Pannon Egyetem
University of Pannonia

UNIVERSITY OF PANNONIA ORGANISATIONAL AND OPERATIONAL RULES OF PROCEDURE OF THE CENTRE FOR STUDENT SERVICES AND CAREER

Adopted by the Senate on: 27th February 2025
Senate Resolution number: 39/2025. (II.27)
Effective date: 10th March 2025
Person responsible for the maintenance of this regulation: Director of the Centre for Student Services and Career
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version number	date of publication	effective date	date of repeal	Senate Resolution number, Board of Trustees Resolution number*
00	15.04.2024	15.04.2024	10.03.2025	59/2024. (III.28.) senate resolution
01	10.03.2025	10.03.2025	-	39/2025. (II.27) senate resolution

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

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The Organisational and Operational Rules of Procedure the Centre for Student Services and Career (CSSC) (hereinafter referred to as: "**CSSC-OOR**") 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. § Aim of this regulation

1. Subject to the provisions of the OORP as well as the Act CCIV of 2011 on National Higher Education, the CSSC-OORP contains and defines the tasks of the CSSC, the responsibilities and sphere of competence of the Director of the CSSC and the rules of cooperation with the faculties and other comprehensive organisational units and organisational units of the university.
2. This OORP applies to the employees of the Centre for Student Services and Career, and to the employees directly involved in the execution of the Centre's tasks.
3. The CSSC-OORP shall be adopted by the Senate.

2. § Name and details of the Centre

1. Name of the Centre: Centre for Student Services and Career, University of Pannonia
2. Identification data of the Centre:
    a) abbreviated name: UP-CSSC,
    b) address: 8200 Veszprém, Egyetem street 10.,
    c) postal address: 8200 Veszprém, Egyetem street 10.,
    d) e-mail address: karrierkozpont@uni-pannon.hu.
3. In accordance with the Chancellor's Directive on the rules of stamp use, the Director shall be authorised to use the round stamp with the coat of arms of Hungary on it on his or her official documents.
4. The Director's round seal:
    a) in the middle: coat of arms of Hungary,
    b) upper outer circle: "Pannon Egyetem" (University of Pannonia),
    c) upper inner circle: "Karrier- és Hallgatói Szolgáltatóközpont" (Centre for Student Services and Career),
    d) lower outer circle: "Veszprém",
    e) lower inner circle: "Igazgató" (Director).

3. § Legal status of the CSSC, its place within the University

1. The CSSC is a comprehensive, non-faculty organisational unit under the direction of the Rector, with service functions, budgetary responsibility and decentralised management.
2. The CSSC shall be managed and represented by the Director appointed by the Rector with the agreement of the Chancellor.
3. The professional supervision of the CSSC shall be exercised by the Rector of the University.

II. Responsibilities, Organisation and Contacts of the Centre for Student Services and Career

4.§ Responsibilities of the Centre for Student Services and Career

1. The CSSC is a comprehensive organisational unit of the University with activities covering the entire institution.
2. The primary tasks of the CSSC in the field of student services:
   a) It conducts individual and group career guidance and counselling.
   b) It organises training courses and workshops to improve knowledge of the labour market, self-knowledge and personal effectiveness.
   c) It operates multilevel mental health and psychological services (coaching, mental health counselling, psychological counselling).
   d) As a professional support partner, it participates in the planning, coordination and development of the University's mentoring, talent management and peer support programmes.
   e) It provides up-to-date information on labour market opportunities and novelties.
   f) Engages in advertising activities aimed at reaching students: it promotes and posts job vacancies, job opportunities for students, volunteering programmes and internship opportunities through job portal and databases, and organises job fairs with the involvement of labour market actors.
   g) It is involved in the coordination of community service/student work available for secondary school students at the University of Pannonia.
   h) In order to increase the number of students, it participates in career orientation events, exhibitions, professional events and enrolment events.
   i) It liaises with local employers and those carrying out activities in the region to improve the effectiveness of career guidance and career services and to facilitate the delivery of up-to-date job market information.
   j) It receives and coordinates employers' service requests and activities aimed at reaching out to and recruit students.
   k) It takes part in educating local residents, primarily by organising and delivering career, career guidance and life skills presentations and workshops.

l) It maintains close cooperation with the faculties and University Centers and other comprehensive organisational units to develop different professional programmes, diversify student support and ensure their specialisation.
m) It maintains a one-stop helpdesk where it provides information services to students to help them solve their academic and daily life problems.
n) In accordance with the Policy of Complaint Management of the University of Pannonia, it is responsible for the coordination of complaints concerning students: it is involved in the investigation and evaluation of student complaints in the framework of the Complaints Handling Forum.
o) Coordinates the full range of tasks related to the overall university alumni activities, develops alumni services.

5. § Relations with the University's management bodies, faculties, comprehensive organisational units and external organisations

1. The Director is responsible for liaising with the University's management bodies, faculties, comprehensive organisational units and the heads of the various organisational units.
2. The CSSC carries out its activities partly independently and partly in cooperation with the faculties, the comprehensive organisational units, organisational units or external organisations and experts.
3. The CSSC carries out its activities in close cooperation with the University's organisational units, faculties, comprehensive organisational units, subject to the approval of the Dean/ head of the comprehensive organisational unit/ head of the organisational unit.

III. Management of the Centre for Student Services and Career

6. § The Director

1. The CSSC is managed by the Director, who is appointed by the Rector with the agreement of the Chancellor and who is employed in an executive position in accordance with Section 37 (2) (b) of the NHEAct and the relevant provision of the Employment Requirement System.
2. The Director shall be the head and representative of the CSSC responsible for its professional activities.

7. § Powers and duties of the Director

1. The duties, powers and responsibilities of the Director are set out in detail in his or her job description.

2. Duties of the Director:

a) representing the CSSC, managing and organising its activities,
b) exercising the powers conferred on him or her by the Rector,
c) informing the Rector on a regular basis,
d) expressing his or her opinion, initiating and preparing decisions with his or her proposals on matters that concern the CSSC and that are beyond his or her competence,
e) exercising the right to make commitments and issue documents in matters relating to the CSSC, in accordance with the relevant university regulations,
f) preparing reports, statistics and statements relating to the operation of the CSSC,
g) exercising the right to give instructions in respect of the staff of the CSSC,
h) managing and supervising the day-to-day work of the staff of the CSSC, organising work assignments related to duties, assigning substitutes,
i) facilitating the development of the up-to-date knowledge and professional skills of the staff of the CSSC,
j) responsible financial management of the CSSC, compliance with and ensuring adherence to the approved budget appropriations,
k) within the organisation of the CSSC, complying with and ensuring compliance with the provisions relating to health and safety at work, fire prevention, property protection, accident prevention and health protection,
l) being responsible for the protection of assets under the management of the CSSC and for the proper use of assets,
m) supervising the procurement and inventory of the CSSC's assets.

IV. Financial Management, Stamp Use

8. § Financial management

1. The University shall ensure the conditions necessary for the operation of the CSSC within the limits of its institutional budget.
2. The financial management of the CSSC shall be governed by the provisions of the University's “Policy on Financial Management”. Its budget limits are defined by the institutional budget and used in accordance with the provisions of the “Regulation of Powers and Competence Relating to Financial Management ”.
3. The use and disposal of the assets listed in the CSSC's inventory are governed by the currently valid “Asset Management Policy”, while the scrapping and inventory of unnecessary, obsolete or physically damaged assets are carried out in accordance with the “Disposal Policy of the University of Pannonia” and the “Inventory Control and Inventory Preparation Policy of the University of Pannonia”.

9. § Rules for the use of stamps

1. Circular stamps used to stamp documents and records shall be subject to strict accountability. Stamps may be handled only by persons authorised in writing by the Director in accordance with the instructions issued by the Chancellor on the use of stamps.

V. Implementing and Final Provisions

1. The University announces and publishes this Regulation on its website (www.uni-pannon.hu)

2. This Regulation has been adopted by the Senate on 27th February 2025 through its Resolution 39/2025. (II.27).

3. This Regulation enters into force on 10th March 2025 and shall remain in force until revoked.

4. With the entry into force of this Regulation, the Regulation "University of Pannonia Organisational and Operational Rules of Procedure of the Centre for Student Services and Career", accepted by Senate Resolution 59/2024. (III.28), in effect from 15th April 2024, shall be repealed.

Place and date: Veszprém, 27th February 2025.

Dr. János Abonyi
Rector

Zsolt Csillag
Chancellor