the Partner's news on the University's central Facebook page, review by the DC shall be mandatory)	Compliance with the relevant area of responsibility or duties; assessment of feasibility
DLAP returns the document to the Initiator			
The Initiator forwards the document to the Partner for review by the Partner			

Cooperation agreement			
Initialling and signing procedure			
	Person initialling/signing	**Initialling/signing mandatory/ mandatory subject to conditions**	**Scope of initialling/signing**
1.	Initiator (employee of the professionally responsible organisational unit/comprehensive organisational unit/faculty/project supervisor/project	Initialling: mandatory	Feasibility of the content of the cooperation agreement; compliance with the University's core activities as defined in its Deed of Foundation;

	manager/TTC)		compliance with project requirements and indicators; conformity with the comments made during the review process
2.	Immediate supervisor (except the Rector/Chancellor)	Initialling: mandatory, where applicable	Feasibility of the content of the cooperation agreement; compliance with the University's core activities as defined in its Deed of Foundation; verification that the inspection obligation has been fulfilled; conformity with the comments made during the review process
3.	Head of the comprehensive organisational unit/Dean	Initialling: mandatory	Feasibility of the content of the cooperation agreement; compliance with the University's core activities as defined in its Deed of Foundation; verification that the inspection obligation has been fulfilled
4.	Directorate for Development and Projects	Initialling: mandatory	Protection of intellectual property; where the agreement is concluded in connection with a project, compliance with project requirements and indicators; conformity with the comments made during the review process
6.	Directorate of Legal Affairs and Procurement	Initialling: mandatory	Legal compliance; identification of the organisational unit(s) concerned within their respective areas of

			responsibility or duties; data protection; conformity with the comments made during the review process; conformity with the TTC's opinion
7.	Head of the organisational unit/comprehensive organisational unit/Faculty concerned within its area of responsibility or duties	Optional review: DEA/DC/TOD/DIT/DAA, etc. (e.g. if the cooperation agreement includes a commitment to publish the Partner's news on the University's central Facebook page, review by the Directorate of Communication shall be mandatory)	Compliance with the relevant area of responsibility or duties; assessment of feasibility; conformity with the comments made during the review process
8.	Chancellor	Signature: mandatory	
9.	Rector/authorised representative[1]	Signature is mandatory where the subject matter of the agreement concerns an academic area	
10.	Initiator	Sends the document to the Partner and, following the Partner's signature, sends one original/copy to the DDP	
Registration by the DDP			

[1] Where the signing of the cooperation agreement takes place under delegated authority pursuant to a standing power of attorney granted for a specified group of matters (e.g. agreements relating to professional placements).

Contracts to be concluded as part of a procurement procedure			
Review procedure			
Who is responsible for preparing the draft contract: Directorate of Legal Affairs and Procurement			
	Reviewing person/organisational unit	**Review mandatory/mandatory subject to conditions**	**Scope of review**
1.	Department of Procurement of the Directorate of Legal Affairs and Procurement	Mandatory	Procurement compliance review; review of the contract by the project manager/requestor
2.	Department of Legal Affairs of the Directorate of Legal Affairs and Procurement	Mandatory	Legal compliance; identification of organisational unit(s) involved within their area of responsibility or duties in accordance with the Procurement Policy; data protection
3.	Organisational unit/comprehensive organisational unit/Faculty concerned within its area of responsibility or duties/Directorate for Development and Projects/ University Library and Knowledge Centre of the University of Pannonia[2]	Optional review, Mandatory for the Directorate of Development and Projects if the procurement involves intellectual property, concerns a product or service that is not commercially available and required for R&D&I activities, or is deemed necessary based on the opinion of the Department of Legal Affairs of the Directorate of Legal Affairs and	Compliance with the relevant area of responsibility or duties; assessment of feasibility Directorate for Development and Projects: protection and exploitation of intellectual property.

[2] According to the guidance document to the Procurement Policy

		Procurement. Mandatory for the ULKCUP if the procurement involves a work protected by copyright, or if deemed necessary based on the opinion of the Department of Legal Affairs of the Directorate of Legal Affairs and Procurement.	ULKCUP: protection and use of publications
4.	Project Manager/Project Supervisor	Mandatory in the case of procurement financed from project funding	Verification of compliance with the call for applications/guidelines and the content of the submitted and successful project proposal
5.	Directorate of Economic Affairs	Mandatory,	Assessment of the financial compliance of the contract
6.	Requestor[3]	Mandatory	Verification of the professional compliance of the contract, performance deadlines and performance conditions
The Department of Procurement of the Directorate of Legal Affairs and Procurement forwards the document to the Partner			

[3] Paragraph (1) of Section 9 of the Procurement Policy

Contracts to be concluded as part of a procurement procedure			
Initialling and signing procedure			
	Person initialling/signing	**Initialling/signing mandatory/ mandatory subject to conditions**	**Scope of initialling/signing**
1.	Head of the organisational unit initiating the conclusion of the contract	Optional (where the Contractual Partner sends a printed contract ready for signature)	Verification of the professional compliance of the contract
2.	Director of the Directorate of Legal Affairs and Procurement or Head of the Department of Procurement of the Directorate of Legal Affairs and Procurement	Mandatory	Compliance from a procurement perspective; verification that the contract complies with the opinion provided by the project manager/requestor during the review process
3.	Director of the Directorate of Legal Affairs and Procurement or Counsellor of the Department of Legal Affairs of the Directorate of Legal Affairs and Procurement	Mandatory	Legal compliance; compliance with the opinion of the organisational unit/comprehensive organisational unit involved within their area of responsibility or duties given during the review process
4.	Director of the Directorate of Legal Affairs and Procurement or an employee authorised by him or her, or the Director-General of the University Library and Knowledge Centre of the University of Pannonia, or an employee authorised by him or her	Mandatory if the contract involves intellectual property	Protection of intellectual property; compliance with the opinion provided during the review process

5.	Director of the Directorate of Economic Affairs or the financial administrator of the Directorate of Economic Affairs	Mandatory	Financial countersignature; assessment of the financial compliance of the contract; compliance with the opinion provided during the review process
6.	Director of the Directorate of Legal Affairs and Procurement, or the Head of the Department of Procurement of the Directorate of Legal Affairs and Procurement	Signature is mandatory for contracts below HUF 5 million (gross)	
7.	Chancellor[4]	Signature is mandatory for contracts above HUF 5 million (gross)	
8.	Rector[5]	Signature mandatory for contracts above HUF 5 million (gross) if the subject matter of the contract concerns an academic area or if the contract is financed from a project implemented by an academic area	
The Department of Procurement of the Directorate of Legal Affairs and Procurement forwards the document to the Partner			

[4] Where the value of the contractual consideration does not reach HUF 5 million (gross), pursuant to Paragraph (1) of Section 9 of the Regulation on Powers and Competence Relating to Financial Management, the signatory is the Director of the Directorate of Legal Affairs and Procurement or the Head of the Department of Procurement.

[5] Where the value of the contractual consideration does not reach HUF 5 million (gross), pursuant to Paragraph (1) of Section 9 of the Regulation on Powers and Competence Relating to Financial Management, the signatory is the Director of the Directorate of Legal Affairs and Procurement or the Head of the Department of Procurement.

Grant agreement / grant award letter related to a project			
Review procedure			
Who is responsible for preparing the draft contract: Initiator (Project Manager/Project Supervisor)			
	Reviewing person/organisational unit	**Review mandatory/mandatory subject to conditions**	**Scope of review**
1.	Initiator (Project Manager/Project Supervisor)	Mandatory	Verification of compliance with the content of the submitted and successful project proposal
2.	Directorate for Development and Projects	Mandatory if it involves intellectual property	Protection of intellectual property
3.	Professional Supervisor / Project Supervisor	Mandatory	Review of the professional content of the Grant Agreement; assessment of feasibility; obtaining the opinions of the organisational units / comprehensive organisational units / Faculties participating in the professional implementation in accordance with the Tendering Regulation
4.	Immediate supervisor (except the Rector/Chancellor)	Mandatory, where applicable	Review of the professional content of the Grant Agreement; assessment of feasibility; obtaining the opinions of the organisational units / comprehensive organisational units / Faculties participating in the professional implementation; verification that the inspection obligation has been fulfilled
5.	Dean/Head of comprehensive organisational unit	Mandatory	Review of the professional content of the Grant Agreement; assessment of feasibility; obtaining the opinions of the organisational units /

			comprehensive organisational units / Faculties participating in the professional implementation – inspection obligation has been fulfilled
6.	Directorate of Legal Affairs and Procurement	Mandatory	Legal compliance; identification of organisational unit(s) involved within their area of responsibility or duties; data protection
7.	Organisational unit/comprehensive organisational unit/Faculty concerned within its area of responsibility or duties	Optional review	Compliance with the relevant area of responsibility or duties; assessment of feasibility
8.	Directorate of Economic Affairs	Mandatory	Assessment of the financial compliance of the Grant Agreement
The Directorate of Economic Affairs returns the document to the Initiator			
The Initiator forwards the document to the Partner			

Grant agreement related to a project			
Initialling and signing procedure			
	Person initialling/signing	**Initialling/signing mandatory/ mandatory subject to conditions**	**Scope of initialling/signing**
1.	Initiator (Project Manager/Project Supervisor)	Mandatory	Verification of compliance with the content of the submitted and successful project proposal; compliance with the opinion provided during the review process
2.	Directorate for Development and Projects	Mandatory if it involves intellectual property	Partnership register; protection of intellectual property; compliance with the opinion provided during the review process
3.	Professional Supervisor / Project Supervisor	Mandatory	Review of the professional content of the Grant Agreement; assessment of feasibility; obtaining the opinions of the organisational units / comprehensive organisational units / Faculties participating in the professional implementation in accordance with the Tendering Regulation; compliance with the opinion provided during the review process
4.	Immediate supervisor (except the Rector/Chancellor)	Mandatory, where applicable	Review of the professional content of the Grant Agreement; assessment of feasibility; obtaining the opinions of the organisational units / comprehensive organisational units / Faculties participating in the professional implementation – inspection obligation has been fulfilled

5.	Dean/Head of comprehensive organisational unit	Mandatory	Review of the professional content of the Grant Agreement; assessment of feasibility; obtaining the opinions of the organisational units / comprehensive organisational units / Faculties participating in the professional implementation – inspection obligation has been fulfilled
6.	Director of the Directorate of Legal Affairs and Procurement or the Head of the Department of Legal Affairs of the Directorate of Legal Affairs and Procurement	Mandatory	Legal compliance; identification of organisational unit(s) involved within their area of responsibility or duties; data protection; compliance with the opinion provided during the review process
7.	Head of the organisational unit/comprehensive organisational unit/Faculty concerned within its area of responsibility or duties	Optional: DC/TOD/DIT/DAA, etc.	Compliance with the relevant area of responsibility or duties; assessment of feasibility; compliance with the opinion provided during the review process
8.	Director of the Directorate of Economic Affairs or the financial counter-signatory designated by him or her	Mandatory	Financial countersignature: assessment of the financial compliance of the Grant Agreement; compliance with the opinion provided during the review process
9.	Chancellor	Signature: mandatory	
10.	Rector	Signature: mandatory	
The Initiator forwards the document to the Partner			

Consortium agreement			
Review procedure			
Who is responsible for preparing the draft agreement: Initiator (Project Manager/Project Supervisor)			
	Reviewing person/organisational unit	**Review mandatory/mandatory subject to conditions**	**Scope of review**
1.	Initiator (Project Manager/Project Supervisor)	Mandatory	Verification of compliance with the call for applications/guidelines and the content of the submitted and successful project proposal
2.	Directorate for Development and Projects	Mandatory	Protection of intellectual property
3.	TTC	Mandatory if it may result in exploitable intellectual property	Compliance of the provisions concerning exploitation
4.	Professional Supervisor / Project Supervisor	Mandatory	Review of the professional content of the Consortium Agreement; assessment of feasibility; obtaining the opinions of the organisational units / comprehensive organisational units / Faculties participating in the professional implementation in accordance with the Tendering Regulation
5.	Immediate supervisor (except the Rector/Chancellor)	Mandatory, where applicable	Review of the professional content of the Consortium Agreement; assessment of feasibility; obtaining

			the opinions of the organisational units / comprehensive organisational units / Faculties participating in the professional implementation – inspection obligation has been fulfilled
6.	Directorate of Legal Affairs and Procurement	Mandatory	Legal compliance; identification of organisational unit(s) involved within their area of responsibility or duties; data protection
7.	Organisational unit/comprehensive organisational unit/Faculty concerned within its area of responsibility or duties	Optional review	Compliance with the relevant area of responsibility or duties; assessment of feasibility
8.	Directorate of Economic Affairs	Mandatory	Assessment of the financial compliance of the Consortium Agreement
The Directorate of Economic Affairs returns the document to the Initiator			
The Initiator forwards the document to the Partner			

Consortium agreement			
Initialling and signing procedure			
	Person initialling/signing	**Initialling/signing mandatory/ mandatory subject to conditions**	**Scope of initialling/signing**
1.	Initiator (Project Manager/Project Supervisor)	Mandatory	Verification of compliance with the call for applications/guidelines and the content of the submitted and successful project proposal; verification of compliance with the opinion provided during the review process
2.	Directorate for Development and Projects	Mandatory	Protection of intellectual property; where it may result in exploitable intellectual property, verification that the provisions on exploitation comply with the opinion of the TTC
3.	Professional Supervisor / Project Supervisor	Mandatory	Review of the professional content of the Consortium Agreement; assessment of feasibility; obtaining the opinions of the organisational units / comprehensive organisational units / Faculties participating in the professional implementation in accordance with the Tendering Regulation; verification of compliance with the opinion provided during the

			review process
4.	Immediate supervisor (except the Rector/Chancellor)	Mandatory, where applicable	Review of the professional content of the Consortium Agreement; assessment of feasibility; obtaining the opinions of the organisational units / comprehensive organisational units / Faculties participating in the professional implementation – verification that the inspection obligation has been fulfilled
5.	Dean/Head of comprehensive organisational unit	Mandatory	Review of the professional content of the Consortium Agreement; assessment of feasibility; obtaining the opinions of the organisational units / comprehensive organisational units / Faculties participating in the professional implementation – verification that the inspection obligation has been fulfilled
6.	Director of the Directorate of Legal Affairs and Procurement or Counsellor of the Department of Legal Affairs of the Directorate of Legal Affairs and Procurement	Mandatory	Legal compliance; identification of organisational unit(s) involved within their area of responsibility or duties; data protection; verification of compliance with the opinion provided during the review process
7.	Head of the organisational unit/comprehensive organisational unit/Faculty concerned within its area of	Optional review: DC/TOD/DIT/DAA, etc.	Compliance with the relevant area of responsibility or duties; assessment of feasibility; verification of compliance

	responsibility or duties		with the opinion provided during the review process
8.	Director of the Directorate of Economic Affairs or an employee designated by him or her	Mandatory	Financial initialling: verification of the financial compliance of the Consortium Agreement; verification of compliance with the opinion provided during the review process
9.	Chancellor	Signature: mandatory	
10.	Rector	Signature: mandatory	
The Initiator forwards the document to the Partner			

Utilisation/Exploitation agreement			
Review procedure			
Who is responsible for preparing the draft contract: Initiator (professionally responsible organisational unit/organisational unit that created the intellectual property/inventor/author/Directorate for Development and Projects/TTC)			
	Reviewing person/organisational unit	**Review mandatory/mandatory subject to conditions**	**Scope of review**
1.	Initiator (professionally responsible organisational unit/organisational unit that created the intellectual property/inventor/author/Directorate for Development and Projects/TTC)	Mandatory	Verification that the intellectual property has been disclosed to the University in accordance with the Regulation on the Management of Intellectual Property; that the University is entitled to exercise rights over it in whole or in part; that the University's right of disposal over the intellectual property is not restricted by any third-party rights; verification that the provisions concerning the professional content of the intellectual property are complete; that the documents necessary for utilisation are available and that no third-party rights restrict the University's ability to transfer such documents
2.	Immediate supervisor (except the Rector/Chancellor)	Mandatory, where applicable	Verification that the University's right of disposal over the intellectual property is not restricted by any third-party rights; that the provisions concerning the professional content of the intellectual property are complete; that the documents necessary for utilisation are available and that no third-party rights restrict the University's ability to

			transfer such documents – verification that the inspection obligation has been fulfilled
3.	Directorate for Development and Projects	Mandatory if the Initiator is other than the Directorate for Development and Projects	Verification that the intellectual property has been disclosed to the University in accordance with the Regulation on the Management of Intellectual Property; that the University is entitled to exercise rights over it in whole or in part; that the utilisation of the intellectual property benefits the University; that the benefits arising from the agreement and the consideration payable by the Partner are proportionate to the market value of the intellectual property; that the conditions set out in the draft agreement correspond to the conditions agreed during negotiations with the Partner and to the University's intellectual property management strategy; that, based on the data available on opten.hu, the Partner is reliable, low-risk and has no outstanding public debts; that the utilisation structure has been approved by the Chancellor; and identification of the organisational unit(s) concerned within their area of responsibility or duties
		Mandatory if the Initiator is other than the DDP and the intellectual property was created within a project	Verification that the utilisation of the intellectual property complies with the requirements of the relevant funding programme

4.	TTC	Mandatory if the Initiator is other than the TTC	Verification that the utilisation of the intellectual property is in the University's interests
6.	Directorate of Legal Affairs and Procurement	Mandatory	Legal compliance; verification of the legal compliance of the provisions concerning the utilisation and protection of the intellectual property; identification of the organisational unit(s) concerned within their area of responsibility or duties; data protection
7.	Organisational unit/comprehensive organisational unit/Faculty concerned within its area of responsibility or duties	Optional review	Compliance with the relevant area of responsibility or duties; assessment of feasibility
8.	Directorate of Economic Affairs	Mandatory	Verification of the financial compliance of the draft agreement
The Directorate of Legal Affairs and Procurement returns the document to the DDP and the Initiator			
The Initiator forwards the document to the Partner			

Utilisation/Exploitation agreement			
Initialling and signing procedure			
	Person initialling/signing	**Initialling/signing mandatory/ mandatory subject to conditions**	**Scope of initialling/signing**
1.	Professionally responsible organisational unit/organisational unit that created the intellectual property/inventor/author/ Directorate for Development and Projects	Mandatory	Verification that the University's right of disposal over the intellectual property is not restricted by any third-party rights; that the provisions concerning the professional content of the intellectual property are complete; that the documents necessary for utilisation are available and that no third-party rights restrict the University's ability to transfer such documents – compliance with the opinion provided during the review process
2.	Immediate supervisor (except the Rector/Chancellor)	Mandatory, where applicable	Verification that the University's right of disposal over the intellectual property is not restricted by any third-party rights; that the provisions concerning the professional content of the intellectual property are complete; that the documents necessary for utilisation are available and that no third-party rights restrict the

			University's ability to transfer such documents – verification that the inspection obligation has been fulfilled
3.	Director of the Directorate for Development and Projects or an employee designated by him or her	Mandatory	Verification that the utilisation of the intellectual property benefits the University; that the benefits arising from the agreement and the consideration payable by the Partner are proportionate to the market value of the intellectual property; that the conditions set out in the draft agreement correspond to the conditions agreed during negotiations with the Partner and to the University's intellectual property management strategy; that the Partner's risk, taking into account the data available on opten.hu, is appropriately addressed in the agreement – compliance with the opinion provided during the review process; verification that the utilisation structure has been approved by the Chancellor
		Mandatory if the Initiator is other than the DDP and the intellectual property was created within a project	Where the intellectual property was created within a project, verification that its utilisation complies with the

			requirements of the relevant funding programme – compliance with the opinion provided during the review process
	TTC	Mandatory	Verification of compliance with the opinion concerning the utilisation
5.	Director of the Directorate of Legal Affairs and Procurement Counsellor of the Department of Legal Affairs of the Directorate of Legal Affairs and Procurement	Mandatory	Verification of legal compliance; verification of the legal compliance of the provisions concerning the utilisation and protection of the intellectual property; identification of the organisational unit(s) concerned within their area of responsibility or duties; data protection; verification of compliance with the opinion provided during the review process
6.	Head of the organisational unit/comprehensive organisational unit/Faculty concerned within its area of responsibility or duties	Optional review: DC/TOD/DIT/DAA, etc.	Compliance with the relevant area of responsibility or duties; assessment of feasibility; compliance with the opinion provided during the review process
7.	Director of the Directorate of Economic Affairs or the financial countersignatory designated by him or her	Mandatory	Financial countersignature: verification of the financial compliance of the agreement; compliance with the opinion provided during the review process
8.	Chancellor	Signature: mandatory	
9.	Rector	Signature: mandatory	

The Initiator forwards the document to the Partner
Following signature by the Partner, one original/copy is sent to the Directorate for Development and Projects for registration

Licence agreement for publication			
Review procedure			
Who is responsible for preparing the draft contract: Initiator (professionally responsible organisational unit/organisational unit that created the intellectual property/inventor/author/Directorate for Development and Projects/TTC)			
	Reviewing person/organisational unit	**Review mandatory/mandatory subject to conditions**	**Scope of review**
1.	Initiator (professionally responsible organisational unit/organisational unit that created the intellectual property/inventor/author/Directorate for Development and Projects/TTC)	Mandatory	Verification that the intellectual property has been disclosed to the University in accordance with the Regulation on the Management of Intellectual Property; that the University is entitled to exercise rights over it in whole or in part; that the University's right of disposal over the intellectual property is not restricted by any third-party rights; verification that the provisions concerning the professional content of the intellectual property are complete; that the documents necessary for utilisation are available and that no third-party rights restrict the University's ability to transfer such documents
2.	Immediate supervisor (except the Rector/Chancellor)	Mandatory, where applicable	Verification that the University's right of disposal over the intellectual property is not restricted by any third-party rights; that the provisions concerning the professional content of the intellectual property are complete; that the documents necessary for

			utilisation are available and that no third-party rights restrict the University's ability to transfer such documents – verification that the inspection obligation has been fulfilled
	DDP	Mandatory	Verification that the intellectual property has been disclosed to the University in accordance with the Regulation on the Management of Intellectual Property; that the University is entitled to exercise rights over it in whole or in part; that, based on the data available on opten.hu, the Partner is reliable, low-risk and has no outstanding public debts; identification of the organisational unit(s) concerned within their area of responsibility or duties
		Mandatory if the Initiator is other than the DDP and the intellectual property was created within a project	Verification that the utilisation of the intellectual property complies with the requirements of the relevant funding programme
5.	University Library and Knowledge Centre of the University of Pannonia	Mandatory	Verification that the utilisation of the intellectual property benefits the University; that the benefits arising from the agreement and the consideration payable by the Partner are proportionate to the market value of the intellectual property; that the conditions set out in the draft agreement correspond to the conditions agreed during negotiations with the Partner and to the University's intellectual property management strategy; verification

			that the utilisation structure has been approved by the Chancellor; identification of the organisational unit(s) concerned within their area of responsibility or duties
6.	Directorate of Legal Affairs and Procurement	Mandatory	Verification of legal compliance; verification of the legal compliance of the provisions concerning the utilisation and protection of the intellectual property; identification of the organisational unit(s) concerned within their area of responsibility or duties; data protection
7.	Organisational unit/comprehensive organisational unit/Faculty concerned within its area of responsibility or duties	Optional review	Compliance with the relevant area of responsibility or duties; assessment of feasibility
8.	Directorate of Economic Affairs	Mandatory	Verification of the financial compliance of the draft agreement
The Directorate of Legal Affairs and Procurement returns the document to the DDP and the Initiator			
The Initiator forwards the document to the Partner			

Licence agreement for publication			
Initialling and signing procedure			
	Person initialling/signing	**Initialling/signing mandatory/ mandatory subject to conditions**	**Scope of initialling/signing**
1.	Professionally responsible organisational unit/organisational unit that created the intellectual property/inventor/author/ Directorate for Development and Projects	Mandatory	Verification that the University's right of disposal over the intellectual property is not restricted by any third-party rights; that the provisions concerning the professional content of the intellectual property are complete; that the documents necessary for utilisation are available and that no third-party rights restrict the University's ability to transfer such documents – compliance with the opinion provided during the review process
2.	Immediate supervisor (except the Rector/Chancellor)	Mandatory, where applicable	Verification that the University's right of disposal over the intellectual property is not restricted by any third-party rights; that the provisions concerning the professional content of the intellectual property are complete; that the documents necessary for utilisation are available and that no third-party rights restrict the

			University's ability to transfer such documents – verification that the inspection obligation has been fulfilled
3.	Director of the Directorate for Development and Projects or an employee designated by him or her	Mandatory	Verification that the intellectual property has been disclosed to the University in accordance with the Regulation on the Management of Intellectual Property; that the University is entitled to exercise rights over it in whole or in part; that, based on the data available on opten.hu, the Partner is reliable, low-risk and has no outstanding public debts; verification that the opinion provided during the identification of the organisational unit(s) concerned within their area of responsibility or duties is complied with
		Mandatory, if the intellectual property was created within a project	Where the intellectual property was created within a project, verification that its utilisation complies with the requirements of the relevant funding programme – compliance with the opinion provided during the review process
4.	University Library and Knowledge Centre	Mandatory in the case of a licence	Verification that the utilisation of the

	of the University of Pannonia	agreement	intellectual property benefits the University; that the benefits arising from the agreement and the consideration payable by the Partner are proportionate to the market value of the intellectual property; that the conditions set out in the draft agreement correspond to the conditions agreed during negotiations with the Partner and to the University's intellectual property management strategy; verification that the utilisation structure has been approved by the Chancellor; in the case of intellectual property capable of generating market revenue, verification of compliance with the opinion of the TTC
5.	Director of the Directorate of Legal Affairs and Procurement Counsellor of the Department of Legal Affairs of the Directorate of Legal Affairs and Procurement	Mandatory	Verification of legal compliance; verification of the legal compliance of the provisions concerning the utilisation and protection of the intellectual property; identification of the organisational unit(s) concerned within their area of responsibility or duties; data protection; verification of compliance with the opinion provided during the data protection review

			process
6.	Head of the organisational unit/comprehensive organisational unit/Faculty concerned within its area of responsibility or duties	Optional review: DC/TOD/DIT/DAA etc.	Compliance with the relevant area of responsibility or duties; assessment of feasibility; verification of compliance with the opinion provided during the review process
7.	Director of the Directorate of Economic Affairs or the financial countersignatory designated by him or her	Mandatory	Financial countersignature; verification of the financial compliance of the agreement, if it complies with the opinion provided during the review process
8.	Chancellor	Signature: mandatory	
9.	Rector	Signature: mandatory	
The Initiator forwards the document to the Partner			
Following signature by the Partner, one original/copy is sent to the DDP for registration			

Services provided at the request of an external party			
Review procedure			
Who is responsible for preparing the draft contract: Initiator (organisational unit/comprehensive organisational unit/faculty providing the external service/TTC)			
	Reviewing person/organisational unit	**Review mandatory/mandatory subject to conditions**	**Scope of review**
1.	Initiator (comprehensive organisational unit/organisational unit/faculty providing the external service/TTC)	Mandatory	Verification that the professional content and the data and information required for concluding the agreement under the Regulation are appropriate
2.	Immediate supervisor vested with budgetary responsibility and authority to undertake commitments	Mandatory	Verification that the professional content is appropriate; that the provisions relating to intellectual property, the deadline and conditions for performance are appropriate; that the conditions for carrying out the work are in place; that the external service is in line with the University's Deed of Foundation and its institutional and research and development strategy
3.	Directorate for Development and Projects	Mandatory	Verification of the provisions relating to intellectual property; verification that the protection of intellectual property has been ensured and the consideration for the intellectual property has been determined; where intellectual property is utilised, verification that it has been duly disclosed and

			that no third party has any right that would prevent its utilisation; identification of the organisational unit(s) concerned within their area of responsibility or duties, in accordance with the Regulation on the Provision of Services Commissioned by External Parties; verification that the prior quotation and approval process has been completed
		Mandatory, if the intellectual property was created within a project	Verification that the utilisation of the intellectual property complies with the requirements of the relevant funding programme
4.	Organisational unit/comprehensive organisational unit/Faculty concerned within its area of responsibility or duties	Optional review	Compliance with the relevant area of responsibility or duties; assessment of feasibility
5.	Department of Legal Affairs of the Directorate of Legal Affairs and Procurement	Mandatory	Verification of legal compliance; verification of the legal compliance of provisions relating to the exploitation/utilisation and protection of intellectual property; data protection
6.	Directorate of Economic Affairs	Mandatory	Verification of the financial compliance of the draft agreement
The Directorate of Legal Affairs and Procurement returns the document to the DDP			
The DDP forwards the document to the Initiator			
The Initiator forwards the document to the Partner			

Services provided at the request of an external party			
Initialling and signing procedure			
	Person initialling/signing	**Initialling/signing mandatory/ mandatory subject to conditions**	**Scope of initialling/signing**
1.	Head of the organisational unit providing the external service[6]	Mandatory	Verification that the professional content and the data and information required for concluding the agreement under the Regulation comply with the opinion provided during the review process
2.	Immediate supervisor vested with budgetary responsibility and authority to undertake commitments	Mandatory if not a signatory[7]	Verification that the professional content is appropriate; that the provisions relating to intellectual property, the deadline and conditions for performance are appropriate; that the conditions for carrying out the work are in place; that the external service is in line with the University's Deed of Foundation and its institutional and research and development strategy
3.	Director of the Directorate for Development and Projects or an employee designated by him or her	Mandatory	Verification that the provisions relating to the intellectual property and the protection of the intellectual property are appropriate; that the consideration for the intellectual property has been determined; where intellectual property is utilised, verification that no third party has

[6] In accordance with the Regulation on the Provision of Services Commissioned by External Parties

[7] Paragraph (11) of Section 12 of the Regulation on the Provision of Services Commissioned by External Parties

			any right that would prevent its utilisation; verification if the organisational unit(s) concerned within their area of responsibility or duties has/have been involved
		Mandatory, if the intellectual property was created within a project	Verification that the exploitation/utilisation of the intellectual property complies with the requirements of the relevant funding programme
4.	Organisational unit/comprehensive organisational unit/Faculty concerned within its area of responsibility or duties	Optional review	Compliance with the relevant area of responsibility or duties; assessment of feasibility; verification of compliance with the opinion provided during the review process
5.	Directorate of Legal Affairs and Procurement	Mandatory	Legal compliance; verification of the legal compliance of provisions relating to the exploitation/utilisation and protection of the intellectual property; compliance with data protection provisions
4.	Director of the Directorate of Economic Affairs or the financial countersignatory designated by him or her	Mandatory	Financial countersignature; verification of the financial compliance of the agreement
5.	Head of the organisational unit providing the external service	Signature is mandatory up to a net value of HUF 5 million	
6.	Chancellor[8]	Signature is mandatory above a net value of HUF 5 million	

[8] Where the value of the contractual consideration is less than HUF 5 million net, pursuant to Paragraph (6) of Section 8 of the Regulation on Powers and Competence Relating to Financial Management, the value shall be understood exclusive of VAT (net) in the case of revenue-related commitments.

	Rector[9]	Signature is mandatory above a net value of HUF 5 million	
The Initiator forwards the document to the Partner Following signature by the Partner, one original/copy is sent to the DDP for registration			

[9] Where the value of the contractual consideration is less than HUF 5 million net, pursuant to Paragraph (6) of Section 8 of the Regulation on Powers and Competence Relating to Financial Management, the value shall be understood exclusive of VAT (net) in the case of revenue-related commitments.

Contracts to be concluded in the course of asset utilisation[10]			
Review procedure			
Who is responsible for preparing the draft contract: Initiator (Technical and Operational Directory)			
	Reviewing person/organisational unit	**Review mandatory/mandatory subject to conditions**	**Scope of review**
1.	Initiator (Technical and Operational Directory)	Mandatory	Verification from an asset utilisation perspective; identification of the organisational unit/comprehensive organisational unit/faculty concerned within their area of responsibility or duties
2.	Organisational unit/comprehensive organisational unit/Faculty concerned within its area of responsibility or duties	Optional review	Compliance with the relevant area of responsibility or duties; assessment of feasibility
3.	Directorate of Legal Affairs and Procurement	Mandatory	Verification of legal compliance
4.	Directorate of Economic Affairs	Mandatory	Verification of the financial compliance of the contract
The Directorate of Legal Affairs and Procurement returns the document to the Initiator			
The Initiator forwards the document to the Partner			

[10] Applies to cases where the utilisation of assets does not take place through the application of general terms and conditions.

Contracts to be concluded in the course of asset utilisation			
Initialling and signing procedure			
	Person initialling/signing	**Initialling/signing mandatory/ mandatory subject to conditions**	**Scope of initialling/signing**
1.	Director of the Technical and Operational Directory	Mandatory where the contract includes the free use of real estate	Verification from an asset utilisation perspective; verification that the organisational unit/comprehensive organisational unit/faculty concerned within their area of responsibility or duties has been involved
2.	Organisational unit/comprehensive organisational unit/Faculty concerned within its area of responsibility or duties	Optional review	Verification of compliance with their area of responsibility or duties; verification of feasibility
3.	Director of the Directorate of Legal Affairs and Procurement Counsellor of the Department of Legal Affairs of the Directorate of Legal Affairs and Procurement	Mandatory	Verification of legal compliance
4.	Director of the Directorate of Economic Affairs or the financial countersignatory designated by him or her	Mandatory,	Financial countersignature, verification that the contract is financially compliant
5	Director of the TOD, Director General of the UPN, Director of the IPES	Signature in the case of temporary ad hoc rentals, the person confirming the order	

6	Director of the IPES	Signing of 'long-term' ad hoc leases	
7.	Chancellor	for 'long-term' ad hoc leases, the Chancellor gives his or her consent by signing the contract	
8.	Chancellor	Signing of contracts for the free and gratuitous use of real estate and of long-term lease agreements	
The Initiator forwards the document to the Partner			

Advertising sales agreement			
Review procedure			
Who is responsible for preparing the draft contract: Initiator (Directorate of Communication, Centre for Student Services and Career)			
	Reviewing person/organisational unit	**Review mandatory/mandatory subject to conditions**	**Scope of review**
1.	Directorate of Communication	Mandatory	Verification of the professional content; verification of fees and payment terms
	Organisational unit/comprehensive organisational unit/Faculty concerned within its area of responsibility or duties	Optional review	Compliance with the relevant area of responsibility or duties; assessment of feasibility
5.	Directorate of Legal Affairs and Procurement	Mandatory	Verification of legal compliance
7.	Directorate of Economic Affairs	Mandatory,	Verification of the financial compliance of the draft agreement
The Directorate of Legal Affairs and Procurement returns the document to the Initiator			
The Initiator forwards the document to the Partner			

Advertising sales agreement			
Initialling and signing procedure			
	Person initialling/signing	**Initialling/signing mandatory/ mandatory subject to conditions**	**Scope of initialling/signing**
1.	Director of the Directorate of Communication	Mandatory	Verification that the professional content, the fees and payment terms are appropriate; that the organisational unit concerned within its area of responsibility or duties has been involved; and that the placement of the advertisement does not prejudice the University's interests
2.	Organisational unit/comprehensive organisational unit/Faculty concerned within its area of responsibility or duties	optional, if involved in the review process	Verification that the professional content, and the fees and payment terms are appropriate
3.	Counsellor of the Department of Legal Affairs of the Directorate of Legal Affairs and Procurement	Mandatory	Verification of legal compliance
4.	Director of the Directorate of Economic Affairs or the financial countersignatory designated by him or her	Mandatory	Financial countersignature, verification of financial compliance
5.	Director of the Directorate of Communication	Signature below a net value of HUF 5 million	

6.	Chancellor[11]	Signature is mandatory above a net value of HUF 5 million
The Initiator forwards the document to the Partner		

[11] Where the value of the contractual consideration is less than HUF 5 million net, pursuant to Paragraph (6) of Section 8 of the Regulation on Powers and Competence Relating to Financial Management, the Director of the Directorate of Communication shall be the signatory.

Other unspecified types of agreements, declarations and documents capable of producing legal effects			
Review procedure			
Who is responsible for preparing the draft contract: Initiator (employee of the professionally responsible organisational unit/project supervisor/project manager)			
	Reviewing person/organisational unit	**Review mandatory/mandatory subject to conditions**	**Scope of review**
1.	Initiator (employee of the professionally responsible organisational unit/project supervisor/project manager)	Mandatory	Content of the agreement/declaration/document; assessment of feasibility; compliance with the University's activities as set out in its Deed of Foundation
2.	Immediate supervisor (except the Rector/Chancellor)	Mandatory, where applicable	Content of the agreement/declaration/document; assessment of feasibility; compliance with the University's core activities as set out in its Deed of Foundation
3.	Directorate for Development and Projects	Reviewing: mandatory	Verification that the protection of intellectual property is adequate
		where the document is related to a project	Compliance with the criteria of the funding application and indicators
4..	Directorate of Legal Affairs and Procurement	Reviewing: mandatory	Legal compliance; identification of organisational unit(s) involved within their area of responsibility or duties; data protection
5.	Organisational unit/comprehensive organisational unit/Faculty concerned within	Optional review: DC/TOD/DDP/DAA etc.	Compliance with the relevant area of responsibility or duties; assessment

	its area of responsibility or duties		of feasibility
6.	Directorate of Economic Affairs	mandatory if it contains a financial commitment	Verification of the financial compliance of the contract/ declaration/document
The Directorate of Legal Affairs and Procurement returns the document to the Initiator			
The Initiator forwards the document to the Partner			

Other unspecified types of agreements, declarations and documents capable of producing legal effects			
Initialling and signing procedure			
	Person initialling/signing	**Initialling/signing mandatory/ mandatory subject to conditions**	**Scope of initialling/signing**
1.	Initiator (employee of the professionally responsible organisational unit/project supervisor/project manager)	Mandatory	Verification that the content of the agreement/declaration/document is appropriate and feasible; that it complies with the University's activities as set out in its Deed of Foundation
2.	Immediate supervisor (except the Rector/Chancellor)	Mandatory, where applicable	Verification that the content of the agreement/declaration/document is appropriate and feasible; that it complies with the University's activities as set out in its Deed of Foundation
3.	Director of the Directorate for Development and Projects	Optional: review is mandatory where the agreement is to be concluded in connection with a project	Verification of compliance with the criteria of the funding application and indicators
		Reviewing: mandatory	Verification that the partnership register and the protection of intellectual property is appropriate
5.	Director of the Directorate of Legal Affairs and Procurement or Counsellor of the Department of Legal Affairs of the Directorate of Legal Affairs and	Reviewing: mandatory	Verification of legal compliance; verification that the organisational unit(s) involved within their area of responsibility or duties has/have been

	Procurement		involved; verification that it is compliant from a data protection perspective
6.	Director of the Directorate of Economic Affairs or Financial administrator of the Directorate of Economic Affairs	mandatory if it contains a financial commitment	Verification of the legal compliance of the contract/declaration/document, financial countersignature if necessary
7.	Chancellor	Signature: mandatory above HUF 5 million net/gross, or mandatory if it does not involve a financial commitment	
8.	Rector	Signature: mandatory above HUF 5 million net/gross, or mandatory if it does not involve a financial commitment	
The Initiator forwards the document to the Partner			