Pannon Egyetem
University of Pannonia

Asset Management Policy

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The Asset Management Policy (hereinafter referred to as the "Policy") 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 is as follows:

Chapter I

GENERAL PROVISIONS

1. §

The legal status of the University with regard to the management of its assets

The University is a higher education institution operating as a public benefit organisation under the management of a public interest asset management foundation performing a public function, classified as a 'public benefit organisation nowhere else specified', which has owned the assets, which were previously owned by the Hungarian State and which are necessary for the performance of its core duties as defined in its Statutes, since 1st September 2021 on the basis of Act CLVIII of 2020 on the Foundation for the University of Pannonia, the Foundation for the University of Pannonia and the Transfer of Assets to the University of Pannonia.

2. §

Key legislation governing asset management

a) Act V of 2013 on the Civil Code (hereinafter referred to as the "Civil Code");
b) Act CCIV of 2011 on National Higher Education (hereinafter referred to as the "NHEAct");
c) Act CLVIII of 2020 on the Foundation for the University of Pannonia and the Asset Transfer to the Foundation for the University of Pannonia and the University of Pannonia (hereinafter referred to as the "ATAct");

d) Act IX of 2021 on Public Interest Asset Management Funds Performing Public Functions (hereinafter referred to as the “AMFPFAct");
e) Act LXXVIII of 1993 on Certain Rules Related to the Lease and Disposal of Flats and Premises (hereinafter referred to as the “FlatAct”);
f) Act C of 2000 on Accounting (hereinafter referred to as the “AccAct”).

3. §

Definitions

For the purposes of this Policy:

(1) Asset: asset is the entirety of all the properties of a legal entity (natural or legal person) that can be monetised. Types of assets for the purposes of this Policy:
a) immovable property (land, buildings, structures and their premises – hereinafter together referred to as “immovables”),
b) machinery, equipment, fixtures and fittings, vehicles, other assets (hereinafter together referred to as “movables”)
c) third-party assets put at the disposal of the University.

(2) Investment: the acquisition, construction, in-house production of a tangible asset, the activities (in particular transport, customs clearance, brokerage, groundwork, commissioning) carried out up to the time of its commissioning and putting into service for its intended use, and all activities which may be linked to the acquisition of a tangible asset, including design and planning, preparation and execution; any activity resulting in the extension, change of use, conversion or direct increase in the service life or performance of an existing tangible asset, together with the aforementioned activities which may be linked to that activity.

(3) Renovation: A periodic activity to restore a worn-out tangible asset to its original condition (capacity, accuracy), which results in the asset's useful life being extended, its original technical condition or performance being restored to near or full working order, the quality of the products manufactured or the use of the asset being significantly improved, and thus the additional expenditure linked with renovation translates into future economic gains. Renovation also includes modernisation if it improves the safety, performance, usability or economic efficiency of the tangible asset with the help of modern technologies, by replacing or modifying parts of the tangible asset in a way that is different from its original configuration. The tangible asset is to be renovated when, in spite of the continuous and regular maintenance, the tangible asset has deteriorated to an extent (its structural

elements have aged) that jeopardises its normal use. simultaneous performance of previously omitted maintenance operations is not deemed renovation, regardless of the magnitude of the costs incurred.

(4) Maintenance: repair and maintenance activity for the continuous, uninterrupted and safe operation of the tangible asset in use, including scheduled preventive maintenance, major overhauls at larger but regular intervals, and all repair and maintenance activities that must be carried out to ensure its intended use, resulting in the regular restoration of continuous wear and tear.

(5) Utilisation: the transfer of the right to possess, use or benefit from University property by any means not involving a transfer of ownership.

(6) Sale: the transfer of ownership of the property for any consideration.

Chapter II

GENERAL PROVISIONS

4. §

Aim of the Policy

The aim of this Policy is to ensure the efficient, cost-effective, value-preserving and value-added use of the assets owned by the University, acting as a public benefit organisation, in accordance with their intended purpose. To this end, this Policy lays down the rules for the use and disposal of the assets owned by the University, as well as the procedure for making specific asset management decisions and the preparation and implementation of certain asset management measures.

5. §

Scope of the Policy

1) The personal scope of this Policy extends to:
   All the Faculties, comprehensive organisational units and organisational units of the University, as well as the people employed by or having other work-related legal relationship with the University.

2) The material scope of this Policy extends to:
   a) the management of the assets owned by the University, including the use, preservation, maintenance, operation, renovation and development of the assets;
   b) the use the assets owned by the University for any purpose;
   c) the disposal of the assets owned by the University;
   d) the decision-making processes concerning the assets owned by the University, the preparation of measures and decision-making;
   e) the registration procedures for the assets owned by the University.

3) The material scope of this Policy does not extend to:
   a) the financial assets of the University;
   b) receivables and payables;
   c) for company participations;
   d) intangible assets (proprietary rights, intellectual property);
   e) fixed assets, securities.

Chapter III

RULES OF ASSET MANAGEMENT

6. §

Establishment of ownership

1) Pursuant to the ATAct, as of 1st September 2021, the state-owned properties listed in Annex 1 of the ATAct became the property of the University free of charge, with transfer at book value. Regarding the immovable property listed in Annex 1 of the ATAct, the contract suitable for the registration of the change of ownership in the Land Registry was concluded between the Magyar Nemzeti Vagyonkezelő Zártkörűen Működő Részvénytársaság (Hungarian National Asset Management Limited Company) (hereinafter referred to as "MNV Zrt.") and the University on 14.12.2021. The ownership of the University is registered in the immovables register of the Land Registry.

2) If the University acquires assets by any legal title, the University shall be the owner of such assets.

3) The Senate and the Chancellor shall exercise the rights deriving from the right of ownership over the assets owned by the University under the supervision

of the Operator, in the distribution specified in the OORP, the Statutes and the applicable legislation.

7. §

General rules on the use of assets

(1) The principles and requirements for the management of the University's assets are determined by the ATAct, the contract on the transfer of assets concluded with MNV Zrt. and the University's Statutes.

(2) The University shall carry out its asset management functions in accordance with the following principles:
   a) The University may use its assets, including movable and immovable property, for the performance of the public tasks defined in Annex 1 to the AMFPFAct and for the performance of its tasks defined in its Statutes;
   b) The University may take all decisions and measures in connection with its economic activities which contribute to the performance of its tasks, provided that the performance of its higher education mission as its basic task is not thereby jeopardised, in particular, it may enter into contracts, form partnerships, establish business entities and use and dispose of the assets it owns;
   c) It is the obligation of the University to ensure the efficient, cost-effective, value-preserving and value-added use of the assets in accordance with their intended purpose and as required for the performance of its tasks and the satisfaction of social needs (direct use), and their indirect utilisation, as well as the enhancement and protection of the assets;
   d) Pursuant to the ATAct, the University qualifies as a ‘public benefit organisation nowhere else specified’ under the management of a public interest asset management foundation performing a public function;
   e) The University may only enter into a contract for the use of its assets which is the most favourable possible on the basis of the expected income, savings or other benefits, with a view to preserving, enhancing and making the most advantageous use of the assets from a financial and economic point of view;
   f) In the course of utilising the assets of the University, the primary consideration shall be the selection of the methods of utilisation ensuring a more efficient performance of the activities defined in the Statutes;
   g) In the course of utilising its assets, the University shall only apply utilisation methods that are compatible with its activities defined in the Statutes;
   h) The University has ownership rights and is subject to ownership obligations;

i) The University shall be responsible for bearing the public charges and operating costs relating to its assets, as well as for the costs of protecting and insuring the assets;
j) The University shall ensure the preservation, maintenance and operation of the assets it owns on a continuous basis;
k) The University shall be entitled to carry out investment and renovation tasks as set out in the annual asset management plan approved by the Operator, irrespective of the value limit;
l) The University shall use the proceeds from the transfer of the right to use the assets it owns primarily for the preservation and maintenance of the assets;
m) The University shall have the right to acquire all the assets necessary for the performance of its functions, subject to the provisions of Article 8;
n) In the case of an insurance claim, the funds received from the insurance company for the restoration of the immovable property must be used in full for the restoration of the property concerned, if the restoration of the property is necessary and economically feasible;
o) The University shall depreciate the value of the assets it owns in the manner set out in its Accounting Policy.

8. §

Immovable property required to house the University

(1) The University shall obtain the prior approval of the Operator for the sale of any unnecessary immovable property used by the University, or for the acquisition (purchase) or use of any additional immovable property.

(2) Without the prior written consent of the Operator, the University shall not:
   a) launch a public procurement or other procedure for the acquisition of ownership of immovable property;
   b) enter into a legal transaction concerning immovable property which results in the acquisition of ownership by the University (e.g. sale, exchange, donation, etc.);
   c) initiate proceedings for the acquisition of the right to use immovable property by any legal title (e.g. rental, use, usufruct, lease, loan, etc.);
   d) enter into an agreement giving rise to a right of use (e.g. rental, use, usufruct, lease, loan, etc.) in respect of immovable property.

(3) In the case of a request by the University for new premises, the prior approval of the Operator is not required if

a) the right to use or lease is for a period not exceeding 2 (two) years, with the recurring periods being counted as one, or
b) the value of the consideration expected or determined in the legal transaction – in the case of a one-off or periodic fee, the value of the consideration for one year –, excluding the costs incurred in connection with the use of the immovable property, does not exceed HUF 3,500,000 net (three million five hundred thousand).

9. §

The register of assets; the data reporting and information obligations relating to the management of assets

(1) The tasks related to the financial and accounting records of the assets shall be performed by the Directorate for Economic Affairs (hereinafter referred to as "DEA") in a manner appropriate to the specific nature of the assets, the rules of which are set out in the AccAct and the regulations of the Accounting Policy of the University of Pannonia.

(2) The University shall design and maintain its record-keeping systems in such a way as to ensure the accuracy and verifiability of data reporting. The University shall comply with its data reporting and record-keeping obligations.

(3) The University shall establish and maintain a technical inventory of the immovable property it owns in a way that it includes the basic data of the immovable property, the buildings on the immovable property, with their detailed floor area and function, broken down by rooms, with an indication of the organisational units using them.

(4) The University shall provide the data requested by the Operator in connection with the register of assets and shall be responsible for the authenticity of the data contained in the reports and for the consistency of the data with the data of the immovables register of the Land Registry.

(5) The preparation and compilation of data and information of a financial and accounting nature shall be the responsibility of the DEA, while the Technical and Operational Directory (hereinafter referred to as "TOD") shall be responsible for the provision of technical and operational data.

10.§

Asset management plan

(1) Each year, the University shall prepare an annual asset management plan for the year in question in accordance with the Institution Development Plan of the University and the institution's budget for the year, the mandatory content of which is set out in Annex 6 to this Policy.

(2) The annual asset management plan supported by the Senate shall be submitted to the Operator for decision-making no later than 30th April of the given year.

(3) The preparation and compilation of the asset management plan shall be the responsibility of the TOD, with the involvement of the relevant departments in charge (DEA, Directorate for Development and Projects (hereinafter referred to as "DDP"), Department of Legal Affairs and Procurement (hereinafter referred to as "DLAP"), Directorate of Information Technology (hereinafter referred to as "DIT").

Chapter IV

UTILISATION OF ASSETS

11.§

General rules on the utilisation of assets

(1) Asset utilisation is possible in respect of assets that are not expected to be required for the performance of the activities specified in the Statutes, as well as in respect of spare capacity. The owner, i.e. the Foundation for the University of Pannonia, shall also be entitled to use the assets of the University.

(2) The University may use the assets it owns independently and at its own discretion with the prior consent of the Operator, subject to the provisions of Section (3) of Article 11. The prior consent of the Operator shall not be required for the decision in the cases specified in Section (3) of Article 11. In cases not covered by Section (3) of Article 11, it is enough to inform the Board of Trustees of the decision on utilisation afterwards, in a submission to the Board of Trustees every calendar quarter, including a presentation of the contracts in force, as compiled by the TOD in tabular form.

(3) In the case of long-term utilisation, rental or use of the asset for a period not exceeding 24 months, the University shall not be obliged to inform the Operator prior to the conclusion of the contract. The duration of contracts concluded between the same parties for long-term utilisation, rental or use shall be aggregated to determine the time when the obligation to inform the Operator is to be complied with.

(4) As a general rule, asset utilisation shall be subject to a public tender procedure.

(5) No tender needs to be announced in the following cases:

a) If the user is an organisation belonging to the public sector or municipalities;
b) If the user is an economic organisation performing government or municipal functions;
c) If the user is an economic organisation in which the University has a majority shareholding;
d) If the user is an association, sports club, public benefit foundation or church organisation;
e) If other circumstances of the assignment of use restrict the choice of the potential user in such a significant way or to such an extent that the benefits of competitive tendering cannot be ensured;
f) If the duration of the fixed-term contract does not exceed 180 (one hundred and eighty) days;
g) If the University and the user have concluded a cooperation agreement for the joint performance of educational, research and/or other tasks and activities;
h) If the utilisation of the asset is occasional (ad hoc) during the period when the asset has spare capacity;
i) Exceptionally, in a particularly justified case, approved by the Chancellor in advance.

(6) The obligation to announce a tender also applies to the renewal of fixed-term contracts.

(7) The University may enter into a contract for the utilisation of its assets only with a natural person or an organisation classified as transparent.

(8) The occasional (ad hoc) utilisation of immovable property shall, as a rule, be carried out by the TOD, with the exceptions set out in Section (1) of Article 18 and taking the special procedural rules into account.

(9) The long-term utilisation of immovable assets, including the tender procedure and the preparation of contracts, shall be carried out by the TOD, in coordination with the University Centre of Zalaegerszeg (hereinafter referred to as “UCZ”) in Zalaegerszeg and the University Centre for Circular Economy (hereinafter referred to as “UCN”) in Nagykanizsa.

(10) The utilisation of apartments owned by the University and used for school housing purposes, as well as the selection of occupants shall be carried out in accordance with the Employment Requirement System (hereinafter referred to as “ERS”), which is Part II of the Organisational and Operational Regulations of the University of Pannonia.

(11) The rules and regulations for the utilisation of tangible assets (machinery, equipment, tools, etc.) are set out in the Disposal Policy of the University of Pannonia.

12.§

Rules on tendering for asset utilisation

(1) The University shall ensure equal opportunities for all bidders in the tendering procedure as regards access to information and procedural conditions necessary for the submission of their bids, and shall provide information, data and other services provided to any bidder in the same way to other bidders.

(2) The University shall determine the content of the invitation to tender and the scope and content of the information made available to bidders in such a way as to enable bidders to make an appropriate bid and to enable the comparison of the bids duly submitted within the time limit.

(3) The University shall respect the rules on conflict of interest when assessing bids.

(4) If a bidder or any other person related to the bidder has violated the legal provisions on confidentiality, thereby breaching the confidentiality of the tender, the Chancellor may declare their bid invalid.

(5) An ad hoc Evaluation Committee of at least three members shall be set up to evaluate bids. Its Chairman and members are appointed by the Chancellor. The Evaluation Committee draws up its proposal in connection with the

assessment of the bids in the form of a report. The report shall be signed by the Chairman and the members of the Evaluation Committee. The Chairman and the members shall, if the invitation is accepted, declare any conflict of interest by means of a declaration in accordance with Annex 5.

(6) The decision on the evaluation of the bids shall be taken by the Chancellor after considering the proposal of the Evaluation Committee.

13.§

Rules for the utilisation of immovable property

(1) The utilisation of property is, as a general rule, subject to the payment of rent and the reimbursement of the costs incurred in connection with the use of the property (e.g. public utility charges).

(2) The utilisation of the property without payment of the rent provided for in Section (1), and with the reimbursement of the costs incurred, may be possible, by decision of the Chancellor, only in the following cases:

a) If the user is an economic organisation in which the University has a majority shareholding;
b) organising cultural events, programmes and conferences, which strengthen the University's social commitment and engagement;
c) If the University and the user have concluded a cooperation agreement for the joint performance of educational, research and/or other tasks and activities;
d) for events supporting the enrolment activities of the University;
e) for the performance of a public task, for the supply of public services to the public and for the provision of infrastructure necessary for the performance of such tasks, to the extent necessary for the performance of those tasks;
f) exceptionally, in a particularly justified case.

(3) In exceptional cases (e.g. events supporting school enrolment, blood donations, charity events, events strengthening the social and scientific role and commitment of the University, etc.), the use of the property may be granted free of charge, without payment of the rent and reimbursement of the costs incurred, on the basis of a decision by the Chancellor.

(4) The right to use an asset may, as a general rule, be assigned by way of an onerous contract, on the basis of the procedure provided for in Sections (1)

and (2) of Article 14, except as provided for in Sections (2) and (3) of Article 13.

(5) No pre-emption right may be granted to the lessee or user in the course of utilising the property.

(6) If the utilisation, rental or use of the property involves an investment or value-increasing renovation which entails the encumbrance of the property for the benefit of a third party (land use right, usufruct right, right of free use, etc.), the utilisation, rental or use of the property may only be possible with the prior written consent of the Operator.

14.§

Types of rental (utilisation) contracts

(1) Occasional (ad hoc) rental: refers to the use of the available free capacity for a predetermined period (days, hours), taking the timetable and the event calendar into account. An occasional rental contract may be concluded in advance for a period of up to 180 days, in which the occasions for which the capacity is to be used exclusively must be specified, both in terms of case-by-case and total duration (e.g. 2x2 hours per week, for a total of 80 hours). Occasional rental relationship may be established through a contract (Annex 1/A – Sample Contract) or a purchase order (Annex 1/B – Sample Order) and by applying the General Terms and Conditions (hereinafter referred to as "GTC") – Annex 1/C. A contract must be concluded if one wishes to establish occasional rental/property-use relationship free-of-charge as defined in Section (3) of Article 13, or one with the reimbursement of costs incurred as defined in Section (2) of Article 13 or one for several occasions in advance.

(2) Permanent lease: if the lease of an immovable property, a part of the immovable property, a building, a part of the building or a room is of a continuous nature and provides the lessee or user with exclusive use for the duration of the legal relationship. A permanent tenancy may be established only through a contract (Annex 2 – Sample Contract).

15.§

The rent

(1) The minimum rental fees for occasional (ad hoc) rentals are set out in Annex 3/A, while a summary description of the rental process is set out in Annex 3/B.

The rent shall in all cases include the public utility costs incurred in connection with the use of the rental property. The TOD reviews occasional minimum rental fees annually, by 31st January of each year, and makes a proposal which must then be approved by the Chancellor. The rent shall always be determined with a view on the specificities of the given contract and the prevailing market conditions, however, an amount lower than the minimum rental fee set out in the relevant Annex may only be specified where justified, and only with the prior approval of the Chancellor. In the case of the rental of rooms not being included in Annex 3/A, the rent shall be determined proportionally, on the basis of the rental fee of rooms of a similar size/function/capacity as those listed in the chart.

(2) In the case of long-term rental, the minimum rental fee shall be determined by the Chancellor, on the basis of a comparative analysis of the market price, taking into account the nature, function, location, technical condition, duration of the rental and other circumstances of the rental property, in accordance with local market conditions, on the basis of a proposal by the TOD. As a general rule, in the case of long-term rental, public utility costs must be determined separately from the rent in all cases. General minimum rental fees, for information only, excluding public utility costs, are set out in Annex 4/A. The TOD reviews indicative minimum rental fees annually, by 31st January of each year and makes a proposal which must then be approved by the Chancellor. A summary description of the rental process is set out in Annex 4/B.

(3) In the case of the use provided for in Section (2) of Article 13, the exemption from payment shall apply only to the rental fee, however, the rent still must be stated in the contract. All the costs associated with use (heating, water supply, sewerage, power supply, waste disposal, cleaning, etc.) shall be charged to the user. The related amounts will be calculated by the Department of Facility Management and Security (hereinafter referred to as "DFMS") of the TOD.

16.§

Utilisation of spare capacity, submission of rental application

(1) Occasional (ad hoc) rental requests may be initiated with the managers (person making commitment) specified in Section (1) of Article 18.

(2) The deans and heads of comprehensive organisational units shall immediately inform the Chancellor in writing of any immovable property or

parts thereof which become permanently vacant and are not intended for further use. The Chancellor shall decide on the further utilisation of vacant properties or parts of properties.

(3) If the University receives a request for long-term rental, the TOD shall assess whether the University has the available capacity to meet the request. If there is spare capacity available to meet the demand, the Chancellor shall decide on the utilisation of the spare capacity on the basis of a proposal from the TOD. Request for the establishment of a long-term rental or property-use relationship must be submitted in writing to the Chancellor.

(4) In the case of an intention to rent, the application for a occasional or long-term rental must include at least the following information:
- the applicant's personal and contact details;
- the name and size of the area or premises applied for;
- the proposed duration of use;
- the purpose of the rental.

17.§

The rental process

(1) Occasional (ad hoc) rental
a) The preparation and conclusion of the rental contract is, as a general rule, the responsibility of the Asset Management and Technical Department (hereinafter referred to as “AMTD”) of the TOD, except in the cases provided for in paragraphs b) and c). The preparation of the rental property for use (equipment, cleaning, etc.), its handover to the Lessee and its return to the Lessor shall be carried out by Egyetemi Centrum Kft. The request for the issue of the invoice is prepared by the TOD AMTD and sent to the DEA on the basis of the concluded rental contract or purchase order. The invoice is issued and sent by the DEA to the Lessee.
b) In the case of immovable properties and parts of properties in Zalaegerszeg and Nagykanizsa, the tasks set out in paragraph a) shall be performed by the staff of the TOD AMTD working locally in the University Centres.
c) In the case of sports facilities, the tasks set out in paragraph a) – with the exception of invoicing – shall be performed by the Institute of Physical Education and Sports (hereinafter referred to as “IPES”), while the utilisation of the Chamber Hall in Building ‘E’ in Veszprém and the Community Hub E29 (ComHub) is the responsibility of the head of the department responsible for cultural organisation, with the consent of the Chancellor. The request for invoicing is sent to the DEA, and the invoice is issued and sent to the Lessee by the DEA.

d) Among the occasional rental requests for the same premises or area at the same time, preference shall be given to those related to University's teaching and research activities.

e) The DEA is responsible for issuing the invoice, monitoring financial performance, preparing the balance statements, and sending the payment due notice in case of late payment. If the demand for payment remains unresolved, the claim for legal collection process shall be initiated by the DEA, after the file of the case has been completely drawn up, by handing it over to the DLAP in order to enforce collection by legal means.

(2) Long-term rental

a) The preparation and conclusion of all the contracts relating to the rental, including the tendering process, as well as the handover and return of the rental property, is the responsibility of the TOD AMTD (with the assistance of the DFMS).

b) The TOD AMTD sends the preparatory documents (invitation to tender, draft rental contract) related to long-term rental to the Operator in order to exercise its right of consent or veto, if the duration of the rental exceeds 24 months.

c) Before the rental of social and welfare facilities and premises, the TOD AMTD sends the preparatory documentation (invitation to tender, draft rental contract) to the Operator and the Works Council to ensure the exercise of the right of co-decision.

d) In the case of tendering, the Chancellor shall decide on the result of the tender on the basis of the proposal of the Evaluation Committee, as provided for in Sections (5) and (6) of Article 12.

e) The DEA is responsible for issuing the invoice, monitoring financial performance, preparing the balance statements, and sending the payment due notice in case of late payment. If the demand for payment remains unresolved, the claim for legal collection process shall be initiated by the DEA, after the file of the case has been completely drawn up, by handing it over to the DLAP in order to enforce collection by legal means.

f) In the case of long-term rental, the actual consumption of public utility services shall be measured, where possible, by the installation of master or sub-meters. This must also be included in the contract. In cases where metering is technically impossible or uneconomical, the responsibility of the TOD DFMS shall be to determine the energy consumption by calculation or estimation.

18.§

Powers of authorisation, conclusion of the rental contract

(1) In the case of occasional (ad hoc) rental, rental contracts may, upon approval by the Chancellor and subject to the value limits of the “Regulation of Powers and Competence Relating to Financial Management”, be concluded by the Head of the TOD in Veszprém, the Director of the IPES in the case of sports facilities in Veszprém, the head of the organisational unit responsible for cultural organisation in the case of the Chamber Hall in Building ‘E’ and the Community Hub E29 (ComHub), and the Directors General of the University Centres in the case of the immovable properties in Zalaegerszeg and Nagykanizsa. The approval of the Chancellor will be indicated on the contract. The Chancellor's approval is not required for the establishment of a rental relationship through purchase order.

(2) In the case of long-term rentals, the Chancellor shall be entitled to conclude the rental contract, but only with the prior approval of the Operator in the case of long-term rentals exceeding 24 months.

(3) Contract for the establishment of a rental relationship may be concluded with the help of the sample contracts in the Annex to this Policy or, in the case of occasional (ad hoc) rentals, as specified in Section (1) of Article 14, with the help of the sample order in the Annex to this Policy, subject to the GTC. Sample contracts may be amended or supplemented as necessary in the light of the specific features of the rental relationship.

(4) In the cases provided for in Sections (2) and (3) of Article 13, only the Chancellor shall be authorised to sign contracts for the use of immovable property.

(5) Rental and utilisation contracts shall be concluded before the beginning of the legal relationship.

Chapter V

RULES ON THE DISPOSAL OF PROPERTY

19.§

General rules on sale

(1) The University may freely transfer the assets it owns, acting on its own authority, subject to the provisions of Sections (2), (3) and (5) of Article 19.

(2) The Senate shall decide on the disposal of immovable property owned by the University and on the proposal to be sent to the Operator.

(3) Immovable property may be sold in respect of assets no longer required for the performance of the activities specified in the Statutes and indicated in the Institution Development Plan and the Asset Management Plan for the year in question.

(4) Ownership of University property may be transferred only to a natural person or a organisation classified as 'transparent'.

(5) No property may be disposed of without the prior approval of the Operator.

(6) The University is entitled to sell tangible assets (technical equipment, machinery, equipment, etc.) and inventories no longer required for its operation, as defined by the Accounting Act, without the prior approval of the Operator.

(7) Pursuant to the provisions of the ATAct, if the University sells the immovable property it owns, the proceeds from the transfer of the property – the part remaining after the settlement of the costs of the transfer – shall be used for the implementation of infrastructure development purposes defined as public tasks in Annex 1 of the AMFPFAct. The University may not use the proceeds from the sale of immovable property to finance operating costs.

20.§

The sales process

(1) The transfer of ownership of assets shall be carried out by public tendering.

(2) There is no need for tendering:
   a) in the case of replacement of the property;
   b) in the case of sale to the holder of a preemptive right, if titles to the land and to the structure on it have been previously separated, or if the rules of the Civil Code on the termination of joint ownership apply;
   c) in the case of sale to a local authority;
   d) in the case of the sale of an asset of small value – an individual gross market value of less than HUF 3 (three) million.

(3) The tender may be open or closed.

(4) A tender is open to the public if

a) the circle of bidders cannot be predetermined;
b) the number of bidders in the defined circle is not known.

(5) A tender is closed if the contracting authority directly invites interested parties to submit their bids, setting appropriate time limits. A restricted invitation to tender may be announced only in exceptional circumstances.

Chapter VI

IMPLEMENTATION PROVISIONS

21.§

(1) The University shall publish this Policy on its website (www.uni-pannon.hu).

(2) This Policy has been adopted by the Senate by its Resolution 243/2024. (XI.28.).

(3) This Policy will enter into force on 1st January 2025, after it has been adopted by the Senate and approved by the Executive Director. At the same time, the Asset Management Policy approved by Senate Resolution 192/2022. (X. 27.) shall be repealed.

Chapter VII

TRANSITIONAL AND FINAL PROVISIONS

22.§

(1) The provisions of this Policy shall apply to cases initiated after it has entered into force.

(2) The abbreviation of this Policy applicable in other regulations is [VGSZ (AMP)].

Chapter VIII

ANNEXES

Annex 1/A: Occasional Rental Contract – Sample
Annex 1/B: Order for Occasional Rental – Sample
Annex 1/C: General Terms and Conditions (GTC) for Orders for Occasional Rental
Annex 2: Long-Term Rental Contract – Sample
Annex 3/A: Minimum Rental Fees Applicable to Occasional Rentals
Annex 3/B: Summary Description of the Occasional Rental Process
Annex 4/A: Indicative Rental Fees for Long-Term Rental
Annex 4/B: Summary Description of the Long-Term Rental Process
Annex 5: Declaration of Conflict of Interest – Sample
Annex 6: Asset Management Plan – Sample

Dated at Veszprém, on 28th November 2024

Dr. János Abonyi
Rector

Zsolt Csillag
Chancellor

Approved on behalf of the Foundation for the University of Pannonia, acting as Operator:

Dated at Veszprém, on 20th December 2024

Dr. Péter Bartus
Executive Officer