



University of Pannonia

UNIVERSITY OF PANNONIA

AJKA CAMPUS

ORGANISATIONAL AND OPERATIONAL RULES

OF PROCEDURE

Adopted by the Senate on: 26th October 2023

Senate Resolution number: 194/2023. (X.26.)

Effective date: 6th November 2023

Person responsible for the maintenance of this document: Director of the Campus

Version number: 00

Version number	Date of publication	Effective date	Date of repeal	Senate Resolution number, Board of Trustees resolution number*
00.	06.11.2023	06.11.2023		Senate Resolution 194/2023. (X.26.)

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

Table of Contents

I. GENERAL PROVISIONS	4
1.§ The Campus OORP	4
2.§ Name and data of the Campus	4
II. THE RESPONSIBILITIES, FINANCIAL MANAGEMENT, HUMAN RESOURCES MATTERS AND ORGANISATIONAL LOGICS OF THE CAMPUS	5
III. MANAGEMENT OF THE CAMPUS	6
IV. TRANSITIONAL AND FINAL PROVISIONS	7
V. Annex	9
Annex 1 (COAT OF ARMS)	9

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

I. GENERAL PROVISIONS

1.§ The Campus OORP

- (1) The Campus OORP – subject to the provisions of the Organisational and Operational Rules of the University of Pannonia, Part I Organisational and Operational Rules of Procedure (hereinafter referred to as: "OORP") and the Organisational and Operational Rules of Procedure of the relevant Faculty or University Centre – shall contain and define the tasks of the Campus, the duties and powers of the Campus management, the rules of representation and the rules of cooperation with the Faculties and University Centres. It also defines the organisational logic and the division of roles and responsibilities within the Campus. The Campus OORP shall be adopted by the Senate and approved by the Executive Director of the Foundation for the University of Pannonia.

2.§ Name and data of the Campus

- (1) Name of the Campus: Pannon Egyetem Ajka Kampusz.
In English: Ajka Campus University of Pannonia
In German: Ajka Campus der Pannonischen Universität
- (2) Identification data of the Campus:
 - a) abbreviated name: UPAC
 - b) address: 8400 Ajka, Újélet street 8.
- (3) In accordance with the Chancellor's Directive on the rules of stamp use, the Director of the Campus shall be authorised to use the round stamp bearing the coat of arms of Hungary on it on his or her official documents.
- (4) The Campus Director's stamp
 - a) the coat of arms of Hungary in the middle,
 - b) upper outer circle: "Pannon Egyetem" (University of Pannonia)
 - c) upper inner circle: "Ajka Kampusz" (Ajka Campus)
 - d) lower outer circle: "Ajka"
 - e) lower inner circle: "Igazgató" (Director)

- (5) Legal status of the Campus: a comprehensive organisational unit with decentralised budgetary responsibilities established for the alignment of educational and research activities relating to multiple faculties.
- (6) The Campus shall be represented by the Campus Director.
- (7) Only organisational units that belong to a faculty may operate at the Campus.

II. THE RESPONSIBILITIES, FINANCIAL MANAGEMENT, HUMAN RESOURCES MATTERS AND ORGANISATIONAL LOGICS OF THE CAMPUS

- (1) The Campus is responsible for the regional promotion of the educational offering of the degree programmes included in the training portfolio of the University's Faculties, University Centres and Campus in the catchment area of the Campus with respect to bachelor's degree programmes, master's degree programmes and postgraduate specialist training courses. With the help of the professional support of the faculties, the Campus serves regional needs as well by providing short-cycle training programmes (courses, trainings, consultation services, coaching, etc.).
- (2) Through its activities, the Campus places great emphasis on social responsibility and regards it as a duty that is of equal rank with providing degree and training programmes, taking an active role in the work of the faculties that are competent from a professional point of view and the life of the Town of Ajka.
- (3) Financial management and other responsibilities:
 - a) The financial management of the Campus shall be subject to provisions of the relevant law and the University regulations.
 - b) In the course of performing its duties, the Campus shall cooperate other educational and economic organisations and enterprises, under the support of the faculties that are competent from a professional point of view.
- (4) Human resources matters:
 - a) The primary employer's rights and wage management rights over as well as the right to give instructions to the Campus Director are exercised by the Rector.
 - b) The primary employer's rights and wage management rights over lecturers, researchers, teachers and master teachers of the Campus shall be exercised by the Rector. The Rector may delegate this power in a Rector's Directive.
 - c) The right to give instructions to the lecturers, researchers, teachers and master teachers of the Campus shall be exercised by the Director of the Campus.

- (5) Institutes, research institutes/research centres and departments belonging to a faculty may operate within the Campus.

III. MANAGEMENT OF THE CAMPUS

- (1) The Campus Director:
- a) The Campus is managed and represented by the Campus Director.
 - b) The Campus Director represents the Campus before the university, faculty and university centre boards and executives and also outside the institute upon authorisation.
- (2) The responsibilities of the Campus Director:
- a) management of the educational, research and other activities of the Campus, as delegated in the Rector's Directive.
 - b) supporting the funding of activities carried out on Campus, seeking external funding, exploring corporate contacts and funding projects.
- (3) The Campus Director shall consult the Dean of the faculty concerned in advance on educational and research issues concerning the faculty or the organisational units established by the faculty on Campus. If the Campus Director fails to conduct preliminary consultation, the Dean of the faculty concerned may object to the decision taken research and education-related issues. In such a case, the decision shall not be executed and the Campus Director shall initiate consultation with the Dean of the faculty concerned.
- (4) Regarding matters within the Chancellor's competence, the Campus Director, before taking decisions, shall consult the heads of the comprehensive organisational units and organisational units belonging to the Chancellor's organisation if such decisions to be taken fall within the scope of activities of such organisations. If the Campus Director fails to conduct preliminary consultation, the head of the comprehensive organisational units and organisational units belonging to the Chancellor's organisation may object to the decisions, if such decisions fall within their scope of activities. In such a case, the decision shall not be executed and the Campus Director shall initiate consultation with the head of the comprehensive organisational unit or organisational unit whose activities are affected by the decision.
- (5) The Campus Director shall be responsible for making preparations for decisions which affect the operations of the Campus and which require the Chancellor's approval and for initiating a process for obtaining such approval.
- (6) The Dean, the Director General of the University Centre and the Chancellor or the heads of the comprehensive organisational units and organisational units belonging to the Chancellor's organisation shall consult the Campus Director

before taking any decisions that affect the operations of the Campus. The Campus Director shall have the right to tell his or her opinion in connection with the decision to be taken. The Chancellor shall not be obliged to take the Campus Director's opinion into consideration when making decisions within the Chancellor's scope of authority.

- (7) The management of the Campus shall inform the employees of the Campus at regular intervals in the form of a Campus Meeting.
- a) The Campus Meeting shall be convened as necessary but at least once in every half a year.
 - b) At the Meeting, the operations of the Campus and the most important tasks of the following period shall be discussed on the basis of the Campus Director's report and proposals may be submitted to the Faculty Councils/University Centre Councils/organisational units concerned.
 - c) Campus Meetings shall be open to all University citizens.

IV. TRANSITIONAL AND FINAL PROVISIONS

- (1) The scope of the Campus OORP covers
- a) the Campus,
 - b) the teachers and students of the Campus as well as the staff and other employees directly taking part in educational and scientific research activities and the implementation of the duties of the Campus.
- (2) The Campus OORP was adopted by the Senate by Senate Resolution 194/2023. (X.26.). The Campus OORP shall enter into force on 6th November 2023.

Place and date: Ajka, 19th October 2023

Dr. Anett Utasi (Mrs. László Fejes)
Campus Director

The Campus OORP was adopted by the Senate by Senate Resolution 194/2023. (X.26.).

Place and date: Veszprém, 26th October 2023

Dr. András Gelencsér
Rector

Zsolt Csillag
Chancellor

Approved in the name of the Foundation for the University of Pannonia as operator:

Place and date: Veszprém, 3rd November 2023

Dr. Péter Bartus
Executive Director

V. Annex

Annex 1 (COAT OF ARMS)

