Pannon Egyetem
University of Pannonia

ORGANISATIONAL AND OPERATIONAL RULES

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*if the entry into force of the rules is subject to adoption by the Board of Trustees

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Pursuant to Sections 22(4a) and 22(4b) of Act IX of 2021 on public interest asset management foundations performing public duty, Sections 11(1)(a) and 12(3)(e)(eb) of Act CCIV of 2011 on National Higher Education (hereinafter: the "NHEA"), and the provisions of the Deed of Foundation of the University, the Senate of the University of Pannonia (hereinafter: the "University") hereby establishes and adopts these Organisational and Operational Rules of the University (hereinafter: the "OOR") as follows:

CHAPTER ONE

GENERAL PROVISIONS

TITLE 1

BASIC PROVISIONS FOR THE UNIVERSITY

1. §

(1) Name of the University:
   a) in Hungarian: Pannon Egyetem,
   b) in English: University of Pannonia.

(2) Abbreviated name of the University: PE

(3) ID number of the University: FI 80554

(4) The University
   a) Registered seat: 8200 Veszprém, Egyetem street 10.,
   b) Postal address: 8201 Veszprém Pf: 158.,
   c) Premises:
      ca) University of Pannonia Nagykanizsa – University Center for Circular Economy
      Address: 8800 Nagykanizsa, Zrínyi street 18.,
      cb) Research site
      Address: 9600 Sárvár, 3345/3. title No.,
      cc) University Center of the University of Pannonia at Zalaegerszeg
      Address: 8900 Zalaegerszeg, Gasparich street 18/A.
      cd) Ajka Campus
      Address: 8400 Ajka, Újélet street 8.

(5) Operator of the University:
   a) Name: Foundation for the University of Pannonia
   b) Registered seat: 8200 Veszprém, Egyetem street 10.
   c) Registration Number: 19-01-0001867
   d) Represented by: Dr. Zoltán Birkner, Chairman of the Board of Trustees.

(6) The University operates under the Deed of Foundation adopted by the Foundation for the University of Pannonia.

(7) The University is entitled to use a circular stamp bearing the coat of arms of Hungary, as well as indicating the name and registered seat of the University on its official documents.

(8) Pursuant to Annex 1 of the NHEA the University is a state-recognised higher education institution in Hungary, not a state university.

(9) The University is a private institution of higher education maintained by a foundation registered in Hungary, pursuant to Section 4 (1a) of the NHEA.

(10) Pursuant to section 5 (1) of the NHEA. the University is a legal person.

(11) The University operates as a public benefit organisation in accordance with the provisions of the NHEA. and the Civil Act and on the basis of the registration of the Educational Authority.

(12) The Rector, is the primary leader and representative of the University — responsible for its academic governance, and shall act and take decisions in all matters which are not referred to the competence of any other person or body by law, the Deed of Foundation, the OOR or the Collective Agreement. The Rector may delegate his powers to his deputy or another employee in a managerial position as defined in the Employment Requirement System.

(13) The University is represented by the Chancellor in the matters defined in the NHEA, the Deed of Foundation and the OOR. The Chancellor is the head responsible for the management of the University's functional areas. The right of representation may be delegated as provided for in the OOR.

Provisions pertaining to the Public Benefit Status of the University

2. §

(1) The University may carry out entrepreneurial activities only if this does not compromise its core purpose.

(2) The University may not engage in direct political activity, its organisation is independent of political parties and does not provide financial support to these.

(3) The University shall not distribute its profits and shall use them for public benefit activities.

(4) For a period of three years following the termination of a public benefit organisation, the position of the rector or the chancellor of the University may not be held by a person, who was previously executive officer of such a public benefit

organisation – at least for one year within two years prior the termination of the said organisation –,

a) which has ceased to exist without successor in title and has not settled its tax liabilities and customs debts on record at the national tax and customs authorities;
b) in case of which significant tax deficiencies have been established by the National Tax and Customs Administration;
c) on which the state tax and customs authorities have imposed the measure of business closure or a fine in lieu of business closure;
d) whose tax number was either suspended or annulled by the National Tax and Customs Administration pursuant to the act on the rules of taxation.

(5) The University's annual report pursuant to the act on accounting and its public benefit report shall be adopted by the Senate. The Operator shall evaluate them no later than 31 May of the year following the financial year concerned. The public benefit report shall be published on the University's website in a publicly accessible form.

Anyone may request access to documents relating to the operation of the University as a public benefit organisation. The request should be submitted to the Chancellor or, if submitted to another organisational unit, forwarded to the Chancellor without delay. The request shall be processed within 30 days.

Public Benefit Supervisory Committee

3. §

(1) The operation and management of the University is overseen by the Public Benefit Supervisory Committee, which is independent from the Senate.
(2) The Public Benefit Supervisory Committee consists of three members, the Chairman and members are appointed by the Operator for a fixed term of 1 (one) year.
(3) In the course of its activities, the Public Benefit Supervisory Committee may request reports from the University's executive officers, information or clarification from the organisation's employees, and may inspect and examine the books and records of the University.
(4) The Public Benefits Supervisory Committee shall determine its own rules of procedure.

Scope of the OOR

4. §

(1) The scope of these OOR extends to all faculties, comprehensive organisational units and organisational units of the University, to persons employed by the University, to persons with other work related relationships, and to persons with student, doctoral student and doctoral candidate status.

(2) Persons who do not have a legal relationship with the University as referred to in paragraph (1) shall be subject to the provisions of the OOR only if expressly provided for.

(3) Part I of the OOR lays down the organisational and operational rules of procedure of the University (Organisational and Operational Rules of Procedure, hereinafter: "OORP"), Part II determines the employment requirements (Employment Requirement System, hereinafter: "ERS") and Part III specifies the student requirements (Student Requirement System, hereinafter: "SRS").

(4) The Operator, the Rector, the Chancellor or a member of the Senate may submit requests for amendments to the OOR to the Senate in writing.

(5) The Senate may also lay down specific rules on certain matters in separate regulation. The Operator, the Rector, the Chancellor, a member of the Senate or the leader responsible for the maintenance of the regulation may submit requests for amendment of such regulation to the Senate in writing.

(6) The regulations referred to in paragraph (5) may authorise the Rector and the Chancellor to regulate matters by means of directives.

(7) The regulations referred to in paragraph (5) shall not conflict with the Deed of Foundation and the provisions of the OOR, and the directives referred to in paragraph (6) shall not conflict with the provisions of the OOR and of the regulations referred to in paragraph (5). In the event of inconsistencies between them, the provisions of the Deed of Foundation takes precedence over the provisions of the OOR, which in turn takes precedence over the provisions of the regulations referred to in paragraph (5) and the directives referred to in paragraph (6), and subject to inconsistencies between these last two, the provisions of the regulations take precedence over those of the directives.

Tasks of the University

5. §

(1) The University's core activity (public benefit) pursuant its purpose:

a) To pursue educational, scientific research and artistic creative activity.

b) In the course of the University's educational activities:

ba) It may provide higher-level vocational training, bachelor's and master's level education, as well as further specialised courses within the fields of study specified in its Deed of Foundation, and award diplomas in these programmes.

bb) It may provide doctoral courses and award doctoral degrees in the disciplines defined in its Deed of Foundation.

bc) Pursuant to the provisions of Act CXXXIX of 2005 on higher education, the NHEA, Act LXXX of 2019 on vocational education and training and Act LXXVII of 2013 on adult education it may participate in the implementation of vocational training and other training activities not classified as higher education, as well as in the implementation of other training objectives defined in sectoral legislation, and may carry out adult education activities.

bd) In connection with the programmes specified under point ba), the University may also offer specialisation study modules aligned with and derived from these programmes.

c) In its scientific research activities, the University carries out basic and applied research and experimental development, take on innovation activities in its fields of competence, and conduct other research in support of teaching.

d) It functions as a knowledge hub for research, development and application of state-of-the-art technologies and solutions. It can create start-up/spin-off businesses for the utilisation of its scientific developments, if it holds a case-by-case authorisation from the Operator for this.

e) It plays a multifaceted role in education and research, both nationally and internationally, including the aiding of creating a unified educational space in the Carpathian Basin.

f) The University ensures the development of talented students and the training of young teachers and researchers.

g) In the course of its complementary service activities related to the University's core activities (purpose-oriented, public benefit activities):

ga) It carries out basic, applied and experimental research and development, promotes sciences, provides scientific guidance, innovates and supports education in the disciplines in its area of competence.

gb) It contributes to the preparation of students for intellectual life through transmitting, cultivating and developing national and universal culture and the arts, and by teaching and developing native and foreign language skills.

gc) For practical training it may operate manufacturing facilities.

gd) It may operate training places (workshops) for the purposes of training.

ge) It develops and fosters international relations necessary to provide high-quality education and research.

gf) It publishes textbooks and coursebooks and develops teaching tools.

gg) It provides its students with textbooks and coursebooks, library and laboratory services, dormitory accommodation, cultural and sporting facilities, and services to promote the integration of students, a healthy lifestyle and their integration into the labour market.

gh) It carries out activities related to the maintenance and continuous improvement of the University's infrastructure within its own organisation.

gi) It performs financial, administrative, organisational, technical service providing, quality development and control, internal auditing, and other functional service providing activities to ensure the smooth operation of the institution.

gj) It runs entrance exam preparatory and other courses, organises competitions, summer camps.

gk) It strives to monetise the free capacity of the university infrastructure (in particular print and publishing capabilities, and sports facilities, teaching and non-teaching halls and accommodation in dormitories).

gl) It takes part in local and regional community life.

gm) It carries out activities with regard to public collections and community culture.

gn) It plans and organises the implementation of certain development programmes supported by European Union funds and other foreign and domestic funds.

h) The higher education institution has a library and archives. The University’s activities with regard to operating a library, contributing to public collections and cultivating community culture are also open to the general public.

(2) The University may carry out entrepreneurial activities only if this does not compromise its core purpose.

(3) The University shall cooperate with the Operator, other educational and scientific research, development, planning and other institutions, business and entrepreneurial organisations during the performance of its responsibilities, as well as with other domestic and foreign higher education institutions and scientific research institutions and organisations in the preparation of curricula, development of scientific research activities, training, awarding of doctoral (PhD) degrees, and the conduct of habilitation procedures.

(4) Education at the University is carried out based on an educational programme. The educational programme contains detailed educational and study

requirements for the bachelor's, master's level courses and the unified (undivided) educational programmes, the higher-level vocational trainings, the further specialised courses, the plan for specilisation study modules and doctoral courses as well as detailed rules for training, in particular the curricula, the education programme and the subject curricula, including evaluation and control methods, procedures and rules. The educational programme becomes valid upon approval by the Senate.

(5) The educational programme includes the doctoral courses, which prepares students for obtaining a doctoral degree in post-master's studies. Doctoral education is conducted in doctoral schools. The requirements governing doctoral education and the habilitation procedure are set out in the Doctoral and Habilitation Regulation adopted by the Senate, which forms an annex to the OORP.

(6) Economic management responsibilities of the University:

a) The University manages its properties, personnel and assets independently in order to carry out its responsibilities.

b) It carries out activities, including public benefit activities, in accordance with the primary purpose set out in the Deed of Foundation.

c) The University engages in economic activities which have an impact on its assets, finances and income and constitute economic events.

d) The University may engage in commercial economic activities (business-entrepreneurial) for the purpose of earning income and generating assets.

(7) The University may conclude cooperation agreements with any domestic or foreign organisation or natural person interested in the performance of the responsibilities defined in its Deed of Foundation.

CHAPTER TWO

ORGANISATIONAL STRUCTURE AND MANAGEMENT OF THE UNIVERSITY

TITLE 2

ORGANISATIONAL STRUCTURE

6. §

(1) The University is organised into university faculties (hereinafter "Faculties"), comprehensive organisational units and organisational units.

(2) The University has the following Faculties:

a) Faculty of Business and Economics,
b) Faculty of Business Administration Zalaegerszeg,
c) Faculty of Engineering,
d) Faculty of Humanities,
e) Faculty of Information Technology.

(3) Comprehensive organisational units within the academic organisation of the University:

a) University of Pannonia Nagykanizsa – University Center for Circular Economy (hereinafter "University Center");
b) Ajka Campus;
c) Institute of Physical Education and Sports;
d) University Library and Knowledge Centre of the University of Pannonia;
e) Centre for Dual Training;
f) Centre for Student Services and Career.

(4) Comprehensive organisational units within the Chancellor's Organisation at the University:

a) Directorate of Academic Affairs;
b) Directorate for Development and Projects;
c) Directorate of Information Technology;
d) Directorate for Economic Affairs;
e) Directorate of Human Resources Management;
f) Technical and Operational Directory
g) Chancellor's Office;
h) Directorate of Legal Affairs and Procurement;
i) Directorate of Communication;
j) Dormitory Directorate.

(5) A unit within the academic organisation of the University that operates outside the Faculties and the comprehensive organisational units:

a) Rector’s Office;
b) Center of Excellence.

(6) A unit within the Chancellor's Organisation at the University that operates outside the comprehensive organisational units:

a) Department of Internal Audit.

(7) The University has comprehensive organisational units and other organisational units, which are responsible for:

a) both education and research (hereinafter: “educational-research”),
b) solely education (hereinafter: “educational”),
c) solely research (hereinafter: “research”),
d) tasks set out in Article 27 (1) herein (hereinafter: “functional”),
e) providing services (hereinafter: “service provider”).

The units referred to in points a) - c) of paragraph (7) shall be established in the Faculties and the University Center of the University, with the exceptions specified in Article 17.

(8) The University has interest representation organisations (Trade Union, Works Council, Students' Union of the University of Pannonia – SUUP, Doctoral Students' Union of the University of Pannonia – DSUUP).

(9) In accordance with point a) - c) of paragraph (7)

a) institutes,
b) departments,
c) faculty research units
d) educational-research units of different character not belonging to the faculty organisation

may be established.

(10) On-site educational activity may be conducted as part of a

a) faculty,
b) university center or
c) campus.

(11) The Faculties are led by the Rector and the Deans, the University Center is led by the Rector and the Director General of the University Center, the Campus is led by the Rector and the Director of the Campus, and the comprehensive organisational units established outside the Faculties, which carry out the activities described in points a) - c) of paragraph (7), as well as the University Library and Knowledge Centre of the University of Pannonia, the Centre for Dual Training, the Centre for Student Services and Career, the Center of Excellence and the Rector's Office fall under the responsibility of the Rector and the heads of the comprehensive organisational units or other organisational units. The faculties, comprehensive organisational units and other organisational units

described in this paragraph constitute the Rector’s (academic) organisation in the University, over which the Rector exercises professional supervision.

(12) In order to support teaching, research and learning as well as the education system at the University, there are comprehensive organisational units and other organisational units, as defined in the OORP, which are led by the Chancellor.

(13) The comprehensive organisational units listed in points (a) to (j) of paragraph (4) and the Department of Internal Audit, shall be responsible for supporting the core purpose of the University in the areas of economic, financial, controlling, accounting, human resource management, legal, educational management, administrative, IT operations, and strategic activities; facilitating the exploitation of scientific results; conducting internal control and audit; carrying out activities within the scope of communication and marketing; managing logistics, procurement and public procurement processes; and performing asset management tasks, including duties of technical nature, facility management, operation and service provision.

(14) The comprehensive organisational units listed in points a) to j) of paragraph (4) and the Department of Internal Audit constitute the Chancellor's organisation at the University. The Chancellor is responsible for leading and supervising these units.

(15) The Chancellor's organisation supports the operation of the Faculties, the University Center and the educational, research and educational-research units not under purview of the faculties.

(16) The Rector's (academic) and the Chancellor's organisations support each other within the framework of professional collaboration, in order to take the necessary measures for the effective operation of the University, and to promote the efficient delivery of University services. In pursuit of this joint objective, they shall provide each other with all data and information necessary and inform each other of all professional demands in a timely and appropriate manner. Professional cooperation includes the right to request information, the right to express an opinion and the right to make proposals. All managers and staff members of the faculties, comprehensive organisational units, organisational units shall comply with the duty of cooperation set out in this paragraph in the course of their work, within the framework of the law and the University regulations, in order to ensure the effective achievement of the University's objectives.

(17) The creation, restructuring and termination of comprehensive organisational units and organisational units are prepared and adopted by the Senate. In relation to organisational changes, the Operator shall examine whether the OOR is consistent, complete, compliant with the law, and suitable for ensuring efficient operation.

(18) The organisational chart showing the structure of the University's faculties and of the comprehensive organisational units forms an integral annex to the OORP.

7. §

(1) Within the framework of the uniform administrative and management rules of the University, the faculties, the comprehensive organisational units defined in the OORP, as well as the Rector's Office, the Center of Excellence and the Department of Internal Audit shall manage responsibly the budget and the assets entrusted to them (hereinafter referred to as: "the organisational unit entrusted with management responsibility"). The content of the powers referred to in this paragraph shall be laid down in the Rules of Economic Management.

(2) The Faculties and the comprehensive organisational units set out in Article 6(3) operate on the basis of their own organisational and operational rules of procedure, drawn up pursuant to the OORP and adopted by the Senate.

(3) The OORP may also provide that certain comprehensive organisational units or other organisational units shall operate according to the rules of procedure issued by the Rector, the Chancellor in charge or by the head of the comprehensive organisational unit, organisational unit in question with the consent of the Chancellor.

8. §

(1) The Heads of the Faculties and the comprehensive organisational units, as they form part of the University, are entitled to use the round stamp with the coat of arms of Hungary.

(2) The detailed rules for the use of the stamp are laid down in a directive by the Chancellor.

Title 3

The Rector's (academic) Organisation

Educational-research organisation of the University

The Faculties

9. §

(1) Education, training, and research are carried out in the Faculties of the University and in the departments established within the Faculties.

(2) The Faculties shall manage and organise their activities autonomously and responsibly, within the limits set by the University's prevailing budget and in accordance with the provisions of the relevant University regulations.

(3) Dean's secretariat may be established as an organizational unit at the faculty to carry out administrative and management duties directly related to the educational and research activities of the faculty, and for those responsibilities that are prescribed in the University's regulations and other rules and regulations on the management of the University and on the rules of engagement as well as in other relevant directives, and for the performance and organisation of:

a) faculty secretarial,
b) international academic,
c) science promotion and
d) communication

duties. The name of the administrative unit at the faculty must include the name of the faculty.

10. §

(1) The basic organisational and operational rules of procedure of the faculty shall be laid down in the OORP and the faculty's organisational and operational rules of procedure within the scope specified in paragraph (2).

(2) The organisational and operational rules of procedure of the faculty shall specify:

a) the teaching and research organisational structure of the faculty, the list of these organisational units and their operational procedures,
b) the duties and powers of the faculty's organisational units, bodies and committees, their relations with each other and with other organisational units of the University,
c) the composition of the Faculty Council and the rules for the election of the members and for the functioning of said Council.

11. §

(1) The Faculties shall perform their educational and research activities within

a) departmental or
b) institutional or
c) joint departmental and institutional or
d) faculty research

organisational units.

(2) Departments and institutes are equal in their legal status. Departments may not operate within an institute.

(3) Within the organisational units listed in Article 11 (1), there may be additional professional groups and working groups, whose activities may be coordinated and organised by a member of staff of the organisational unit concerned as a job task or by a special agreement as provided for in the ERS, which shall not be considered a managerial mandate as defined in the ERS.

(4) Within the faculty institutes, there may also be internal units called institute departments, which do not qualify as departments according to the NHEA or the OORP, and whose activities may be coordinated and organised by a member of staff of the organisational unit as part of their job tasks or by a special agreement as provided for in the ERS, which shall not be considered a managerial mandate as defined in the ERS.

(5) The faculty shall determine its organisational structure in its organisational and operational rules of procedure pursuant to Article 10 (2).

The Department

12. §

(1) A department is an organisational unit that conducts educational and research activities.

(2) A department is an organisational unit for the organisation of teaching and research, established within the framework of bachelor's and master's programmes, of higher-level vocational training, of further specialised courses, of specialisation study modules, of doctoral studies,

a) in one or more programmes, in the case of programme-structured education,
b) in justified cases, for several subjects within one specialisation,
c) in one or more programmes, in the case of non-programme-structured education

with the purpose of performing teaching duties and research in the discipline(s) related to these. It is in charge of organising, coordinating and supervising the teaching of the subjects within its purview and, in this context, for ensuring the functioning of the internal structure of the department.

13. §

(1) The department may have a departmental council.

(2) The departmental council proposes the definition of its organisational system and functioning in the central organisational and operational rules of procedures of the faculty/university.

(3) The central organisational and operational rules of procedure the faculty/university shall specify, in particular, in the part relating to the department:

a) the educational duties of the department, the list of the specialisations and/or subjects for which the department is the subject administrator, the designation of the committees set up by the departmental council and the definition of their duties,

b) the persons with standing invitation to attend meetings of the departmental council.

14. §

(1) The head of the department is responsible for leading the department.

(2) The head of the department is appointed by the Rector with the consent of the Chancellor from the associate professors, researchers, who have an employment relationship with the Faculty/University Center, on the proposal from the Faculty Council/University Center Council and the Dean/University Center Director General and after having received the opinion of the Senate, taking into account the rules laid down in the ERS.

(3) The post of Head of Department is awarded through an application procedure. In all other terms, the conditions for the appointment of the head of department are governed by the rules of the ERS.

(4) In addition to the cases stipulated in the NHEA, the mandate of the head of the department shall cease in the event of the dissolution of the department or its merger with another department or institute or division from those.

(5) The responsibilities of the Head of Department include in particular:

a) representing the department,

b) ensuring the capacity utilisation of the lecturers and researchers assigned to the department, distributing the tasks of the department among its staff, and supervising and controlling their work,

c) promoting and coordinating scientific research and publication activities within the framework of the Department, solving research organisation tasks, and encouraging participation in tenders,

d) giving opinions and making proposals to the university and faculty/University Center bodies on all matters concerning the department,

e) preparing the departmental meetings and implementing the decisions taken there,
f) other duties set out in the organisational and operational rules of procedure of the faculty/University Center.

(6) The Head of Department shall make a report to the Faculty Council/University Center Council at the end of his/her term of office.

The Institute

15. §

(1) The institute performs such educational and research activities conducted by the given faculty/University Center, which could belong to several departments. The Institute is an education-research organisational unit.

(2) If a specialisation is managed by several institutions, the Faculty Council/University Center Council may designate one organisational unit as the administrator of the specialisation.

(3) Institutes shall, with the exceptions stipulated in Article 15, be subject to the provisions applicable to departments, on the understanding that the head of the institute shall be the director of the institute.

The University Center

16. §

(1) The University may operate university center as a comprehensive organisational unit with management responsibility for the coordination of educational and research activities involving several fields of education and science or several faculties, on its premises.

(2) The University has the following university center operating as a comprehensive organisational unit:
a) University of Pannonia Nagykanizsa – University Center for Circular Economy.

(3) The University Center is led by the Director General, who is appointed by the Rector with the consent of the Chancellor and is an employee in a managerial position as defined in the ERS. The Director General may be assisted by Deputy Directors General. The Deputy Director General is an employee in a managerial position as defined in the ERS, who is appointed by the Rector with the consent

of the Chancellor, on a proposal from the Director General, in accordance with the provisions of the ERS.

The University Center shall perform its educational and research activity within

a) departmental or
b) institutional or
c) joint departmental and institutional or
d) joint departmental and faculty or
e) research

organisational units.

(4) In order to support teaching, research and learning as well as to assist the operation of the education system, organisational units and units may operate at the level of the university center.

(5) The organizational structure of the University Center and the detailed provisions related to its operation are set out in its organizational and operational rules of procedure.

(6) The training and scientific activities of the educational and research units of the University Center are led by the Faculty to which the primary responsibility for the given study programme or research area is assigned. The University Center may also have individual responsibility for the professional management of study programmes and research areas, subject to the decision of the Senate and provided that it has the capacity and competences required for accreditation.

(7) The University Center's organisational units work closely with the relevant faculties and the Chancellor's organisation.

(8) In the case of Article 16 (2) a), the Director General of the University Center shall oversee and coordinate the educational, research and other (core) activities of the University Center, ensure its operational management, liaise with the functional heads of the University, as well as with the institutions and economic operators of the region where the University Center is located.

(9) The Director General of the University Center may act in any matters of importance concerning the activities of the faculty or its teaching and research staff only after prior consultation with the Dean of the faculty concerned, and shall inform the Dean concerned of the outcome of such action.

(10) The Deans of the Faculties may act in any matters of importance concerning the activities of the University Center or its teaching and research staff only after prior consultation with the Director General of the University Center, and shall inform the Director General of the University Center of the outcome of such action.

(11) The organisational and operational rules of procedure of the University Center, adopted by the Senate, shall specify:

a) the teaching and research organisational structure of the University Center, the list of these organisational units and their operational procedures,

b) the duties and powers of the University Center's organisational units, entities, bodies and committees, their relations with each other and with other organisational units of the University,

c) the composition of the University Center Council and the rules for the election of the members and for the functioning of said Council.

(12) The professional supervision of the University Center is exercised by the Rector, and its operation is supported by (comprehensive) organisational units and entities performing functional and service tasks, managed by the Chancellor's organisation within its defined professional framework and rules.

Comprehensive Organisational Units outside of Faculty Organisation Carrying out Core University Activities

17. §

(1) The comprehensive organisational units outside the faculty organisation carrying out core university activities are:

a) the Campuses,

b) the Institute of Physical Education and Sports.

(2) The operational and organisational rules of procedure of the comprehensive organisational units outside of faculty organisation carrying out core university activities shall stipulate the framework for the coordination of the activities and the arrangements for liaison between these comprehensive organisational units and other organisational units of the University.

Campus

18. §

(1) The University may operate Campuses (hereinafter: "Campus") as comprehensive organisational units with management responsibility for the coordination of educational and research activities involving several faculties, on its premises.

(2) The Campus is headed by the Campus Director, who is appointed by the Rector with the consent of the Chancellor and is an employee in a managerial position as defined in the ERS. The Campus Director may be assisted by a Deputy Campus Director. The Deputy Campus Director is an employee in a managerial position

as defined in the ERS, who is appointed by the Rector with the consent of the Chancellor, on a proposal from the Campus Director, in accordance with the provisions of the ERS.

(3) Only organisational units belonging to a faculty may operate on campus.

(4) The Campus Director shall oversee and coordinate the educational, research and other (core) activities of the faculties concerned on the premises, ensure their operational management, and liaise with the institutions and economic operators in the region where the Campus is located.

(5) The Campus Director may act in any matters of importance concerning the activities of the faculty or its teaching and research staff only after prior consultation with the Dean of the faculty concerned, and shall inform the Dean concerned of the outcome of such action.

(6) The organizational structure of the Campus and the detailed provisions related to its operation are set out in its organizational and operational rules of procedure, which are adopted by the Senate.

(7) The Campus operates under the professional supervision of the Rector and its operation is supported by the Chancellor's organisation within its defined professional framework and rules.

Institute of Physical Education and Sports

19. §

(1) The Institute of Physical Education and Sports (hereinafter: “IPES”) is a comprehensive organisational unit with economic management responsibility, partly for education and research and partly for related services, headed by a director, who is appointed by the Rector with the consent of the Chancellor and is an employee in a managerial position as defined in the ERS.

(2) The IPES shall perform educational tasks as defined in its organisational and operational rules of procedure pursuant to paragraph (3), and shall arrange for health promotion activities as defined by law, in particular the organisation and management of regular physical exercise and sports activities, as well as recreational sports for students, and shall ensure access to sports activities of high standard for students during their studies, and the implementation of the sports concept of the university.

(3) The detailed regulations pertaining to the operation of the IPES are laid down in its organisational and operational rules of procedure, which are adopted by the Senate.

(4) The IPES operates under the professional supervision of the Rector.

(5) In relation to the duties falling within the scope of his/her responsibility, the Director of the IPES shall direct the performance of the duties of the staff working within the organisational framework of the IPES at the University's registered seat and all of its premises, following the professional framework defined by him/her and in accordance with the Rector's directive on the procedure for the exercise of the employer's rights.

Project Organisation outside of any Faculty and under the Direct Supervision of the Rector

Center of Excellence

20. §

(1) The University has a Center of Excellence (hereinafter: "CE"). The CE is an organisational unit not belonging to any faculty organisation, with separate economic management responsibilities and under the direct supervision of the Rector.

(2) The CE is headed by a director, who is appointed by the Rector with the consent of the Chancellor and is not considered an executive as defined in the ERS.

(3) The CE is responsible for coordinating and supporting prominent, internationally recognized scientific work related to the activities of the University and the National Laboratories and Competence Centers, which are established through the University's leadership or participation in consortia. This includes identifying joint research and funding opportunities.

(4) The CE also coordinates science management and science communication activities (scientific talent management) at the institutional level.

(5) The detailed provisions concerning the CE are governed by the rules of procedure issued by the rector through a directive, with the stipulation that the chancellor exercises a right of consent regarding any provisions related to management and administration.

(6) The CE shall make a report annually on its activities to the Rector.

Title 4

Service Providing Comprehensive Organisational Units under the Supervisions of the Rector

University Library and Knowledge Centre of the University of Pannonia

21. §

(1) The University Library and Knowledge Centre of the University of Pannonia (hereinafter: "ULKCUP") is the central library and information centre of the University, operating as a specialised public library within higher education as defined by specific legislation, and as public and higher education archive.

(2) The head of the ULKCUP is the Director General, who is appointed by the Rector with the consent of the Chancellor and is an employee in a managerial position as defined in the ERS. The Director General may be assisted by a Deputy Director General. The Deputy Director General is an employee in a managerial position as defined in the ERS, who is appointed by the Rector with the consent of the Chancellor, on a proposal from the Director General, in accordance with the provisions of the ERS.

(3) The detailed regulations pertaining to the operation of the ULKCUP are laid down in the organisational and operational rules of procedure of the ULKCUP, which are adopted by the Senate.

(4) The ULKCUP operates under the professional supervision of the Rector.

(5) In relation to the duties falling within the scope of his/her responsibility, the Director General of the ULKCUP shall direct the performance of the duties of the staff working within the organisational framework of the ULKCUP at the University's registered seat and all of its premises, following the professional framework defined by him/her and in accordance with the Rector's directive on the procedure for the exercise of the employer's rights.

Centre for Dual Training

22. §

(1) The University has a Centre for Dual Training (hereinafter: "CDT"). The CDT is a non-faculty comprehensive organisational unit with economic management responsibility established for coordination, support and administration of the University's dual training courses and students, as well as of the activities of the cooperating organisations related to dual training, and for the coordination and administrative support of the system of professional internships and trainee programmes.

(2) The head of the CDT is the Director, who is appointed by the Rector with the consent of the Chancellor and is an employee in a managerial position as defined in the ERS.

(3) The organizational structure of the CDT and the detailed provisions related to its operation are set out in its organizational and operational rules of procedure, which are adopted by the Senate.

(4) The CDT operates under the professional supervision of the Rector.

Centre for Student Services and Career

23. §

(1) The Centre for Student Services and Career (hereinafter: "CSSC") is a non-faculty comprehensive organisational unit with economic management responsibility established primarily for providing career counselling, promoting integration into the labour market, providing competency development, mental health counselling and customer services (information services and complaint management) to students of the University as a one-stop shop, as well as student recruitment services to external market partners, career guidance services to primary and secondary schools, and coordinating the alumni activities of the University.

(2) The CSSC performs the tasks related to the University's complaint management system set out in the Policy of Complaint Management.

(3) The head of the CSSC is the Director, who is appointed by the Rector with the consent of the Chancellor and is an employee in a managerial position as defined in the ERS.

(4) The organisational structure and detailed regulations pertaining to the operation of the CSSC are laid down in its organisational and operational rules of procedure, which are adopted by the Senate.

(5) The CSSC operates under the professional supervision of the Rector.

Title 5

Department Supporting the Exercise of the Rector's Powers

Rector's Office

24. §

(1) The Rector shall be assisted by the Rector's Office in the exercise of his/her powers as defined in Article 6 (11) of the OORP.

(2) The Rector's Office is an organisational unit operating under the direct leadership and professional supervision of the Rector, led by the Head of the Rector's Office,

who is appointed by the Rector with the consent of the Chancellor and is an employee in a managerial position as defined in the ERS.

(3) The Rector's Office carries out administrative and organisational tasks related to the activities of the Rector and the Vice Rectors, contributes to the Rector's management and professional supervisory powers with regard to the basic educational and research activities, organises and coordinates the related activities at the Rector's level, organises and carries out the professional supervision of the organisational units performing, contributing to or supporting these activities, as well as the professional tasks in the areas coordinated by the Rector's commissioners. Additionally, at the institutional level, it coordinates strategic, planning, quality development and analytical tasks, as well as tasks related to the international activities of the University, and it is responsible for fulfilling central tasks related to the public cultural activities at the University, and also for providing personal secretarial tasks for the Rector.

(4) The exercise of the powers of the staff of the Rector's Office and the organisational framework for performing their duties are governed by the rules of procedure issued by the Rector by directive, with the proviso that the Chancellor must exercise the right of consent regarding regulations in the rules of procedures related to economic management and administration.

Title 6

The Chancellor's Organisation

25. §

(1) The Chancellor's organisation, as defined in Article 6 (14) of the OORP, shall ensure the performance of the University's functional and service duties as defined in this Chapter.

(2) The exercise of the powers of the staff of the Chancellor's organisation and the organisational framework for performing their duties within the Chancellor's organisation are governed by the rules of procedure issued by the Chancellor by directive.

Functional Organisation of the University

26. §

(1) The Chancellor's organisation organises, carries out, and manages the operational activities of the University, such as educational management, strategic planning, IT operations, economic management, human resources management, technical and operational management, management

organisation and supervision, legal and procurement tasks, communication and marketing, internal control, and exploitation of scientific results.

(2) The Chancellor's organisation is made up of comprehensive organisational units and other organisational units listed in this chapter, which perform the above duties. Within the comprehensive organisational units of the Chancellor's organisation, there may be additional general departments that are considered organisational units and other departments, offices and groups, which are not considered organisational units. The members of staff of the administrative units at faculty level perform their duties under the direction of the Head of the Faculty, within the professional framework and rules set by the Chancellor's organisation, and with continuous information exchange between the staff and the Chancellor's organisation.

(3) In the case of point a) of paragraph (2) of Article 16, regarding the University Center, the comprehensive organisational units and organisational units of the Chancellor's organisation shall perform the tasks specified in paragraph (1) of this Article.

(4) The employer's rights exercised over the employees of the comprehensive organisational units and organisational units specified in paragraph (3) shall be governed by the Rector's directive/Chancellor's directive on the procedure for the exercise of employer's rights.

27. §

(1) The exercise of the powers vested in the Chancellor by law and by the OORP, as well as the personal secretarial duties of the Chancellor, are carried out by the following comprehensive functional organisational units, under the direct management and professional supervision of the Chancellor:

a) Directorate of Academic Affairs,
b) Directorate for Development and Projects,
c) Directorate of Information Technology,
d) Directorate for Economic Affairs,
e) Directorate of Human Resources Management,
f) Technical and Operational Directory,
g) Chancellor’s Office,
h) Directorate of Legal Affairs and Procurement,
i) Directorate of Communication.

(2) The Directorate of Academic Affairs, the Directorate for Development and Projects, the Directorate of Information Technology, the Directorate for Economic

Affairs, the Directorate of Human Resources Management, the Technical and Operational Directory, the Chancellor's Office, the Directorate of Legal Affairs and Procurement, and the Directorate of Communication are the University's comprehensive organisational units performing tasks related to central educational management, strategic planning, IT operations, economic management, human resources management, management organisation and supervision, technical and operational management, legal affairs and procurement, communication and marketing, as well as tasks facilitating the exploitation of scientific results.

(3) The comprehensive organisational units listed in points a) to c) and e) to j) of paragraph (1) shall be headed by directors or chancellor's chiefs of staff, respectively, who are appointed by the Chancellor and qualify as executive officers according to the ERS and paragraph (2)(b) of Section 37 of the NHEA.

(4) The Directorate for Economic Affairs is led by the Director of Economic Affairs, who is appointed by the Chancellor and is an employee in a managerial position as defined in the ERS.

(5) The work of the Director of the Directorate for Development and Projects may be assisted by a deputy director, who is appointed by the Chancellor and is an employee in a managerial position as defined in the ERS and paragraph (2)(b) of Section 37 of the NHEA.

(6) The work of the Director of the Directorate of Academic Affairs may be assisted by a deputy director, who is appointed by the Chancellor and is an employee in a managerial position as defined in the ERS and paragraph (2)(b) of Section 37 of the NHEA.

(7) The work of the Director of the Directorate for Economic Affairs may be assisted by a deputy director, who is appointed by the Chancellor and is an employee in a managerial position as defined in the ERS and paragraph (2)(b) of Section 37 of the NHEA.

(8) The work of the Director of the Technical and Operational Directory may be assisted by a deputy director, who is appointed by the Chancellor and is an employee in a managerial position as defined in the ERS and paragraph (2)(b) of Section 37 of the NHEA.

(9) The work of the Director of the Directorate of Human Resources Management may be assisted by a deputy director, who is appointed by the Chancellor and is an employee in a managerial position as defined in the ERS and paragraph (2)(b) of Section 37 of the NHEA.

(10) The work of the Director of the Directorate of Information Technology may be assisted by a deputy director, who is appointed by the Chancellor and is an employee in a managerial position as defined in the ERS and paragraph (2)(b) of Section 37 of the NHEA.

(11) The Technical and Operational Directory carries out its activities in general departments organised based on the functions. The general departments are led by the Heads of Department, who are appointed by the Chancellor and are employees in managerial positions as defined in the ERS and paragraph (2)(b) of Section 37 of the NHEA. The work of the Head of the Department of Facility Management and Security may be assisted by a deputy Head of Department, who is appointed by the Chancellor and is an employee in a managerial position as defined in the ERS and paragraph (2)(b) of Section 37 of the NHEA.

(12) The work of the Director of the Directorate of Communication may be assisted by a deputy director, who is appointed by the Chancellor and is an employee in a managerial position as defined in the ERS and paragraph (2)(b) of Section 37 of the NHEA.

(13) The work of the Director of the Directorate of Legal Affairs and Procurement may be assisted by a deputy director, who is appointed by the Chancellor and is an employee in a managerial position as defined in the ERS and paragraph (2)(b) of Section 37 of the NHEA.

(14) The primary responsibilities of the Directorate of Academic Affairs are:

a) arranging and managing the organisation and administration of education and accreditation at the University;
b) administration of student admission, student academic and financial affairs;
c) carrying out tasks related to doctoral training, the degree procedure and habilitation;
d) collecting, registering and reporting data in the Higher Education Information System;
e) in relation to the duties falling within the scope of its responsibility, the Directorate shall direct the performance of the duties of the staff working within its organisational framework at the University's registered seat and all of its premises, following the professional framework defined by the Directorate and in accordance with the Chancellor's directive on the procedure for the exercise of the employer's rights;
f) drafting and maintaining regulations in the field of education;
g) organising and coordinating student, faculty and administrative staff mobility and the execution of international mobility programmes at university level;
h) providing services related to adult education activities in cooperation with the faculties and comprehensive organisational units, as well as carrying out administrative and record-keeping tasks related to the University's adult education activities.

(15) The primary responsibilities of the Directorate for Development and Projects are:

a) monitoring proposals,
b) preparing strategic proposals[1],
c) coordinating the tender application activities of the faculties and the University Center, keeping records of proposals submitted and projects under implementation,
d) managing the implementation of strategic projects in cooperation with the faculties, the University Center and the central organisational units of the University,
e) liaising with supporting and collaborating organisations, as well as with domestic and international innovation organisations,
f) performing follow-up tasks during the maintenance period of closed projects,
g) organising and carrying out tasks related to the official control of projects,
h) supporting the operational tasks of procurement in relation to the planning and implementation of tenders,
i) performing continuous risk analysis and management, providing backline support for organisational development processes,
j) operating the Horizon Information Point,
k) contributing to the registration of contracts concluded by the University,
l) ensuring that intellectual property created at the University is identified, registered and protected, developing and operating the related University processes; in cooperation with the Knowledge and Technology Transfer (TTC) company established by the University, supporting, supervising and monitoring the exploitation of intellectual property, and initiating the termination of protection in the event of lapse of interest;
m) in cooperation with the TTC, organising trainings and performing advisory activities to raise awareness of intellectual property protection, and to strengthen the innovative approach and entrepreneurship (start-up, spinoff);
n) participating in and maintaining the records of the University's R&D&I bidding, contracting and contract monitoring processes; sharing this information with the University's TTC responsible for utilisation, and keeping a separate record of proposal submissions and contracts initiated by the TTC. Ensuring that the University's interests are represented with regard to the intellectual property provisions in contracts;
o) reviewing and keeping a register of the University’s cooperation agreements;

[1] *cf. Tendering Regulation*

p) providing the administrative support for the work of the University's Intellectual Property and Technology Assessment Committee;
q) in the case of copyright protected works falling within the scope of registration by the ULKCUP, performing the task set out in point (l) in cooperation and collaboration with the ULKCUP,
r) in relation to the duties falling within the scope of its responsibility, the Directorate for Development and Projects shall direct the performance of the duties of the staff working within its organisational framework at the University's registered seat and all of its premises, following the professional framework defined by the Directorate and in accordance with the Chancellor's directive on the procedure for the exercise of the employer's rights.

(16) The primary responsibilities of the Directorate of Information Technology are:

a) provision of IT and telecommunications infrastructure and basic and special IT services for the University and related users,
b) development of the University's cyber defense capabilities, reduction of IT security exposure,
c) creation and maintenance of IT security and operational policies at the University level,
d) operation of the official University website,
e) management of the University's central software licences,
f) operation of server systems and associated storage systems,
g) operation of network active devices and data network passive elements,
h) provision of end-user IT support,
i) defines and monitors the rules and professional framework for the performance of the duties of staff assigned to the faculties, the University Center and the Campus.

(17) The primary responsibilities of the Directorate for Economic Affairs are:

a) the preparation of the Institutional Budget, the Accrual Budget and the control of implementation,
b) performing tasks related to the financial processes of the University, preparing liquidity plans, registering and enforcing receivables, registering commitments, exercising financial control, payment allocation,
c) carrying out centralised and decentralised economic management recorded for the cost centres, preparing the financial accounts for projects, financial monitoring of projects,

d) establishing the University's accounting policy, accounting rules, carrying out task with regard to the general ledger and analytical accounting, asset accounting, organising stocktaking,
e) preparing annual reports, balance sheets, profit and loss statements on the operation, assets, financial and income status of the University after closing the books for the financial year, supported by accounting records, and preparing reports on the implementation of the Institution's budget,
f) establishing risk management for economic processes, improving the internal controlling system of the Board of Directors, monitoring compliance of economic processes,
g) in relation to the duties falling within the scope of its responsibility, the Directorate for Economic Affairs shall direct the performance of the duties of the staff working within its organisational framework at the University's registered seat and all of its premises, following the professional framework defined by the Directorate and in accordance with the Chancellor's directive on the procedure for the exercise of the employer's rights.

(18) The primary responsibilities of the Directorate of Human Resources Management are:

a) Proposal for the development of the University's job classification, performance assessment, and fringe benefits systems (including job titles, performance bonus system, fringe benefits, and salary structure). The management of these systems.
b) Proposal for the development of the University's recruitment and selection process, onboarding program, and training policy related to employee lifecycles. The management of these processes.
c) Professional support for the human resource management activities of managers (ensuring recruitment and selection; workforce development, retention, and motivation tasks) as well as the application of human resource management specifications and strategies during the implementation of these tasks.
d) Organising employment, staffing and payroll management; establishing, modifying and terminating employment relationships; conducting job applications; preparing management assignments, employment contracts and amendments to employment contracts; managing HR databases; providing data and carrying out HR controlling activities; managing asset declarations; providing social welfare and bereavement administration; enforcing decisions; administering the awarding of medals and titles; managing the electronic timesheet and absence management programme, investigating inquiries received through the employee complaint management system from a human resource management perspective,

organizing and keeping records of pre-employment and periodic medical fitness examinations of employees, liaising with government agencies, pension insurance, health insurance. Recording the data of lecturers, researchers, and also teaching lecturers under a contract of agency in the student information system (NEPTUN).

e) Accounting payroll, personal allowances and transferring wages and benefits, arranging for payment of public charges and for deductions, preparation of tax returns, providing social security administration, performing social security disbursement agency duties, liaising with government offices (pension insurance, health insurance).
f) The Directorate of Human Resources Management shall provide professional guidance on the rules and professional framework for the performance of the duties of the staff assigned to the faculties, the University Center and the Campus.
g) Contributing to the registration of contracts concluded by the University.

(19)Technical and Operational Directory

a) The primary responsibilities of the Department of Asset Management and Technical Affairs are: planning, technical-professional preparation and implementation of building projects, renovations, arranging for data provision, keeping the records of and organising the utilisation of the University's real estates, managing insurance policies, providing technical and professional background and support for the procurement and public procurement of building projects.
b) The primary responsibilities of the Department of Facility Management and Security are: managing facilities, performing energy management, labour, property, fire, environmental management, civil protection and waste management tasks, supervising and arranging for the security and porter services of buildings, organising maintenance and periodic inspection of machinery and equipment.
c) In relation to the duties falling within the scope of its responsibility, the Technical and Operational Directory shall direct the performance of the duties of the staff working within its organisational framework at the University’s registered seat and all of its premises, following the professional framework defined by the Directory and in accordance with the Chancellor’s directive on the procedure for the exercise of the employer’s rights.
d) It contributes to the registration of contracts concluded by the University.

(20) The primary responsibilities of the Chancellor’s Office

a) performs administrative and organisational tasks related to the Chancellor's activities,
b) prepares, conducts and documents the meetings of the Senate, publishes its resolutions and monitors their implementation,
c) performs administrative tasks related to the activities of the Rector and the Chancellor, as well as management tasks related to the Chancellor's activities,
d) organises the University's file management, filing and archiving activities,
e) provides professional guidance on the rules and professional framework for the performance of the duties of staff assigned to the faculties, the University Center and the Campus,
f) coordinates the creation, amendment and publication of the University's rules and regulations and the employer’s directives at the institutional level in both Hungarian and English.

(21) The primary responsibilities of the Directorate of Legal Affairs and Procurement

a) performs the tasks related to the legal representation of the University; gives legal opinions on issues arising in the course of the University's operations, carries out preliminary checks on contracts to be concluded by the University, contributes to the a registration of contracts concluded by the University, collaborates in the preparation and conclusion of contracts, the enforcement of claims arising from contracts and other claims, and the drafting and amendment of the University's regulations from a legal point of view, assists in the preparation of the University's strategic, economic and other decisions, measures and resolutions.
b) provides professional guidance on the rules and professional framework for the performance of the duties of staff assigned to the faculties, the University Center and the Campus;
c) conducts procurement and public procurement procedures to ensure the University's needs for goods, services and construction works are met, arranges and orders services related to international travel, performs the related data reporting and administrative tasks,
d) ensures the supply of equipment and materials necessary for the continuous operation of the University, organises the logistics within the University, performs related data provision and administrative tasks, and assists and supports the efficient management of procurement and public procurement processes,
e) performs the tasks related to the University's complaint management system set out in the Policy of Complaint Management.

(22) The Directorate of Communication

a) The Directorate of Communication is a comprehensive organizational unit responsible for the central communication, marketing & PR, and the protocol duties of the University.

b) It develops and implements the University's communication strategy. It is responsible for organizing and conducting central (protocol) events, press briefings, public programmes, other significant (protocol) events, and for ensuring the external and internal communication of central (protocol) events, both within and outside the University. It also maintains, expands, and keeps a record of the university's local, regional, and national media connections, designs, updates and manages the sections of the university's central website that fall within its scope, and also its social media platforms. It participates in the authorisation procedure for events held at the university and manages their record-keeping tasks.

c) Develops the University's brand at a strategic level, conducts market research, develops the University's image, coordinates the unified and integrated image, recruitment activities, provides professional support to the relevant organisational units. In close cooperation with the faculties, the University Center, the Campus and other organisational units, it prepares and organises the University's participation in various national, regional and local new student recruitment events, and carries out tasks related to the procurement, registration and distribution of items with the University’s emblem.

d) The Directorate of Communication shall provide professional guidance on the rules and professional framework for the performance of the duties of staff assigned to the faculties, the University Center and the Campus.

Department of Internal Audit

27/A §

(1) The Department of Internal Audit is an organisational unit performing specialized tasks and operating under the direct leadership of the Chancellor.

(2) The head of the Department of Internal Audit is the Director, who is appointed by the Chancellor and is an employee in a managerial position as defined in the ERS.

(3) The responsibilities of the Department of Internal Audit are:

a) auditing the University's faculties, comprehensive organisational units, other organisational units and all groups that are not considered to be organisational units, as well as the economic companies owned by the University;

b) examining and evaluating the economy, efficiency and effectiveness of the establishment and operation of the internal control system, as well as its compliance with laws and regulations;
c) contributing to increasing the effectiveness of the University's internal controlling system, organisational development of the University, facilitating legal and rule based operations and working to reduce risks;
d) formulating recommendations for the elimination, prevention, or reduction of risk factors and deficiencies, as well as for the prevention and detection of irregularities;
e) conducting consulting activities.

TITLE 7

SERVICE PROVIDING COMPREHENSIVE ORGANISATIONAL UNITS UNDER THE SUPERVISION OF THE CHANCELLOR

Dormitory Directorate

28. §

(1) The Dormitory Directorate is a service providing comprehensive organisational unit under the supervision of the Chancellor.
(2) The primary responsibilities of the Dormitory Directorate are:
a) managing matters related to student accommodation in dormitories, including matters relating to students' social housing support;
b) in close cooperation with the Technical and Operational Directorate, operating the University's own dormitories and maintaining rented dormitory accommodation capacity as required;
c) in relation to the duties falling within the scope of its responsibility, the Dormitory Directorate shall direct the performance of the duties of the staff working within its organisational framework, in the dormitories operated at the University’s registered seat and all of its premises, following the professional framework defined by the Dormitory Directorate and in accordance with the Chancellor’s directive on the procedure for the exercise of the employer’s rights;
d) providing accommodation services in its guest rooms to make use of the available accommodation capacity in the dormitories, or for temporary occupancy of the dormitories,
e) taking responsibility for the functioning of and contributing to the implementation of the activities of the scholastic honour societies, and also

carrying out talent management activities and promoting the involvement of students in public life,

f) preparing and maintaining the rules and regulations governing the operation of the University's dormitories and scholastic honour societies.

(3) The Dormitory Directorate is headed by a director, who is appointed by the Chancellor and is an employee in a managerial position defined in the ERS.

(4) Detailed provisions on the functioning of the Dormitory Directorate are laid down in the rules of procedure of the chancellor's organisation.

TITLE 8

THE INTEREST REPRESENTATION ORGANISATIONS OPERATING IN THE UNIVERSITY

Works Council

29. §

(1) The University has an elected works council (hereinafter: "Works Council").

(2) The Works Council has the right to give its consent and opinion on matters specified by law.

(3) Certain matters concerning the relations between the Works Council and the employer and the exercise of the rights referred to in paragraph (2) shall be laid down in the Works Agreement jointly concluded by and between the employer and the Works Council.

Trade Unions

30. §

(1) The University has Trade Unions.

(2) Trade unions have the right to operate, to represent their interests, to request and receive information.

(3) Representative trade unions are entitled to conclude collective agreements and contracts. Representative trade unions have the right to represent its members, to conduct checks, to give opinions, to be consulted and raise objections as provided for by law.

(4) The rights of representative trade unions at the university shall be stipulated in the university Collective Agreement.

(5) The University of Pannonia has an Interest Reconciliation Council.

Students' Union

31. §

(1) All students enrolled at the University, with the exception of doctoral students, form the Students' Union of the University of Pannonia (hereinafter: "SUUP").

(2) The SUUP shall exercise its rights pursuant to the Act on National Higher Education.

(3) The organisation and operation of the SUUP, including the rules governing the students' unions of the faculties, are determined by the Statutes of the SUUP (hereinafter: "Statutes"), which are established on the basis of and within the framework of the NHEA, adopted by the SUUP Delegates' Assembly and approved by the Senate.

(4) The SUUP keeps a record of the officers' terms of office in the students' union, which it sends to the Rector of the University before the election of each officer, or upon request.

Doctoral Students' Union

32. §

(1) All students enrolled in doctoral studies at the University and the doctoral candidates form the Doctoral Students' Union (hereinafter: "DSUUP").

(2) The DSUUP shall exercise its rights pursuant to the Act on National Higher Education.

(3) The organisation and operation of the DSUUP, including the rules governing the doctoral students' unions of the faculties, are determined by the Statutes of the DSUUP, which are established on the basis of and within the framework of the NHEA, adopted by the DSUUP Delegates' Assembly and approved by the Senate.

(4) The provisions of Article 31 (4) herein shall apply mutatis mutandis to the DSUUP.

Title 9

Governance Structure of the University

33. §

(1) The University is governed by the Senate, the Rector and the Chancellor, as defined by law, its Deed of Foundation and these OORP, and the Vice Rectors, the General Vice Chancellor, as well as by the heads of the faculties, the comprehensive organisational units, the Center of Excellence and the Rector's Office within the Rector's (academic) organisation and the heads of the

comprehensive organisational units and the Department of Internal Audit within the Chancellor's organisation also collaborate in the governance of the University.

(2) Bodies and committees at university and faculty/university center level may be involved in the preparation and implementation of decisions necessary for the governance of the University, with advisory, opinion-giving and supervisory powers.

34. §

(1) The bodies of the University shall have the right to take decisions, make proposals, give opinions and exercise control in accordance with the provisions of the OORP.

(2) An opinion shall not be binding on the department, body or person entitled to take the decision, but the decision-maker shall state the reasons for any deviation therefrom.

Title 10

Central Governing Bodies and Persons

The Senate

35. §

The Senate (hereinafter: "Senate") is the decision-making and controlling body with the duties and powers defined in the NHEA, the Deed of Foundation and the OORP; it determines the activities of the University, in particular its training and research objectives, its operation, and exercises control over the implementation of these.

The composition and establishment of the Senate

36. §

(1) The detailed procedural rules related to the establishment of the Senate, the termination of the mandate of its members, the examination of the legality of the mandate, and the related legal remedies are set out in the Election Rules.

(2) All persons employed by the University on a full-time and part-time basis (at least 6 hours per day) have the right to vote in the constituency defined by their job, except for:

Those, who, at the time of the election,

a) are on long-term leave (on maternity leave receiving child care fee (GYED) or child care allowance (GYES), absent for more than 3 months, in particular if posted abroad, on unpaid leave, etc.),
b) are exempted from work due to termination of their employment at the university,
c) have not been continuously employed at the University for at least four months.

(3) All full-time employees of the University who do not declare in writing that they do not wish to stand as a candidate may be elected in the constituency defined by their job.

(4) Those employees are not eligible for being elected, who, at the time of the election,

a) are over 65 years of age,
b) are exempted from work due to termination of their employment at the university,
c) have not been continuously employed at the University for at least four months,
d) are on long-term leave (on maternity leave receiving child care fee (GYED) or child care allowance (GYES), absent for more than 3 months, in particular if posted abroad, on unpaid leave, etc.),
e) are already a voting member of the body the election involves,
f) by 4 p.m. on the 10th day before the election, declare in writing to the Head of the Directorate of Human Resources Management that they do not wish to stand as candidates.

(5) The election procedure consists of a nomination and a voting phase. Both nomination and voting are secret.

(6) At the nomination stage, a list of candidates and a list of voters must be drawn up. Any eligible person who does not make a written declaration that they do not wish to stand as candidate, as defined in the OORP, will be included in the list of candidates. All persons who have the right to vote as defined in the OORP are entered in the electoral register.

(7) A nomination is valid regardless of the number of people present.

(8) The person or persons who has or have received the highest number of nominations in a given constituency, taking into account twice the number of persons eligible to be elected, will become candidate(s).

(9) In the voting phase, the persons, who have become candidates as a result of the nomination phase in the constituencies, may be voted for.

(10) The candidate who receives more than half of the votes cast by valid ballot becomes member of the Senate from that constituency. If there is no such

candidate, a second round shall be held in the constituency, and if the second round is inconclusive, a by-election shall be called.

(11) On the grounds of alleged violation of the electoral procedure, a voter or a person eligible for election may lodge an objection in accordance with the Electoral Regulations.

(12) The Senate has 23 members and is chaired by the Rector, who is an ex officio member of the Senate.

(13) The Chancellor is an ex officio member of the Senate.

(14) The 13 lecturer-researcher members of the Senate are elected by the faculties and the University Center in following composition:

a) Faculty of Business and Economics (2 members),
b) Faculty of Engineering (2 members)
c) Faculty of Humanities (2 members),
d) Faculty of Information Technology (2 members),
e) Faculty of Business Administration Zalaegerszeg (2 members),
f) University of Pannonia Nagykanizsa – University Center for Circular Economy (2 members),
g) the level of teaching-institutions without an executive officer mandate (1 member).

(15) As a general rule, one representative of the academic staff (teaching and research staff) shall be elected from each Faculty and from the University Center by the respective Faculty Council and the University Center Council, in accordance with the following procedure:

a) The Faculty Council or the University Center Council shall vote on the election of the Dean of the Faculty or the Director General of the University Center, respectively, as a member of the Senate.
b) Only the teaching and research staff members of the Faculty Council or the University Center Council shall be entitled to participate in the vote. The vote shall be valid if at least two-thirds of those members are present. The Dean or the Director General concerned may also participate in the vote. For the purpose of determining the quorum, the Dean or the Director General shall also be included in the total number of members.
c) If the Dean or the Director General receives a simple majority of the votes cast by the teaching and research staff members of the Faculty Council or the University Center Council for Senate membership, the election shall be successful, and the Dean or the Director General shall become a member of the Senate for the duration of his or her term of office.

d) If the Dean or the Director General fails to receive a simple majority of the votes cast by the teaching and research staff members of the Faculty Council or the University Center Council for Senate membership, the election shall be unsuccessful. In such a case, the procedure for electing a representative of the teaching and research staff, as laid down in the Regulation on Elections, shall be followed.

(16) 1 non-lecturer and non-researcher staff representative shall be elected to the Senate from among the other staff and the teachers.

(17) The election of the members of the Senate is arranged for by the Chancellor's organisation on the basis of the Election Rules.

37. §

(1) The trade unions at the University delegate 1 member to the Senate.

(2) SUUP delegates the 5 student members to the Senate.

(3) DSUUP delegates 1 doctoral student to the Senate.

(4) The trade unions, the SUUP, and the DSUUP shall delegate members at their own discretion.

38. §

(1) The Secretary of the Senate shall be the Head of the Chancellor's Office, who shall have the right to attend the Senate meeting in an advisory capacity.

(2) The following persons, if not already a member, shall be invited to the meetings of the Senate in an advisory capacity.

a) Vice Rectors,

b) Vice Chancellor,

c) Rector's commissioner,

d) Rector's and Chancellor's commissioner for Student Affairs,

e) General Director of the University Library and Knowledge Centre of the University of Pannonia,

f) Director of Dormitory Directorate,

g) Director of Economic Affairs,

h) Director for Development and Projects,

i) Director of Legal Affairs and Procurement,

j) Director of Academic Affairs,

k) Technical and Operational Director,

l) Director of Communication,
m) Director of Human Resources Management,
n) the Director of the Directorate of Information Technology,
o) the Director of Internal Audit,
p) the Director of the Centre for Student Services and Career,
q) the Director of the Centre for Dual Training,
r) the Chairman of the Works Council,
s) the former Rector (for one term),
t) Campus Director,
u) the Chairman and the members of the University of Pannonia Public Benefit Supervisory Committee,
v) Representative of the Operator,
w) the Mayor of Veszprém City with County Rights.

(3) The Rector may invite additional persons to Senate meetings, if it is justified based on the agenda of the meeting.

39. §

(1) The term of office for the members delegated by the SUUP and the DSUUP shall be the period laid down in the Statutes of the SUUP and the DSUUP, within the confines of the law.

(2) Senate membership is terminated
a) at the end of the mandate,
b) if the term of office for a Head of Faculty/University Center, who is a member of the Senate, is terminated,
c) by resignation,
d) by recalling the member,
e) by transfer to a different constituency or district,
f) on the member's death,
g) when employment is terminated, including the period of exemption from work prior to the termination of employment,
h) upon termination of student status,
i) for any other reason specified by law.

(3) A member of the Senate has the right to resign at any time.

(4) Where prior the termination of employment the member is exempted from work, the termination of Senate membership shall be applicable from the start date of the exemption.

(5) A member of the Senate is obliged to notify the Senate if any circumstances (scholarship, working abroad, health issues, etc.) arise, which will most probably prevent them from participating in the work of the Senate. If the member fails to attend at least three consecutive meetings posted in the Senate's work plan without prior notice, the Senate shall, on the Rector's/Senate's proposal, initiate the recall of the member by a decision of the Senate taken by a 2/3 majority of those present. The rules of election and delegation shall apply mutatis mutandis to the recall. When a decision is taken, the member concerned may not vote and shall be disregarded in the calculation of the quorum and validity.

(6) For the recall of a member of the Senate, the Election Rules shall otherwise apply.

(7) In the event of termination of Senate membership

a) the elected member shall be replaced by a new member — the person who was second in terms of number of votes in the elections for the relevant constituency. If this is not possible, a new election must be called within 30 days in the given electoral stratum;

b) in the case of a delegate member, a new member must be delegated within 30 days.

40. §

(1) All members of the Senate shall act in the best interests of the whole University and of all university citizens, and to this end shall

a) contribute to the work of the Senate to the best of their abilities,

b) participate for the entire duration of Senate meetings,

c) give prior written notice of absence to the Secretary of the Senate, if prevented from attending.

(2) Members of the Senate shall have the right to introduce proposals, comment, express opinions, make recommendations and vote.

(3) Regardless of the agenda, the members of the Senate have the right to direct questions to the Rector, the Chancellor, the Vice Rectors, the Vice Chancellor, the Deans of the Faculties, the heads of the comprehensive organisational units, the heads of the organisational units and the heads of students' and employees' representation bodies, as stipulated in the Senate Rules of Procedure.

(4) The members of the Senate, with the exception of the Rector and the Chancellor, shall fulfil their mandate in person, the rights and obligations of membership of the Senate shall not be transferable, and there shall be no representation in the exercise of these rights and obligations.

(5) Members of the Senate are bound by an obligation of confidentiality with regard to State, official, or commercial secrets of which they become aware. In the case

of a submission or document containing confidential data or information, the fact of the obligation of confidentiality and the classification of the secret shall be stated in the submission.

Duties and Powers of the Senate

41. §

(1) The Senate

a) defines the educational and research duties of the higher education institution and monitors their implementation;
b) adopts the rules of procedure for its own operation;
c) adopts the medium term institutional development plan, which shall cover a period of not less than four years, defines the tasks for implementation year by year, including a strategy for research, development and innovation;
d) makes a proposal regarding the content of the call for applications for the position of rector. Based on the draft call for applications adopted by the Senate, the Operator shall issue the call for applications for the position of Rector. The Senate shall evaluate the applications for the position of Rector, elect the Rector candidate, and evaluate the Rector's managerial performance;
e) adopts the University's educational programme;
f) prepares and adopts the University's OOR and other regulations;
g) adopts the University's Doctoral Rules;
h) adopts its budget within the framework set by the Operator, and adopts its annual report drawn up pursuant to the accounting provisions and the public benefit report;
i) decides on the University's asset management plan with the approval of the Operator;
j) decides, with the approval of the Operator, on the establishment of a economic entity or the acquisition of an interest in such an economic entity;
k) defines the system for student counselling and the system for student feedback on the performance of the teaching staff in the University;
l) decides on the establishment of an academic council - which falls within the authority of the University Doctoral and Habilitation Council - and the election of its members and chair;
m) decides on the establishment and dissolution of a doctoral school and on the launch of doctoral programmes;
n) decides on initiating the award of national higher education scholarships;
o) ranks applications for position of lecturer, professor and executive officer, and decides on granting titles and awards;

p) decides on initiating the launch or termination of programmes;
q) delegates one member to the supervisory board of the Operator.

42. §

(1) The Senate, acting on the basis of the provisions of the OORP, shall under its exclusive competence and in addition to the ones stipulated in the NHEA.
   a) adopt the quality development programme defined in the Integrated Quality and Environmental Management Manual;
   b) evaluate the University's professional activities and the implementation of its quality development programme;
   c) give opinions — in the case of several applicants, by ranking them in order of merit — on applications for positions of lecturer, researcher and executive officer under its authority in accordance with the University's OOR and specified as such in the ERS;
   d) adopt its work plan;
   e) establish committees to facilitate its own functioning, adhering to the provisions of the legislation.
(2) The Senate may delegate to the unit specified in the ERS and in the SRS
   a) the right to give opinions— in the case of several applicants, by ranking them in order of merit — on applications for positions of lecturer, researcher and executive officer at the faculties/university center specified in the University's OOR and defined in the ERS;
   b) the granting of titles and awards,
   c) the right to initiate the award of national higher education scholarships,
   d) the right to nominate people for state honours.
(3) The Senate can debate any issue, take a position on any issue, and make a proposal on any issue. It may send its resolutions and proposals to the person entitled to take decisions and measures, who is obliged to give a substantive reply within thirty days, or in the case of a body, no later than on the first meeting following the thirtieth day.

The Operation of the Senate

43. §

(1) Detailed rules of the operation of the Senate are laid down in the Senate Rules of Procedure.

(2) The Senate's Rules of Procedure are drawn up and adopted by the Senate.

(3) The Senate's Rules of Procedure form an annex to the OORP.

44. §

(1) There is a quorum in a Senate meeting when at least sixty per cent of the members holding a valid mandate are present. There must be a quorum for all decisions.

(2) In determining the quorum and the proportions of votes stipulated in paragraphs (3) to (4) and (7) of Article 44, rounding up shall be applied in all cases where the determination of the percentage of votes required for the adoption of a resolution results in a non-integer number.

(3) The Senate shall pass its decisions, except in the cases defined in paragraphs (4) and (7), by a majority vote of its members present.

(4) The Senate shall decide on the candidate for the position of Rector by a majority vote of its members.

(5) The Senate meeting for the election of the Rector-designate is chaired by the oldest Associate Professor of the Senate. If the oldest Associate Professor of the Senate is involved or prevented from attending, the next Associate Professor member of the Senate in age shall act.

(6) If any member of the Senate with voting rights submits a candidature for the position of Rector, that member shall not vote at the Senate meeting to elect the Rector-designate. The members concerned shall be disregarded in the calculation of the quorum and validity.

(7) The affirmative vote of two-thirds of the Senate members present is required:

a) for the approval and amendment of the OOR,

b) for approving the annual budget and the report on the implementation of the previous year's budget,

c) in matters where it is required by a Senate resolution, and in other cases prescribed by law.

(8) The decision of the Senate is usually taken by open vote, but the Rector is obliged to order a secret ballot in the cases stipulated by law and when the Senate decides or gives opinion on a proposal concerning personnel matters (commencement of employment, mandate, etc.).

(9) Meetings of the Senate are open to the public, except for meetings where the agenda concerns personnel matters, the evaluation of a person, the establishment (including modification) of his/her legal status, the awarding of a medal, or the content of the agenda is such that an open meeting could result in

the University's legitimate economic interest as an employer being jeopardised, including agendas containing business secrets, and where the University's legitimate interest in intellectual property could be jeopardised or harmed by a public meeting. In addition, the Chairman of the Senate shall order a closed session if required by law or if, on the initiative of the Chairman or of any member, more than half of the Senate members vote in favour. Only members of the Senate or persons invited in an advisory capacity shall be entitled to attend closed meetings. Participants in a closed meeting must consider everything said there as confidential.

In the case of a closed meeting, the presentation of proposals, the audio recording, the minutes and the proceedings shall be available only to the members of the Senate and to persons invited in an advisory capacity.

(10) It is the responsibility of the proposer or the person authorized by the Senate to implement the decision of the Senate and ensure proper notification about the Senate's decision to the pertinent faculty, comprehensive organizational unit, organisational unit affected.

Bodies at University Level

Senate Committees and Councils

45. §

(1) In order to facilitate its own operation, the Senate establishes standing committees and bodies, which give opinions on proposals in their fields, make proposals and monitor the implementation of decisions in their fields.

(2) Standing committees and bodies of the Senate:

a) Equal Opportunities Committee,
b) Student Appeals Board,
c) Education and Credit Transfer Committee,
d) Research Ethics Committee,
e) Scientific Committee,
f) International Committee,
g) Digital Education Methodology Committee,
h) Quality Improvement Committee,
i) Council for Talent Support.

(3) The chairmen of the standing committees and the board are elected by the Senate and appointed or dismissed by the Rector. Its members are invited by the chairmen of the committees or the board. The establishment and composition of the Student Appeals Board shall be governed by the rules set out in the SRS.

(4) In the case of committees acting in matters affecting students, student participation shall be ensured in accordance with the provisions of the NHEA.

(5) In the case of committees acting in matters related to labour and social issues, working and living conditions, and personnel benefits, the representation of the Works Council and the trade unions shall be ensured.

(6) In the structure of committees and bodies, appropriate representation of the faculties and the University Center shall be ensured, including that of the SUUP and the DSUUP, as set out in paragraph (4), and that of the Works Council and the trade unions, as provided for in paragraph (5).

(7) The committees and the board shall establish their own rules of procedure, adhering to the University regulations and with the provisions of the Senate for minutes and proceedings being applicable to those of the committees and the board.

(8) The University may set up additional committees to carry out other tasks arising in connection with its activities, as laid down in the OOR or the Collective Agreement.

The Rector's Council

46. §

(1) The Rector's Council is a body which assists the Rector, has the power to give opinions and make proposals, and is mainly responsible for giving opinions on planned educational, research, economic and administrative measures at university level. The Rectors' Council has no decision-making powers. The Rector determines the tasks and working schedule of the Rectors' Council and the frequency of its meetings.

(2) The Rectors' Council is chaired by the Rector. Other members are:

a) the Vice Rectors,

b) the Rector's commissioners,

c) the Deans of the Faculties,

d) the Director General of the University Center,

e) the Campus Director,

f) the Chancellor,

g) the Vice Chancellor,

h) the Director of Economic Affairs,

i) the Chairman of SUUP,

j) the Chairman of DSUUP,

k) the representative of the Operator,

l) the Chairman of the Works Council,

m) the representatives of trade unions

n) the Secretary of the Senate.

(3) As a permanent participant, the Rector may invite other persons to attend meetings of the Rectors' Council.

(4) The Rector shall determine the schedule and the agenda of the Rectors' Council meetings, and minutes of the meetings shall be prepared within eight days and be filed in the Rectors' Office archives. The minutes shall be sent to the members of the Rectors' Council.

The Doctoral and Habilitation Council

47. §

(1) The powers of the Doctoral Council, Habilitation Council and Scientific Council as defined by law is exercised jointly by the University Doctoral and Habilitation Council. Its members are the heads of the doctoral schools and external members elected by the Senate. Deans may attend the Council meetings in a consultative capacity. Its Chairman is elected by the Senate on the recommendation of the Rector.

(2) The operation of the University Doctoral and Habilitation Council and the doctoral schools, the regulations on doctoral programmes and degree awarding, as well as on habilitation are set out in the relevant university regulations at university level.

The Council of Professors

48. §

(1) The Council of Professors is an initiator and advisory body, which may give opinions on any matter concerning teaching, research and the future of the University, in which it considers that an action is warranted or in case it is called on to give an opinion.

(2) The Council of Professors, if specifically requested, gives its opinion on the professorial candidates in accordance with the provisions of the ERS.

(3) The Council of Professors has the right to evaluate the activities of university professors, to develop policies and to make proposals to the University's management and governing bodies.

(4) The members of the Council of Professors are appointed among university professors, research professors, professors emeriti/emeritae, employed by the University. The Council of Professors is chaired by a person employed by the University and elected by and from among the council's members for a two-year term.

(5) In the absence of an elected president, the duties of the President of the Council of Professors shall be performed by the Rector.

(6) The Council of Professors defines its own rules of procedure.

The Rector

49. §

(1) The Rector, is the primary leader and representative of the University — responsible for its academic governance, and shall act and take decisions in all matters which are not referred to the competence of any other person or body by law, the Deed of Foundation, the OOR or the Collective Agreement.

(2) The Rector is appointed and dismissed by the President of the Republic of Hungary, and the employer rights are exercised by the Operator.

(3) The post of Rector is awarded through an application procedure. The call for applications is published by the Operator. The detailed rules on the application procedure and on the mandate are set out in the ERS.

(4) A Preparatory Committee of at least three and up to a maximum of five members, headed by the oldest Associate Professor of the Senate, is formed to conduct the application procedure for the Rector's position.

(5) The rules for the extension of the Rector's term of office are laid down in the ERS.

50. §

(1) The rector's mandate is terminated

a) at the end of the term of the mandate,

b) by resignation,

c) by withdrawal of mandate,

d) when the Rector reaches the age stipulated by law,

e) on the Rector's death,

f) by termination of employment,

g) in the event of the dissolution or reorganisation of the University.

Duties and Powers of the Rector

51. §

(1) The Rector shall represent the University within the scope defined in the NHEA, within the framework of the Deed of Foundation and with regard to the functions defined in the OOR, and in doing so may assume rights and obligations (power of contract) with signature authorisation for official statements and documents on behalf of the University.

(2) The responsibilities of the Rector are:

a) maintaining domestic and international relations and cooperation in the fields of education and research;
b) ensuring that the University operates in accordance with the professional requirements for its core activities;
c) ensuring the compliance of the University's educational programme with the applicable legal provisions;
d) providing the professional environment necessary for the functioning of the University's bodies are in place, preparing matters falling within the purview of the Senate, and ensuring the implementation of Senate decisions not within the responsibilities of the Chancellor;
e) adopting the measures necessary for the amendment of the operating licence of the University, the launch of programmes, the registration of the doctoral school and the higher education admission procedure, as defined by law.

(3) The Rector

a) prepares the institutional development plan and, as part of it, the research-development-innovation strategy;
b) manages and coordinates educational and research activities at university level in accordance with the educational programme;
c) prepares the matters for Senate decision not within the responsibilities of the Chancellor and supervises their implementation;
d) coordinates the higher education institution's educational and research cooperation with other higher education institutions, national higher education organisations and bodies, and liaises with interest representation organisations;
e) performs the duties set out in the Deed of Foundation and the OOR, in particular those relating to educational and research activities;
f) may challenge decisions or actions by the Chancellor or the failure to act of the Chancellor, with the Operator.

(4) The Rector shall exercise employer rights in accordance with the OOR.

(5) The Rector may delegate his/her authority in accordance with the applicable university regulations, and the exercise of the employer rights in accordance with the Rector's directives.

(6) The Rector is supported in exercising his/her specific duties and powers related to institutional-level coordination by the Rector's commissioners, appointed at his/her own discretion. The Rector's commissioner is not considered an executive as defined in the ERS.

(7) The duties of the Rector's commissioners are defined by the Rules of Procedure of the Rector's Office, while their specific responsibilities are detailed in their job descriptions.

52. §

(1) The Rector shall regularly inform the Senate on the implementation of Senate decisions, report on the measures taken to exercise the powers delegated to the Rector by the Senate and on all other significant measures, as well as the reasoning on measures, where the Rector has deviated from Senate proposals or opinions.

(2) The Rector holds an all-staff meeting and informs the Council of Professors every academic year. In the performance of duties and exercise of powers, the Rector has no right to instruct the Senate, the faculty councils, the University Center Council, the interest representation organisations operating at the University, or the Chancellor's organisation.

53. §

(1) In the performance of duties and exercise of powers, the Rector shall have the general right to issue directives, except as stipulated in Article 52 (2) herein.

(2) In particular, the Rector shall be entitled to lay down by directive the rules of procedure specified in the OOR and falling within the Rector's purview.

The Vice Rectors

54. §

(1) The Rector is assisted in his/her work by Vice Rectors. The Vice Rectors qualify as executive officers as defined in the ERS.

(2) The Vice-Rectors are appointed by the Rector with the consent of the Chancellor, after consulting the Senate, from among associate professors, associate researchers who submitted an application, in accordance with the provisions of the ERS and the legislation on employees in managerial positions as defined in the ERS.

(3) Unless otherwise provided by law, the term of office of the Vice Rectors is the same duration as that of the Rector.

54/A. §

The general Vice Rector

(1) The primary responsibilities of the General Vice Rector are:

a) representing the University in the event the Rector is prevented from attending to duties;
b) the professional coordination of research, development and innovation activities at the University, as well as the related tendering activities from a research, development and innovation perspective;
c) professional supervision of the implementation of the institutional excellence programme;
d) liaising with national and international institutions with focus on research, development and innovation, improving external relations;
e) evaluating the professional implementation of R&D projects, coordinating the evaluation, utilization, and risk analysis processes in collaboration with the organisational units of the Chancellor's organisation and the Rector’s organisation;
f) facilitating the coordination and methodological development of the institution's research management activities, and the identification of jointly communicable and executable processes, and ensuring the implementation of scientific standards;
g) coordinating the work of the Center of Excellence that is under the direct supervision of the Rector;
h) supervising the fulfilment of the indicators set out in the Public Task Financing Agreement concerning the academic area of the University of Pannonia at the institutional level, and coordinating the resource management support system.

54/B. §

The Vice Rector for development

(1) The primary responsibilities of the Vice Rector for Development are:

a) managing the institutional programme-specific strategies within the scope of the academic area, as well as formulating, updating, and monitoring the related action plans;
b) coordinating the development activities of the training locations;
c) maintaining executive-level contact with the university's external partners;
d) deputising the Rector with defined powers in the event the Rector is prevented from attending to duties, representing the University in the planning and implementation of development objectives, participating in the preparation of management decisions;
e) assisting the Rector in achieving the development goals of the University;
f) being directly responsible for organizing and monitoring the implementation of accepted development projects at the institutional level, in cooperation with the unit responsible for quality development, and preparing action plans in case of non-compliance;
g) in cooperation with the comprehensive organisational unit responsible for human resource management, he/she is directly responsible for developing the motivational and training system of employees, designing and implementing training and human resources development programmes, coordinating and supervising them, designing and communicating academic staff and researcher career models related to the academic field, and preparing proposals for further development;
h) being responsible for the development of the University of Pannonia's student talent management programmes;
i) coordinating the institutional talent management programmes and the related grant applications, scholarship programmes;
j) coordination of targeted information gathering and processing for the purpose of quality development of the University at the institutional level;
k) ensuring the development of academic support and student support services, and contributing to the fostering of student-centeredness within the University.

54/C. §

The Vice Rector for Educational Affairs

(1) The primary responsibilities of the Vice Rector for Educational Affairs are:

a) deputising the Rector with defined powers in the event the Rector is prevented from attending to duties, representing the University in the planning and implementation of educational and accreditation objectives, participating in the preparation of management decisions;
b) supervising the educational activities of the University of Pannonia in cooperation with the Rector, assisting the Rector in the achievement of the University's educational and accreditation goals;
c) coordinating activities related to the development of the training portfolio;
d) cooperating and liaising on institutional education and accreditation matters with the executive officers defined in the ERS of the University's educational and research organisational units, and relevant partner and supervisory organisations;
e) being directly responsible for the organizational and supervisory tasks related to education and training development in cooperation with the organisational units of the academic organisation and the chancellor's organisation of the University;
f) supporting the development of international programmes, contributing to increasing the number of international students, and developing initiatives to improve the satisfaction of international students;
g) supporting the development of digital distance learning programme portfolio and services, the development of courses based on digital solutions, and the establishment of necessary competencie;.
h) being responsible for increasing the efficiency of new student recruitment management.

THE CHANCELLOR

55. §

(1) The Chancellor shall represent the University with regard to duties defined in the NHEA, the Deed of Foundation and the OOR, and in doing so may exercise rights and assume obligations (power of contract) with signature authorisation for official statements and documents on behalf of the University. The Chancellor is responsible for the functioning of the University.
(2) The Operator appoints, dismisses and exercises the employer right over the Chancellor.
(3) The Chancellor is the executive officer responsible for the management of the University's functional areas.
(4) The Chancellor is responsible for:
a) the lawful and efficient operation of the University;

b) the economic, financial, controlling, human resource management, accounting, legal, administrative, educational management, IT operations, strategic, and internal audit activities of the University, facilitating the exploitation of scientific results, the provision of communication and marketing tasks, and the management of the University's assets, including technical, facilities management, operations, logistics, services, procurement and public procurement;

c) the preparation of the necessary management measures and proposals in the areas specified in Article 55(4)(b), and within this framework, the Chancellor shall exercise the right of consent with regard to decisions and measures of the Senate and the Rector with economic consequences affecting the economy, organisation and operation of the University;

d) ensuring that the economic, legal and administrative conditions necessary for the functioning of the University's bodies are in place, preparing matters falling within the purview of the Senate and ensuring the implementation of Senate decisions within the responsibilities of the Chancellor.

(5) The Chancellor

a) uses resources to ensure that the University is managed in such a way that it can carry out its core activities and to ensure that it has the financial and professional competence required by law;

b) ensures the performance and oversees the fulfilment of the duties of the Director of Economic Affairs, and is responsible for the appointment and the dismissal of the Director of Economic Affairs;

c) contributes to the preparation of the institutional development plan and, as part of that, the research-development-innovation strategy;

d) manages and coordinates economic, technical, legal and administrative activities at university level;

e) manages external and internal communication activities at the institutional level;

f) prepares matters for Senate decisions falling within the Chancellor's competence and supervises their implementation;

g) shall fulfil the obligations of cooperation and information with regard to the Rector in the performance of duties;

h) exercises the owner’s rights in companies and economic entities, which operate with the participation of the University;

i) decides on all matters relating to the operation of the university, which are not referred to the competence of any other person or body by law, the Deed of Foundation, the OOR or the Collective Agreement.

(6) The Chancellor has the general power to give instructions in the performance of duties and in the exercise of powers.

(7) The Chancellor has the right to exercise employer rights in accordance with the OOR.

(8) In other respects, the exercise of the Chancellor's statutory powers at the University shall be governed by the relevant University regulations and the Chancellor's directives.

(9) Pursuant to paragraph (8)

a) the delegation of the Chancellor's powers to exercise employer rights shall be laid down in a directive by the Chancellor,

b) the exercise of the Chancellor's right of consent and the exercise of the right to give opinion, make proposals and give prior approval, as well as the delegation of such rights, shall be laid down in the Rules of Management,

c) the Chancellor's participation in the preparation of decisions to be taken in accordance with the University's development strategy and financial and economic capabilities shall be stipulated in a directive by the Chancellor.

(10) In the event of the Chancellor being prevented from attending to duties or if the Chancellor is temporarily working somewhere else in Hungary or abroad, the General Vice Chancellor is entitled to fully deputise for the Chancellor and represent the University. The General Vice Chancellor is appointed in accordance with the rules laid down in the ERS. The General Vice Chancellor is an executive officer as defined in the ERS and is appointed by the Chancellor.

(11) If both the Chancellor and the General Vice Chancellor are prevented from attending to their duties, or if they are both temporarily working somewhere else in Hungary or abroad, or at the Chancellor's discretion, the Director of Economic Affairs shall deputise for the Chancellor in economic matters.

(12) The coordination, support and control of the administrative, legal, economic and financial processes of the Students' Union is carried out by the Rector’s and Chancellor's commissioner for Student Affairs. The Rector’s and Chancellor's commissioner for Student Affairs is not considered an executive as defined in the ERS.

Title 11

Governing Bodies and Individuals at Faculty Level

The Faculty Council

56. §

(1) The Faculty Council (hereinafter: “Faculty Council”) is the leading body of the Faculty, acting under the authority delegated to it by the Senate, with the right to make decisions, make proposals, give opinions and exercise control, and is chaired by the Dean.

(2) The rules for the election and operation of the Faculty Council shall be laid down in the organisational and operational rules of procedure of the Faculty, while adhering to the relevant provisions set out in the OORP of the University.

Establishment and Composition of the Faculty Council

57. §

(1) The composition of the Faculty Council and the rules for the election and delegation of its members shall be laid down in the organisational and operational rules of procedure of the Faculty.

(2) The provisions laid down for members of the Senate shall apply mutatis mutandis to the rights and obligations of the members of the Faculty Council.

Duties and Powers of the Faculty Council

58. §

(1) The following fall under the competence of the Faculty Council:
   a) the establishment and awarding of faculty honours,
   b) establishing its work plan,
   c) the establishment of faculty boards and committees,
   d) deciding on the use of resources made available to the Faculties from the University budget,
   e) giving opinions on, amending, and approving curricula,
   f) the creation of a faculty research and development strategy,
   g) deciding on all matters which are referred to it by university or faculty regulations.

(2) The Faculty Council shall make proposals to the Senate on the following:
   a) adoption or amendment of the organisational and operational rules of procedure for the faculty,
   b) introduction of new courses to be part of the University's educational programme as well as termination of courses within the responsibility of the faculty,
   c) to initiate the dismissal of the dean in accordance with the ERS,
   d) awarding various honours and titles.

(3) The Faculty Council may give opinions on:
   a) budgetary and development proposals affecting the faculty,
   b) individual applications for the positions of professor, researcher and executive officer,

c) all matters in which the Senate has the power and responsibility to decide.

The Operation of the Faculty Council

59. §

(1) The functioning of the Faculty Council shall be governed by the organisational and operational rules of procedure for the Faculty, with the provisions of the OORP on the functioning of the Senate being applied mutatis mutandis.

(2) The rules applicable to the Senate shall also apply mutatis mutandis to the quorum and decision-making procedures of the Faculty Council. The faculty rules shall specify the matters on which a decision requires the affirmative vote of at least two-thirds of the members present.

THE HEAD OF THE FACULTY

60. §

(1) The Head of the Faculty is the Dean, who is appointed by the Rector with the consent of the Chancellor and is an employee in a managerial position as defined in the ERS.

(2) The position of Dean is awarded through an application procedure. The application procedure, ranking and assignment process is governed by the ERS.

(3) The mandate of the Dean is terminated

a) at the end of the term of the mandate,
b) by resignation,
c) by withdrawing the mandate,
d) when the Rector reaches the age stipulated by law,
e) on the death of the head of faculty,
f) by termination of employment,
g) in the event of the dissolution or reorganisation of the Faculty.

Duties and Powers of the Dean

61. §

(1) The primary duties and powers of the Dean are:

a) representing the faculty as a unit before university and faculty/University Center bodies and executive officers, and outside the University on the basis of a power of attorney,
b) developing and implementing the Faculty's human resources strategy,

c) coordination, management and control of the activities of the faculty's organisational units,
d) liaising with the head of the trade union operating at the Faculty and the students' union of the Faculty,
e) awarding faculty honours in accordance with the ERS,
f) preparing the faculty council meetings and implementing the decisions taken there,
g) performing other duties and exercising other powers laid down by law, university regulations and other university rules,
h) overseeing the economic management of the faculty.

(2) The Dean is obliged to inform the Faculty Council of the implementation of the Council's decisions and of all significant measures. The Dean is also obliged to inform the Council of the reasons for any deviation where a different measure was taken than the Council's proposal or opinion.

Deputies to the Head of Faculty

62. §

(1) The Dean is assisted by up to three deputies. The Deputy is an employee in a managerial position as defined in the ERS, who is appointed by the Rector with the consent of the Chancellor, on a proposal from the Dean, in accordance with the provisions of the ERS.

(2) If the Dean is prevented from attending, he is replaced by the Vice Dean appointed by them.

(3) The division of labour and duties between the Vice Deans shall be laid down by the Dean by adhering to the provisions of the Faculty's organisational and operational rules of procedure.

The Programme Coordinator, Specialisation Lead

63. §

(1) At the faculties, the professional coordinator of a specialisation programme or educational programme is the programme coordinator or specialisation lead appointed by the rector, who

a) coordinates the activities of educational organisations (departments, institutes) in this respect, which may involve several faculties,
b) is responsible for the quality of the specialisation and educational programme.

(2) In addition to the specialisation lead, there is a committee for the specialisation field, whose lecturer members are appointed by the dean, and student members are delegated by the Students' Union.

Bodies at Faculty Level

64. §

(1) Standing or temporary faculty committees may be organised to prepare decisions in the cases specified in the OOR and in matters of major importance for the functioning of the faculty.

(2) The rules for the establishment, composition, powers and operation of committees shall be laid down in the Faculty's organisational and operational rules of procedure in the case of standing committees, and in the case of temporary committees in the Faculty Council's decision ordering their establishment.

(3) The provisions established for the election and appointment of members of the standing committees of the Senate shall apply to the election and appointment of members of the standing committees of the Faculty Council.

Title 12

Governing Bodies and Individuals at the level of University Center

The Council of the University Center

65. §

(1) The Council of the University Center (hereinafter: "University Center Council") is the leading body of the University Center, acting under the authority delegated to it by the Senate, with the right to make decisions, make proposals, give opinions and exercise control, and is chaired by the Director General.

(2) The rules for the election and operation of the University Center Council shall be laid down in the organisational and operational rules of procedure of the University Center, applying the provisions on the election and operation of the Senate set out in the OORP.

(3) The rules applicable to the Senate shall also apply mutatis mutandis to the quorum and decision-making procedures of the University Center Council. The organisational and operational rules of procedure of the University Center shall specify the matters on which a decision shall require the affirmative vote of at least two-thirds of the members present.

THE HEAD OF THE UNIVERSITY CENTER

66. §

(1) The head of the University Center is the Director General, who is appointed by the Rector with the consent of the Chancellor, in accordance with the provisions of the ERS. The Director General is an employee in a managerial position as defined in the ERS.

(2) The position of Director General is awarded through an application procedure. The application procedure, ranking and assignment process is governed by the ERS.

(3) The mandate of the Director General is terminated

a) at the end of the term of the mandate,
b) by resignation,
c) by withdrawing the mandate,
d) when the Rector reaches the age stipulated by law,
e) on the death of the Director General,
f) by termination of employment,
g) in the event of the dissolution or reorganisation of the University Center.

Duties and Powers of the Director General of the University Center

67. §

(1) The primary duties and powers of the Director General of the University Center are:

a) representing the University Center before university and faculty/University Center bodies and executive officers, and outside the University on the basis of a power of attorney,
b) developing and implementing the University Center's human resources strategy,
c) the management and control of the activities of the University Center's organisational units in accordance with Article 16(8),
d) liaising with the head of the trade union operating at the University Center and the Students' Union of the University Center,
e) awarding honours in accordance with the ERS,
f) preparing the University Center Council meetings and implementing the decisions taken there,
g) performing other duties and exercising other powers laid down by law, university regulations and other university rules,

h) supervising the economic management of the University Center.

(2) The Director General is obliged to inform the University Center Council of the implementation of the University Center Council's decisions and of all significant measures. The Director General is also obliged to inform the University Center Council of the reasons for any deviation where a different measure was taken than the University Center Council's proposal or opinion.

CHAPTER THREE

OPERATIONAL RULES OF PROCEDURE OF THE UNIVERSITY

Title 13

Regulations governing the establishment, launch and administration of programmes at the University

68. §

(1) With the exception of doctoral programmes and adult education, the rules for the preparation, organisation, launch, and administration of programmes at the University are laid down in the 'Regulations on the Establishment and Launch of Programmes', which are adopted by the Senate.

(2) The Senate may approve conducting the training jointly with other higher education institutions, their organisational units or non-university institutions on the basis of an agreement.

Title 14

Regulations Governing Research at the University

Principles of Research Activity

69. §

(1) In its scientific research activities, the University carries out basic and applied research and experimental development, takes on innovation activities in its fields of competence, and conducts other research in support of teaching.

(2) The University ensures the freedom of scientific research and artistic creativity for lecturers, researchers and students, and supports the prerequisites for such activities.

(3) University lecturers and researchers are obliged to carry out scientific work within the framework of the OORP, and lecturers and researchers are entitled to

submit scientific (artistic) proposals, and to research a scientific topic of their choice in addition to their duties. Lecturers and researchers are entitled to publish their scientific research results in accordance with the provisions of the Regulation on the Management of Intellectual Property and the Research Ethics Policy of the University of Pannonia.

Research Tenders

70. §

(1) The duties related to the conducting of tenders shall be carried out in accordance with the relevant legislation, the call for applications, the contracts related to the applications and the Tendering Regulation adopted by the Senate, as well as pursuant to the decisions of the Senate and the Faculty Council/University Center Council.

Title 15

The University's Cooperation with Other Organisations

71. §

(1) The University may enter into cooperation, on the basis of agreement, with any domestic or foreign organisation or natural person interested in furthering the objectives defined in its Deed of Foundation.

(2) Such cooperation agreement must be in writing. The cooperation may be aimed in particular at: developing educational programmes or other programmes, curricula, organising training and practical training, accepting courses taken at the cooperating institution, developing and conducting tenders, carrying out research and development activities.

(3) The University may agree in particular to

a) carrying out joint research and education activities with the Hungarian Academy of Sciences, the Hungarian Research Network, its institutions and other research institutes,
b) conducting joint courses and awarding joint degrees in cooperation with another higher education institution,
c) operating practical training centres, conducting dual training, implementing cooperative doctoral programmes,
d) funding an educational or scientific research organisation, or establishing a scholarship with a business organisation, foundation or chamber of commerce.

Title 16

Quality Management System of the University

72. §

(1) The University's quality management system is governed in detail by the Integrated Quality and Environmental Management Manual forming part as annex to the OORP and the related documents referred to therein.

Title 17

Rules for Organising university and Student Events

73. §

(1) The preparation and internal regulation of the organisation of university and student events under the name of the University is governed by the 'University of Pannonia Regulation on the Organisation of Events', which is forming part of an annex to the OORP.

Title 18

Regulation on the Management of Intellectual Property

74. §

(1) The management, utilisation and registration of intellectual works and intellectual property rights created at the University are governed by a separate regulation forming part of an annex to the OORP.

Title 19

Definitions

75. §

(1) For the purposes of this OORP, the following definitions apply:

a) *comprehensive organisational unit*: organisational units of the University performing educational/research/educational-research/functional/service providing tasks, with economic management responsibility, operating on

the basis of their own organisational and operational rules of procedure, agenda as defined pursuant to the OORP.

b) *academic citizen:* a person employed by the University or a student (including doctoral students);

c) *decision*: deciding on matters referred to the decision-maker by means of a resolution which is binding either on all or on the university organisational unit, lecturer, researcher, non-educational-researcher staff and student as stipulated in the resolution;

d) *submitting proposal*: an obligation on the person or body empowered by law or university regulation to take a decision on the proposal to consider the proposal set out in the resolution and, on the basis of that to take a decision, adopting or rejecting the proposal in whole or in part;

e) *review*: a process involving the support or rejection, in whole or in part, of the subject-matter submitted to the opinion provider, or the formulation of comments or proposals for amendments thereto — in the case of a right to give an opinion, the planned measure may be implemented only after obtaining the opinion of the person entitled to give an opinion;

f) *right of consent*: a right that allows a person to give explicit approval for a decision to be made, and to prevent its valid adoption by withholding such approval;

g) *right of approval*: a right that allows the entitled person to subsequently authorize the entry into force of a decision or measure made by another party. The proposed measure may only be challenged by the person entitled to approve it if it infringes a law, regulation or University resolution;

h) *closed meeting:* a session that may be attended only by persons having the right to vote and to attend the meeting in an advisory capacity, or persons designated with the prior approval of the body;

i) *reconvened meeting*: a new meeting which is to be held when the originally convened meeting of a body was invalid due to lack of quorum — in the case of a reconvened body meeting, the provisions on quorum for the original meeting shall still be observed;

j) *advisory capacity*: the right of a person invited to the meeting of a body to participate in the work of it, on a permanent or temporary basis, without the right to take decisions (vote, take decisions);

k) *control:* exercise of powers conferred by specific legislation or regulations, in particular pertaining to the implementation of Senate resolutions.

Title 20

Transational provisions

76. §

(1) The OORP shall apply from the date of its entry into force, with the exception that the Senate mandates of the Deans of the Faculties and the Director General of the University Center shall terminate upon the acquisition of a new Senate mandate through the election referred to in Section 36(15), but no later than 31 October 2026, since their current Senate mandates were not acquired in accordance with Section 12(7) of the NHEA.

(2) The Faculty Councils and the University Center Council shall decide on the Senate membership of the Deans and the Director General in accordance with Section 36(15). Such decision shall give rise to the new Senate mandate referred to in paragraph (1).

(3) The elections referred to in Section 36(15) shall take place within 30 days following the entry into force of these Regulations, but no later than 31 October 2026. The provisions governing the Senate membership of the Deans and the Director General shall apply from the date of their election. A Dean or the Director General elected by the Faculty Council or the University Center Council shall acquire Senate membership for the duration of his or her term of office.

(4) The mandates of Senate members not affected by paragraph (1) shall remain unchanged for the duration of their current terms of office.

Final provisions

77. §

Part 1 Organisational and Operational Rules of Procedure of the Organisational and Operational Rules in consolidated version with modifications and amendments was adopted by the Senate in its Resolution 149/2026. (VII.31.). Part 1 Organisational and Operational Rules of Procedure of the Organisational and Operational Rules enters into force on the day following its adoption. Simultaneously, Part 1 Organisational and Operational Rules of Procedure of the Organisational and Operational Rules, approved by Senate Resolution 102/2026. (V.21.), as well as Part 1 Organisational and Operational Rules of Procedure of the Organisational and Operational Rules, adopted by Senate Resolution 147/2026. (VII.13.), shall cease to have effect.

Annexes to the Regulation:

- University of Pannonia organigrams
- Integrated Quality and Environmental Management Manual
- Regulation on the Management of Intellectual Property
- University of Pannonia Regulation on the Organisation of Events

- Senate's Rules of Procedure
- Doctoral and Habilitation Regulation.

Veszprém, 31 July 2026

Dr. János Abonyi Rector	Zsolt Csillag Chancellor