Pannon Egyetem

University of Pannonia

University of Pannonia Nagykanizsa

University Center for Circular Economy

Organisational and Operational Rules of Procedure

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The Organisational and Operational Rules of Procedure (hereinafter referred to as: "University Center OORP") of the University Center for Circular Economy (hereinafter referred to as: "University Center") established by the University of Pannonia (hereinafter referred to as: "University") on the basis of the Organisational and Operational Rules (hereinafter referred to as: "OOR"), Part I Organisational and Operational Rules of Procedure (hereinafter referred to as: "OORP") approved by the Senate and adopted by the Foundation for the University of Pannonia acting as the operator exercising founders' and ownership rights (hereinafter referred to as: "Operator") and on the basis of the resolution by the Board of Trustees on the rules of procedure for adopting the regulations of the University of Pannonia by the Board of Trustees are as follows:

1. GENERAL PROVISIONS

1.1 The University Center OORP

(1) The University Center OORP includes and defines the tasks of the University Center, the functional responsibilities and scope of authority of the management of the University Center, including the University Center's Council and its managers, the rules of representation and election, the organisational structure of the University Center, the organisational units under the management of the University Center, the distribution of tasks and authority and the rules of operation and cooperation with other organisational units of the University and other institutes. The amendment of the University Center OORP is adopted by the Senate on the basis of the supporting proposal of the University Center's Council and approved by the Operations Director of the Foundation for the University of Pannonia.

1.2. Name and data of the University Center

(1) Name of the University Center: University of Pannonia Nagykanizsa – University Center for Circular Economy.

(2) Identification data of the University Center:

a) abbreviated name: UP-NUC

b) address: 8800 Nagykanizsa, Zrínyi M. street 18.

(3) In accordance with the Chancellor's Directive on the rules of stamp use, the Director General of the University Center is entitled to use the round seal with the coat of arms of Hungary on it on their official documents.

(4) The Director General's round seal

a) the coat of arms of Hungary in the middle,

b) upper outer circle: "University of Pannonia",

c) upper inner circle: "University Center for Circular Economy",

d) lower outer circle: "Nagykanizsa",

e) lower inner circle: "Director General".

(5) Legal status of the University Center: a comprehensive organisational unit with budgetary responsibilities established for the alignment and harmonisation of several training or scientific fields or cross-faculty educational and research activities.

(6) The mission of the University Center, as a comprehensive organisational unit of the University of Pannonia with large-scale autonomy is to be able to give a proper response to the challenges of the 21st century and thus become an internationally recognised ecosystem center for higher education and innovation and play a key role in the economic development of the region and the county as well as in the improvement of the life standards of locals.

(7) The University Center is represented by the Director General.

(8) The brand identity colour of the University Center: blue. The logo is included in Annex 1.

2. THE RESPONSIBILITIES OF THE UNIVERSITY CENTER

(1) The University Center has been tasked with carrying out high quality educational and research activities in fields relevant to its traditions and competences. The University Center performs its educational and research activities using the achievements and results of specific scientific literature created in Hungary and internationally as well as their own research findings, building on university traditions. These activities include higher-level vocational education, bachelor's and master's degree programmes, PhD programmes, postgraduate specialist training courses and adult education in accredited educational categories. The University Center meets regional demands as well by providing short-cycle training programmes (courses, trainings, consultation services, coaching, etc.).

(2) The University Center considers scientific research as well as project and consultation activities dealing with solutions to theoretical and practical problems as a duty that is of equal rank with providing degree and training programmes.

(3) The University Center shall conduct adult education activities as follows:

a) Any training programme falling within the scope of adult education may be initiated by the University Center. The Director General shall consult with the Director of Academic Affairs in advance and on a continuous, comprehensive basis regarding any training programme falling within the scope of adult education. In the case of vocational education and training and professional training programmes defined under Act LXXX of 2019 on Vocational

Education and Training and, pursuant to Act LXXVII of 2013 on Adult Education (hereinafter: the "Adult Education Act"), that may be provided by an adult education provider and are subject to authorization, the Department of Lifelong Learning of the Directorate of Academic Affairs shall provide support for the development of the programme requirements and the training programme, as well as for obtaining the necessary expert certification, and shall perform the required data reporting obligations.

b) The University Center shall decide on the launch of the training programme and appoint a coordinator responsible for maintaining contact with the participants of the training programme and with the Department of Lifelong Learning of the Directorate of Academic Affairs to ensure the lawful implementation and proper administration of the training programme. The documents required for administration that comply with the adult education quality management system shall be prepared and made available by the Department of Lifelong Learning of the Directorate of Academic Affairs.

With respect to any adult education activity falling within the scope of the applicable adult education legislation, the University Center, or, in the case of training programmes implemented within the framework of a project, the Directorate for Development and Projects participating in the implementation of the training programme, shall provide the Department of Lifelong Learning of the Directorate of Academic Affairs with all data necessary for adult education data reporting no later than the third working day preceding the launch of the training programme, to enable the Department of Lifelong Learning of the Directorate of Academic Affairs to fulfil the University's mandatory adult education data reporting obligations (for statistical purposes) in accordance with the relevant legislation.

3. ORGANISATIONAL STRUCTURE OF THE UNIVERSITY CENTER

3.1. Organisational structure

(1) With its professional independence, elected self-governing body and an independent management of its income and decentralised system in accordance with the relevant laws and the regulations of the University, the University Center is a comprehensive organisational unit of the University which performs its duties specified in the OORP and other university regulations. The University Center is responsible for educational and research tasks in training and scientific fields concerned by and supplementing or supporting circular economy.

(2) At the University Center, the educational and research activities are carried out in research and development centers, institutes/research institutes and faculties considered as organisational units. The following faculty organizational units operate in the University Center:

a) Institute of Applied Management Sciences (Faculty of Business and Economics),

b) Department of Applied Informatics (Faculty of Information Technology),

c) Soós Ernő Technology Research and Development Center (Faculty of Engineering).

(3) At the University Center, the faculties may set up new educational and research organisational units with the support of the University Center's Council. The University Center may establish new educational and research organisational units with the support of the Council of the faculties concerned.

(4) Educational and research organisational units that are not linked with the faculties may be set up at the initiative of the University Center's Council,

following consultations conducted with all the faculties present at the university.

(5) Educational and research organisational units which are not linked with the faculties and the activities of the faculties may be set up at the initiative of the University Center's Council, following consultations with the head of the respective comprehensive educational and research organisational unit which operates at the University and does not belong to any faculty organisations.

(6) Cross-organisational educational and research units responsible for professional coordination activities or set up for specific projects may be established at the University Center. The head of a unit of this type does not qualify as an executive according to the ERS.

(7) A University Center Secretariat shall operate as a functional organisational unit and service provider at the University Center to provide assistance in educational, research and learning-related issues and to support the educational system. The Head of the University Center Secretariat is the Director General of the University Center.

(8) Within the University Center Secretariat, the following non-organizational units operate, which may be managed by an office manager:

a) Economic and HR Office,

b) Marketing and Communication Office,

c) Registrar's Office.

The office manager shall not qualify as an executive according to the ERS.

(9) The University Center Secretariat shall be responsible for providing comprehensive administrative, organisational and coordination support for the work of the Director General, as well as for ensuring the performance of administrative, economic and human resources, communication and academic tasks related to the operation of the University Center. The

Secretariat shall also perform tasks related to marketing and communication activities, document management, data reporting, and internal and external communication. The professional activities of the University Center Secretariat shall be coordinated by the Head of the University Center Secretariat, who shall not qualify as an executive according to the ERS. The Head of the University Center Secretariat shall directly assist the work of the Director General, direct and coordinate the activities of the organisational units operating within the Secretariat, and shall be responsible for ensuring compliance with the relevant University regulations and other applicable rules.

3.2. Employment with the faculty and non-faculty organisational units operating at the University Center

(1) The exercise of employer's rights over the employees of the faculty organisational units operating within the University Center is defined by the current Rector's Instruction on the procedure for the exercise of employer's rights and the rules for the exercise of employer's rights delegated by the Rector.

(2) The Director General and the Dean of the Faculty concerned from a professional point of view have the right to propose, comment and rank in the selection and professional development of non-senior teachers and non-senior researchers of the faculty organizational units operating at the University Center.

(3) The University Center's Council has the right to submit proposals and the Faculty Council of the professionally concerned faculty has the right to comment on the selection and professional development of the senior

teachers and senior researchers at the faculty organizational units operating at the University Center.

(4) When establishing or terminating employment relationships with the employees of the faculty organisational units operating at the University Center, the University Center's executive with the right to give instructions has the right to propose and comment, while the Dean of the faculty concerned from a professional point of view has the right to comment.

(5) When concluding or modifying employment contracts in faculty organizational units operating within the University Center, proposals shall be made by the Director General of the University Center at the initiative of the University Center's executive with the right to give instructions, taking into account the opinion of the Dean of the faculty concerned from a professional point of view.

(6) The professional management of the employees working for the faculty organisational units operating at the University Center is the responsibility of the faculty concerned from a professional point of view.

(7) The Director General shall exercise the right to give instructions and provide professional supervision over staff employed in other positions in non-faculty organisational units/units operating within the University Center and performing functional and service tasks at the level of the University Center, in accordance with the Rector's Instruction on the Procedure for the Exercise of Employer's Rights.

(8) The head of the central comprehensive organisational unit concerned shall exercise the right to give instructions over staff involved in the performance of institutional-level functional and service tasks of the non-faculty organisational units/units operating within the University Center, in accordance with the Chancellor's Instruction on the Procedure for the Exercise of Employer's Rights.

3.3. The heads of the organisational units operating at the University Center

(1) The job application announcements for heads of the organisational units operating at the University Center are initiated, in the case of faculty organisational units, by the Faculty Council of the faculty concerned, following consultations with the Director General of the University Center, while, in the case of non-faculty organisational units, by the University Center's Council.

(2) The job application for head of a faculty organisational unit operating at the University Center is assessed and submitted to the Senate by the Faculty Council of the faculty concerned, taking the opinion of the University Center's Council into consideration, while this is the University Center's Council's task in the case of non-faculty organisational units.

(3) The functional responsibilities and scope of authority of the head of an organisational unit are the following in general (unless otherwise provided by the instruction on the procedure for the exercise of employer's rights and the rules for the exercise of employer's rights delegated by the rector):

a) Plans, organises, manages, supervises and controls the activities of the organisational unit; coordinates the distribution of work;

b) ensures the exchange of information and knowledge within the organisational unit;

c) facilitates and coordinates the educational activities and the scientific research work carried out at the institute, the faculty and the research & development center as well as the publication activities and the development of international relations;

d) informs the Director General on a regular basis during the preparatory and implementation phase of projects and funding projects relating to

the institute, the faculty and the research & development center in order to ensure efficient resource management and reduce risks to the minimum; promotes the aspects specified as key priority by the Director General during the preparatory and implementation phase of the projects;

e) cooperates with other organisational units.

3.4. Establishment and launch of new degree programmes

(1) In accordance with the University Center OORP, the University Center may be solely responsible for the professional management of training programmes and fields of research upon the decision of the Senate and if the capacities and competences that meet the accreditation requirements are present.

(2) When degree programmes are established or launched by the University Center, the Director General of the University Center is obliged to consult the deans of the fellow faculties. The establishment or launch of a new degree programme is only possible if the training fields of the fellow faculties are taken into consideration, the faculty's professional approval is obtained and the professional competencies available at the faculties are integrated.

(3) The training programmes accredited at the faculties may be announced by the faculties concerned at the University Center, following consultations with the Director General of the University Center. The training programmes accredited at the University Center may be announced by the University Center.

3.5. The functional responsibilities and scope of authority of the degree programme coordinators

(1) The degree programmes established at the University Center are managed by programme coordinators. The programme coordinators are appointed by the Rector.

(2) The programme coordinators manage the professional work carried out in the training programmes and are responsible for updating and improving the curricula of the trainings.

(3) The programme coordinators keep in touch with the heads of the educational organisational units acting as course coordinators of the courses specified in the curriculum of the degree programme they are responsible for. The heads of these organisational units must make all the information necessary for the organisation and professional supervision of the training available to the programme coordinators.

(4) Regarding the degree programme they manage, the programme coordinators have the right to comment and propose to the University Center's Council.

3. 6. Programme Committee

(1) The task of the Committee is to support the work of the programme coordinator by assisting in the preparation of decision-making processes related to the given programme. It regularly participates in the review of the curriculum and, where necessary, makes proposals for amendments. In this context, it analyses and evaluates the programme's training programme, taking into account student feedback and labour market expectations, in accordance with the relevant legal requirements and the programme evaluation procedures of the Hungarian Accreditation Committee (MAB).

a) Sustainable and Circular Economy-based Tourism (BSc) Programme Committee

aa. The organization and management of the work of the Programme Committee is the task of the programme coordinator.

ab. Chair: the Deputy Director General appointed by the Director General,

ac. Its members are: the programme coordinator, 2 lecturers, 2 students delegated by SUUP-NUC

ad. The Programme Committee shall meet at least once a year.

b) Circular Economy Management (MSc) Programme Committee

ba. The organization and management of the work of the Programme Committee is the task of the programme coordinator.

bb. Chair: the Deputy Director General appointed by the Director General,

bc. Its members are: the programme coordinator, 2 lecturers, 2 students delegated by SUUP-NUC

bd. The Programme Committee shall meet at least once a year.

c) MSc in Design and Development Engineer for a Circular Economy Programme Committee

cc. The organization and management of the work of the Programme Committee is the task of the programme coordinator.

cd. Chair: the Deputy Director General appointed by the Director General,

ce. Its members are: the programme coordinator, 2 lecturers, 2 students delegated by SUUP-NUC

cf. The Programme Committee shall meet at least once a year.

4. CENTRAL MANAGEMENT OF THE UNIVERSITY CENTER

4.1. The Council of the University Center

4.1.1. The structure and activities of the University Center's Council

(1) The Council of the University Center is the management body of the University Center empowered by the Senate with the right to make decisions, make proposals, comment and supervise. The Chairman of the Council is the Director General of the University Center.

(2) The Council of the University Center forms opinions, makes proposals and has the right to supervise in issues that are relevant to the University Center and fall within the functional responsibilities and scope of authority of the Director General.

(3) The number of the members of the University Center's Council with voting rights: 9.

(4) The University Center Council shall comprise the following voting members:

a) Ex officio:

- Director General who is the Chairman of the University Center's Council at the same time,
- Chairman of the SUUP-NUC or the Chairman's delegate: 1 member

b) Elected members:

- Teachers or researchers:
  - Institute of Applied Management Sciences: 1 member
  - Department of Applied Informatics: 1 member

- Soós Ernő Technology Research and Development Center: 2 members
- Non-senior teachers and non-senior researchers at the faculty organisational units operating at the University Center: 1 member

- Other than teachers or researchers: 1 member

c) Through delegation:

- A student of the SUUP-NUC: 1 member

The members of the University Center Council with consultative rights are:

- Deputy Directors General
- Mayor of Nagykanizsa Town of a County Rank or the person delegated by the Mayor
- Chairman of the Foundation for the Higher Education of Kanizsa or a representative delegated by the Chairman
- A representative delegated by the Works Council
- A representative delegated by the Trade Union of Workers in Higher Education
- Head of the Programme Committees
- Head of the Quality Improvement Committee
- Rector or a representative delegated by him
- Chancellor or a representative delegated by him
- Representative of the Foundation for the University of Pannonia

d) Permanent invitees:

- Chairman of the SUUP

- Deans of the faculties concerned by the educational activities of the University Center or the representatives delegated by the Deans
- the heads of the central functional organizational units with authority to direct the work of the staff.

(5) On an ad-hoc basis, if the curriculum to be discussed requires it, the Director General may invite other people to the meetings.

(6) The members of the University Center Council are elected for four years in accordance with the provisions of the Regulation on Elections. The commission of the representative of the Students' Union may be for maximum three years. In the course of elections, the various electoral districts are determined as follows:

a) for teachers and researchers: in organisational units,
b) for non-senior teachers and non-senior researcers on the level of the faculty organisational units operating at the University Center,
c) for others than teachers and researchers (other employees): one electoral district on university center level.

(7) The voting right of the elected members of the University Center's Council is personal. The voting right may only be exercised at the time of the voting and in person.

(8) The right to vote may be exercised by a substitute only in the case of ex officio members. Substitutes shall exercise the full rights of the members they substitute on the basis of a written authorisation.

(9) Membership in the Council of the University Center ceases if

a) the employment relationship of a council member is terminated, including the period when this member is released from work duties,

b) the council member's student status is terminated or suspended,
c) the council member's term of office expires,
d) the term of appointment expires,
e) the council member resigns from his or her seat,
f) the council member is recalled from his or her post (elected members are recalled by the electors, while delegated members by the delegating organisation),
g) the council member is placed into another electoral layer,
h) the council member is placed into another electoral district,
i) the council member passes away,
j) the electoral layer ceases to exist,
k) the electoral district is modified or ceases to exist,
l) for other reasons specified by the law or the OOR.

4.1.2. The operational rules of procedure of the University Center's Council

(1) The Council of the University Center holds an operative meeting at least twice in every six months. The Council of the University Center follows a schedule when holding their meetings; however, the Director General may convoke the Council of the University Center for an extraordinary meeting as well. Generally, the Council of the University Center holds their meetings during term time; however, this may be departed from in exceptional cases.

(2) The meetings of the University Center's Council are chaired by the Director General.

(3) The Director General makes a proposal for the agenda of the meetings of the University Center's Council.

(4) The agenda and the written submissions for the Council of the University Center are forwarded by the Secretariat of the University Center to the

members of the University Center's Council and the invitees five working days before the meeting in the case of regular meetings and three working days before the session in the case of extraordinary meetings. Orders of business sent out later than this deadline or submitted orally or in writing during the meeting may be discussed at the given meeting only with the simple majority approval of the Council of the University Center. Proposed amendments may be submitted in writing until the working day preceding the meeting of the University Center's Council to the University Center's Secretariat which ensures that those concerned be notified.

(5) The Council of the University Center has a quorum if at least 60% of the members with a voting right are present at the meeting. The Council of the University Center adopts its resolutions by simple majority voting.

(6) The Council of the University Center may use electronic voting in cases and by the means specified in the Regulations of the Senate.

(7) The meetings of the University Center's Council are public meetings for the citizens of the University Center, however, the Council of the University Center may decide by simple majority voting, at the motion of any of its members with a voting right, to hold a private session. A private meeting shall be held when personnel matters are discussed. A private meeting may be attended only by the members with a voting right and non-voting members. The people present at a private meeting are obliged to treat everything they hear or are informed of at the meeting as confidential.

(8) Meeting minutes are prepared at each meeting of the University Center's Council. The minutes include the date, time and place of the meeting, the list of attendees and absentees, classified as members, participants with consultative rights, and invitees, the topics discussed, the comments and the resolutions adopted for each agenda item, indicating the distribution of votes.

The meeting minutes must be made available at the Secretariat of the University Center to the members of the University Center's members and the citizens of the University Center within 15 days following the meeting. The meetings are signed by the Director General and attested by two members of the University Center's Council with voting rights. The attesters of the minutes are elected by the Council of the University Center.

(9) The resolutions of the University Center's Council must be documented, marked with an identification number and filed in an electronic format.

(10) The scope of authority and competence of the University Center's Council covers the following:

a) establishing and conferring University Center awards,

b) defining the work schedule of the University Center's Council,

c) setting up bodies and committees operating at the University Center,

d) use of budgetary allocations made available to the University Center from the budget of the University,

e) making decisions related to the educational and scientific activities of the University Center and the training programmes organised by the University Center,

f) defining the scientific research duties of the University Center, assessing its scientific results and achievements,

g) assessing the work carried out by the organisational units of the University Center,

h) introduction and supervision of the measures taken to ensure the quality of educational, research, project and consultation activities carried out at the University Center,

i) approving, commenting on and modifying the curricula of the training programmes launched by the University Center,

j) adopting and modifying the strategy of the University Center,

k) defining the organisational and human resources principles of the University Center,

l) defining the principles of the utilisation of assets available to the University Center,

m) submitting proposals for the economic activities of the University Center,

n) participation or partnership in university or other higher education associations,

o) all the issues which are referred to its competence by the law or a university or University Center regulation.

(11) The sphere of competence of the University Center's Council includes proposals for:

a) the adoption or amendment of the OORP of the University Center,

b) parts of the University's training programmes the University Center is responsible for; the launch of new trainings as part of the training programme; discontinuation of trainings,

c) initiating the recall of the Director General in accordance with the OOR Part II Employment Requirement System (hereinafter referred to as: "ERS"),

d) conferring other awards and titles.

(12) The University Center may form an opinion on:

a) the applications of the Director General, Deputy Director General, heads of organizational units and senior lecturers/senior researchers of the University Center,

b) budgetary and development proposals relevant to the University Center,

c) all the issues concerning the University Center, where decision-making falls within the scope of authority and competence of the Senate.

(13) The Council of the University Center may:

a) request the Director General and his or her deputies to report,

b) request a report, following the proper chain of command, from all the organisational units, units and employees operating or working at the University Center.

4.1.3. Committees and Boards of the Council of the University Center

(1) In order to assist the operation of the University Center, the Council of the University Center may establish committees whose tasks will be

a) comment on proposals in their area of expertise,

b) writing and submitting proposals,

c) enforcement of resolutions affecting their area of expertise,

d) execution of all tasks entrusted to them by the Council of the University Center.

(2) The operation of the committees shall be governed by their respective Rules of Procedure, which shall be adopted by the committees themselves.

(3) The standing committees of the Council of the University Center are as follow:

a) Committee of Learning and Credit Transfer:

aa. Its tasks and scope of authority are to manage issues defined in the Student Requirement System (hereinafter referred to as: "SRS") in the 3rd part of the Organizational and Operational Rules.

ab. It is chaired by the Deputy Director General appointed by the Director General.

ac. Its members are the degree programme coordinators under the care of the University Center, the delegates of the Students' Union of the University of Pannonia at the Nagykanizsa University Center (at least 25 percent of the members of the Committee), the Director General and the delegated registrar by Deputy Director General.

b) Disciplinary and Compensation Board:

ba. Responsible for handling disciplinary and compensation cases of students. Its detailed tasks are determined by the SRS.

bb. Its teacher members and chairman are appointed by the Director General, the student members are delegated by the Students' Union in the manner specified in its Statutes.

bc. Chaired by a senior teacher of the University Center appointed by the Director General.

c) Student Social Committee:

ca. Its tasks and scope of authority are issues defined in the SRS.

cb. Its Chairman is a Deputy Director General appointed by the Director General.

cc. Its members are one non-senior teacher appointed by the Director General, one delegate of the Students' Union of the University of Pannonia at the University Center, a representative of the Department of Student Finances and Services of the Directorate of Academic Affairs.

d) Quality Improvement Committee

da. Its tasks and scope of authority are to monitor the quality management processes and perform quality improvement tasks at the University Center.

db. Its Chairman is the Director General's Delegate for Quality Affairs, appointed by the Director General.

dc. Its members shall be 1 researcher, 1 lecturer and 1 non-academic, non-research staff member appointed by the Director General.

4.2. The functional responsibilities and scope of authority of the University Center's Director General

(1) The Director General of the University Center is responsible for the duties in connection with the management of the University Center. He or she is the head and a representative of the University Center.

(2) The functional responsibilities and scope of authority of the Director General particulary include the following (unless otherwise provided by the instruction on the procedure for the exercise of the employer's rights and the rules for the exercise of employer's rights delegated by the rector):

a) representing the University Center before the university and other bodies and executives and also outside the institute upon authorisation,

b) managing the educational, research, project, consultation and other activities of the University Center,

c) managing and supervising the activities of the organisational units operating at the University Center,

d) keeping in touch with the Chairman and other representatives of the Students' Union of the University of Pannonia at the Nagykanizsa University Center,

e) cultivating and improving the professional relations of the University Center in Hungary and abroad,

f) making preparations for the meetings of the University Center's Council and executing the resolutions adopted at the meetings or ensuring that such resolutions be executed,

g) providing support to ensuring the financing of the activities carried out at the University Center, seeking external funding sources and identifying opportunities for corporate relations and funding projects,

h) conferring awards and honours (established by the University Center),

i) performing other tasks and exercise the powers specified in the relevant laws, university regulations and other university policies,

j) is obliged to inform the University Center of the decisions of the Senate, the execution of the resolutions of the University Center's Council and all other major measures taken.

(3) The Director General of the University Center holds preliminary consultations on educational and research issues relevant to the different faculties and the organisational units established by the faculties at the University Center with the deans of the faculties concerned. The failure to hold preliminary consultations entitles the dean of the faculty concerned to raise objections to the decisions made in educational or research issues. In such a case, the decision must not be executed and it is the Director General's duty to initiate consultations with the dean of the faculty concerned. Upon disagreement, it is the Rector who makes the decision.

(4) Regarding issues which are relevant to the University Center but fall within the sphere of competence of the Chancellor, the Director General of the University Center is obliged to start consultations with the heads of the organisational units or comprehensive organisational units belonging to the Chancellor's organisation whose responsibilities are affected by the decision to be made. The failure to hold preliminary consultations entitles the head of the organisational unit or comprehensive organisational unit belonging to the Chancellor's organisation whose responsibilities are concerned to raise objections to the decision. In such a case, the decision must not be executed and it is the Director General's duty to initiate consultations with the head of the organisational unit or comprehensive organisational unit concerned. Upon disagreement, it is the Chancellor who makes the decision.

(5) The Director General is responsible for making preparations for the approval process of decisions that affect the operations of the University Center and require approval by the Chancellor and also for initiating the obtainment of the approval.

(6) In academic matters, the dean of the faculty concerned is obliged to consult the Director General before making decisions that affect the operations of the University Center. The Director General is entitled to express his or her opinion on the decision to be made.

(7) The head of the affected organisational unit or comprehensive organisational unit of the Chancellor's organisation is obliged to consult the Director General before making decisions on the operations of the University Center. The Director General is entitled to express his or her opinion on the decision to be made.

(8) The work of the Director General is assisted by Deputy Directors General. The Deputy Directors General are appointed by the Rector for a period that cannot

be longer than the period the Director General is appointed for. If the Director General is prevented from performing his or her duties, the Deputy Director General appointed by him/her and authorized by the Rector for the duration of the obstacle will replace him/her in the tasks specified in the authorization.

5. TRANSITIONAL AND FINAL PROVISIONS

(1) The scope of the OORP covers

a) the University Center,

b) all employees and students of the University Center.

(2) The OORP of the University Center were discussed and adopted by the Senate on 18th June 2026. The University Center OORP enters into force on 25th June 2026, following its adoption by the Senate and the approval of the Operations Director of the Foundation for the University of Pannonia. At the same time, the University Center OORP adopted by Senate Resolution 45/2026. (II. 26.) shall cease to have effect.

(3) This University Center OORP is proposed for adoption by the Council of the University Center through its Resolution 27/2026. (VI.1.).

(4) Annexes to this regulation:

Annex 1: LOGO

Annex 2: AWARDS AND HONORS

Annex 3: ORGANIGRAM

Place and date: Nagykanizsa, 1st June 2026

Nóra Hegedűsné dr. Baranyai

Acting Director General

Adopted by the Senate through its Resolution 139/2026. (VI. 18.)

Place and date: Veszprém, 18th June 2026

Dr. János Abonyi	Zsolt Csillag
Rector	Chancellor

On behalf of the Foundation for the University of Pannonia, as Operator, approved by:

Place and date: Veszprém, 18th June 2026

Dr. Péter Bartus

Operations Director

ANNEXES

Annex 1 (LOGO)





Annex 2 (AWARDS AND HONOURS)

The awards and honours of the University Center for Circular Economy

Award payments must be approved by the Chancellor if they are paid from university funds.

Silver Pen Award

Based on the opinions of the staff of the University Center for Circular Economy, the Director General has made a decision to present the "UP-NUC Silver Pen Award" to students who contribute to the establishment and enhancement of the reputation of our institute with their excellent achievements. This award may be granted to no more than five people a year. The award is presented at the term opening or the graduation ceremony of the University Center.

Gold Pen Award

Based on the opinions of the staff of the University Center for Circular Economy, the Director General has made a decision to present the "UP-NUC Gold Pen Award" to students who graduated from the University Center and enhance the reputation of our institute through their high quality and successful activities and persistent hard work. This award may be granted to no more than one person a year. If no appropriate nominee is found, the award is not conferred. The award is presented at the term opening or the graduation ceremony of the University Center.

University of Pannonia for Nagykanizsa Award

Based on the opinions of the staff of the University Center for Circular Economy, the Director General has made a decision to present the "University of Pannonia for Nagykanizsa Award" to media experts who have earned imperishable merits for providing credible information that generates value and for the recognition of the University Center in the town and the region. This award may be granted to no more than one person a year. If no appropriate nominee is found, the award is not conferred. The award is presented at the term opening or the graduation ceremony of the University Center. The costs associated with the award are borne by the University Center.

The Director General's Honours

The University Center presents a Director General's Honours certificate to the full-time non-teacher and non-researcher employees of the University Center who are always highly and affectionately thought of by their colleagues because

- they provide help to their colleagues to everybody's greatest satisfaction

- they support their colleagues in reaching the contentment of the stakeholders of the University Center,

- they boost the desired work morale with their attitude,

- they take an active role in building a culture of quality.

Any full-time employee of the University Center may submit a nomination for the award. The Chairman of the Students' Union of the University of Pannonia at the Nagykanizsa University Center may also submit a nomination. The nominations submitted are assessed by the Council of the University Center. At least two-thirds of the votes cast by the members present are needed for the approval of a nomination. This award may be granted to no more than one person a year. If no appropriate nominee is found, the award is not conferred. The award is presented at the term opening or the graduation ceremony of the University Center. The amount of the award is 60% of the current minimum wage. The costs associated with the award are borne by the University Center.

PRO MAIORE STUDII URBIS INCREMENTO

On the occasion of the 10th anniversary of the foundation of the institute, the Director General established an award on the basis of the opinions of the staff of the University Center for Circular Economy to recognise the strenuous hard work of those who had laid the foundations and contribute to the establishment and continuous improvement of the University Center and the fact that the town has become a scientific and intellectual center. According to the intentions of the institute, the PRO MAIORE STUDII URBIS INCREMENTO, i.e., FOR THE PROMOTION OF THE SCIENTIFIC LIFE OF THE TOWN AWARD will be the greatest moral and intellectual recognition, which is a unique piece of art by an artist from Nagykanizsa or the surrounding area. This award may be granted to no more than one person a year. If no appropriate nominee is found, the award is not conferred. The award is presented at the graduation ceremony of the University Center. The costs associated with the award are borne by the University Center.

Excellence in Teaching and Research Award

The Council of the University Center presents the Excellence in Teaching and Research Award to its full-time teachers and researchers who are highly respected by the employees of the University Center, which they deserve due to their professional expertise and recognition, high quality teaching and research activities, on-going efforts in the field of publications and work carried out in favour of the University Center. Any full-time employee of the University Center may submit a nomination for the award. The organisation responsible for the representation of students' interests at the University Center may also submit a nomination. The nominations submitted are presented by the Director General at the meeting of the University Center's Council. At least two-thirds of the votes cast by the members present are needed for the approval of a nomination. This award may be granted to no more than one person a year. If no appropriate nominee is found, the award is not conferred. The award is presented at the term opening or the graduation ceremony of the University Center. The award is 60 percent of the current minimum wage, the costs associated with the award are borne by the University Center.

Award of Excellence, Chamber Award, UP-NUC Student Award, Volunteer of the Year Award, Titan Award, Kanyssa Horizone Award

The partner organisations of the University Center for Circular Economy may present awards to the best performing students according to their criteria.

- Karos Invest Zrt. (Hotel Karos Spa****) – Award of Excellence to the best performing graduate student at the Faculty of Tourism and Hospitality Management
- Nagykanizsa Chamber of Commerce and Industry – Chamber Award to the best performing student at the Faculty of Information Technology
- Kanyssa Student Foundation – UP-NUC Student Award for a member of the University community who actively participates in the community-building work of the University Center, provides active support at student events and contributes as an organizer, regardless of whether he or she is a member of any formal or informal university organization.

- Kanyssa Student Foundation – Volunteer of the Year Award for a student holding active volunteer status who, over an extended period, provides outstanding support to the activities of the University Center through voluntary work, thereby contributing to the development of the institution's operation and community life.
- Kanyssa Student Foundation – Titan Award for a student who, over an extended period (generally 8-10 years), represents the interests of the University Center in an outstanding manner through exemplary behaviour, commitment and community service during his or her studies and other activities, and who makes a lasting contribution to its community and professional life.
- Kanyssa Student Foundation - Kanyssa Horizone Award for a student who makes an outstanding contribution to the development of the international relations of the University Center at Nagykanizsa and to strengthening of the open and inclusive spirit of the institution. The award is intended primarily for international students of the University Center. The name of the award symbolizes broad perspectives, openness and international cooperation.

The Director General may submit nominations, after consulting the heads of the organisational units concerned. These awards may be granted to one person per award per year. If no appropriate nominee is found, the award is not conferred. The award is presented at the term opening or the graduation ceremony of the University Center. The costs associated with the award are borne by the organisation or institute offering the award.

Young Researcher Award

The Young Researcher Award established by the Soós Ernő Technology Research and Development Center of the University Center for Circular Economy may be conferred on nominees who graduated from an MSc programme, a 5-year undivided degree programme or a PhD programme and deal with the most current issues of

water and wastewater management in their work in English or Hungarian. A scientific committee evaluates the nominations and makes a suggestion for the award. This award may be granted to one person in the MSc and one in the PhD category. The award is presented at the annual Soós Ernő International Scientific Conference ("Water and Wastewater Treatment in the Industry").

Skrop Adrienn Memorial Award

The University Center presents the Skrop Adrienn Memorial Award to its students majoring in information technology who, in addition to their study duties, contribute to the enhancement of the professional reputation of the University Center with the highest achievement of the year in information technology. Any employee of the Department of Applied Information Technology may submit a nomination for the award to the Head of Department. The nominations submitted are evaluated by the Head of the Department of Applied Information Technology at their next meeting, with the participation of those present. The nomination of the Department is presented by the Head of Department at the next meeting of the University Center's Council. At least two-thirds of the votes cast by the members present are needed for the approval of a nomination. The Award comes with a prize of HUF 100,000 net. This award may be granted to one person a year. If no appropriate nominee is found, the award is not conferred. The award is presented once a year, at the term opening or the graduation ceremony of the University Center. The costs associated with the award are borne by the University Center.

Annex 3 (ORGANIGRAM)

