University of Pannonia

CODE OF ETHICS

OF THE UNIVERSITY OF PANNONIA

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The Code of Ethics (hereinafter referred to as: "**Code**") 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:

1. § Purpose and scope of the Code of Ethics

(1) The Code of Ethics is a collection of **moral standards of conduct** – rights and obligations – by which **University citizens** (employees and students) contribute to the preservation of the professional and institutional integrity of the University, the strengthening of human relations and quality work and study. The Code provides guidance on issues and sets ethical standards that are not covered by legislation and University regulations, thus helping University citizens comply with standards of conduct, recognise ethical problems that arise, and resolve them.

(2) The success of our University is based on an **organisational culture** that promotes ethical behaviour in the operation of the institution.

(3) Scope of the Code:
   a) **Its personal scope** extends to
      i. all the managers and employees of the University and all its students (hereinafter collectively referred to as "University citizens"),
      ii. people with other employment relationships with the University of Pannonia,
      iii. holders of the title of Professor Emerita, Professor Emeritus, Private University Professor, Honorary University Professor, Honorary Associate Professor and Master Teacher awarded by the University in connection with their academic activities,
      iv. people who do not have a student status with the University but who are receiving education (e.g. attending specialised education),
      v. people not legally employed by the University but taking part in the activities of its boards (any external person involved in the work of any board),

   who are all responsible for ensuring compliance with the Code.

b) its territorial scope extends to the entire territory of the University as defined in the University's Statutes; and to any place where any person subject to the Code appears on behalf of the University (e.g. for the purposes of employment, performance of duties, study),
c) its temporal scope starts from the date of adoption of the Code – for new entrants, from the date of documented communication of the Code to them,
d) its material scope extends to all the activities of the people defined in paragraph a) of Section (3) related to the University.
The material scope of the Code does not extend to:
i. offences and infringements defined by law;
ii. any activity specified in other internal regulations to which those regulations attach adverse legal consequences;
iii. disciplinary and compensation matters;
iv. the ethical implications of research planned to be launched at the University. The Research Ethics Committee has the responsibility and authority to formulate positions on ethical issues in science and to take decisions on research ethics approvals, as set out in the Regulation of Research Ethics.

(4) The University must set up an Ethics Committee (hereinafter referred to as: "Committee") to deal with possible ethical conflicts and misconduct. In the event of a moral conflict or ethical misconduct in connection with the activities of the University which requires clarification or investigation, any person subject to the Code may request the Committee to take a position and initiate an ethical investigation. The functioning of the Commission is governed by its Rules of Procedure. The Rules of Procedure are drawn up and adopted by the Commission itself. The Commission must review the Rules of Procedure annually and amend them as necessary.

2. § Legal background, regulatory environment

(1) The University has drawn up the Code taking the following legislation and University regulations into account:
a) Act I of 2012 on the Labour Code (hereinafter referred to as: "LabCode"),
b) Act CCIV of 2011 on National Higher Education (hereinafter referred to as: "NHEAct"),
c) Act V of 2013 on the Civil Code (hereinafter referred to as: "CivCode"),
d) Act CXII of 2011 on the Right of Informational Self-Determination and Freedom of Information (hereinafter referred to as: "InfoAct"),

e) Act CXXV of 2003 on Equal Treatment and the Promotion of Equal Opportunities (hereinafter referred to as: "**EqTrAct**")
f) the University's Organisational and Operational Rules, Part I, Organisational and Operational Rules of Procedure (hereinafter referred to as: "**OORP**"),
g) the University's Employment Requirement System (hereinafter referred to as: "**ERS**"),
h) the University's Student Requirement System (hereinafter referred to as: "**SRS**"),
i) the Equal Opportunities Policy of the University,
j) the University's Regulation of Research Ethics,
k) the Regulation on the Management of Intellectual Property.

3. § Definitions

(1) **Ethics**: the system of right and wrong conduct, as well as an approach dealing with the distinctions between human characters and the moral development of people and their communities.

(2) **Ethics Committee**: the body of the University of Pannonia ensuring that it is operated in an ethical manner. It takes a position and decides on all the matters that are assigned to it by the Code of Ethics.

(3) **Ethical misconduct**: culpable breach of the rules of conduct set out in the Code of Ethics. Any person who intentionally violates any of the standards of conduct set out in Article 5 of this regulation commits an ethical misconduct, provided that his or her act is not subject to adverse legal consequences under misdemeanour or criminal proceedings or any other internal organisational regulation.

(4) **University citizen**: a person employed by or having a student status (including doctoral students) with the University.

(5) **Sustainability**: aligning environmental, social and economic interests, consciously managing the associated impacts and preparing for the needs of future generations while respecting the environment.

(6) **Sustainable University**: taking the principles of sustainable development into account in the way the institution operates, with respect to the values and expectations of its internal and external stakeholders.

(7) **Organisational culture**: the social force that holds the University together and has an identity- and environment-shaping effect. As a positive effect, it can foster identification

with institutional goals and brings stability, just as culture in general can be seen as the history of the past, the sum of our present actions and attitudes and our vision of the future.

(8) Equal treatment: on the basis of the requirement of equal treatment, natural persons, groups of natural persons, legal persons and entities without legal personality must be treated with the same respect and care, and equal account of individual considerations must be taken.

(9) Affected party: natural persons who participate in the procedure as the party making complaints or being complained about and whom the Ethics Committee decides about.

4. § The objectives of the University of Pannonia, as an institution of higher education, accredited research organisation and employer

(1) The University is committed to performing high quality, innovative teaching and research activities in higher education in Hungary and internationally. One of its main goals is to meet social and economic expectations in a way that ensures the satisfaction of and cooperation with its external stakeholders (public authorities, local governments, partners, local communities) and internal stakeholders (students, employees), while maintaining a high level of service quality.

(2) Our mission: We are here to translate our knowledge, scientific competence and contacts into products and services that facilitate intellectual development and improve quality of life and social well-being. To achieve this, we rely on our dedicated, ethical and excellent staff who take responsibility for improvement and work in a creative atmosphere.

(3) Our vision: The University of Pannonia plays a leading role in education and research in Hungary, as well as in third mission activities.

(4) Our objectives:
   a) To create attractive, balanced jobs and higher education for our university citizens.
   b) To implement high quality basic and applied research, the results of which are integrated into education and can be used by the various players of the economy.
   c) To ensure sustainable operations.
   d) To promote social mobility, ensuring equal opportunities and supporting a vibrant community life and healthy lifestyles.

e) To make the best use of the knowledge generated in higher education and exploit the potentials of higher education institutions from an economic and social perspective outside the academic environment.

5. § The principles and general expectations of the University of Pannonia

(1) **The core values of the University**:
   a) cooperation,
   b) fair and honest conduct,
   c) collegiality,
   d) solidarity,
   e) professionalism,
   f) moderation,
   g) common sense,
   h) openness,
   i) diversity,
   j) equal opportunities,
   k) need for improvement.

(2) The University does not restrict the **freedom of association and the right to collective bargaining** of its employees. The University recognises, promotes and respects trade unions and their activities in the field of representation and protection of interests. Cooperation between the University and trade unions shall respect the other party's rights and legitimate interests. In the exercise of rights and the performance of obligations, they shall act in mutual cooperation in accordance with the requirements of good faith and fairness. The University respects the Works Council and the rights of labour and student representative bodies based on legislation and contracts, and complies with its obligations towards them.

(3) **University citizens** are expected to carry out their duties and all activities in connection with the University **with a sense of ownership**.

(4) **Everybody subject to the Code** is expected to:
   a) act in all cases in accordance with the law and the ethical rules set out in the Code of Ethics.
   b) use the **principle of cooperation** when solving problems. It is unethical to make general condemnations over problems that arise, or to make no attempt to solve them.
   c) exhibit a service-oriented, efficient, constructive, problem-solving and helpful attitude (towards colleagues, students and partners).

d) carry out their tasks and duties in an efficient, proactive, constructive and problem-solving manner in support of the University's core activities.
e) ensure that operations are carried out in an economic and efficient manner.
f) identify themselves with the goals and strategy.
g) endeavour to **maintain the good reputation of the institution** and refrain from any behaviour or conduct that could damage the prestige of the University. No conduct within or outside the University which may damage the reputation of the University is allowed. In matters concerning the University, each person may make public statements only within the scope of his or her authority and right to make such statements, in a moderate and responsible manner. Any unsubstantiated public communication or rumour that incriminates the University or any of its organisational units or any person subject to the Code for ethically objectionable conduct or committing such an act shall be considered an ethical breach.
h) **Use of social media**: when using social media, make sure that you comply with the Code in your communications. Your opinion may not be discriminatory or offensive to others and may not shad a negative light on the University. Each individual is responsible for his or her **(media) communication** and opinion. Everyone has a fundamental moral obligation to respect the standards of the organisation and its operations. In forming opinions, objectivity must be sought, i.e. opinions must be formed and decisions taken on the basis of the facts, data and information available to them.
i) The **prohibition of conflicts of interest** is a guiding principle, the details of which are regulated by the ERS and the CivCode for those in employment.
j) The **prohibition of corruption and fraud** is also enforced at the University.
k) Avoid any situation in which a conflict of interest may arise; this means that no decisions or actions relating to business, teaching, research and the performance of duties may produce direct benefits and they may not be influenced by the personal circumstances of the person concerned.
l) The University pursues the principle of **non-discrimination**. No discrimination – whether positive or negative – is tolerated, either among ourselves or towards outsiders, with due regard to the provisions of the Equal Opportunities Policy.
m) **People taking part in the work of the boards** must prepare for the meetings and do their utmost to ensure that the proposals and decisions falling within the competence of the board are well-founded; they must also endeavour to make objective, unbiased and professional decisions and proposals.
n) Any person subject to the Code undertakes to maintain **confidentiality** with regard to **confidential documents, information and personal data** handled in connection with their employment contract, the performance of their duties, their job or assignment, or in the course of their employment or in the course of their student status, and is responsible for compliance with the confidentiality obligation (in the

case of people in employment, with particular regard to the confidentiality provisions contained in the ERS).

o) Intentional violation of the laws and university regulations on the **protection of intellectual property** is considered an act of ethical misconduct. In particular, it is an ethical obligation for any affected party not to disclose to any unauthorised person any information which has come to the his or her knowledge in the course of any proceedings of the University. The detailed rules on research ethics are set out in the Regulation of Research Ethics.

p) People subject to the Code must respect each other's **view of the world and political beliefs** and may not influence each other's views by any means in their activities carried out in connection with the University. In their activities outside the University, they must avoid any reference to or implication of the University and must expressly refrain from presenting their views as those of the University. In doing so, they may not use assets or services provided by the University (e.g. mobile phone, car, Internet connection, etc.) even if they are otherwise entitled to use them for private purposes. They may not engage in or practice any form of persuasion relating to political or religious beliefs during working hours, at the workplace or in the performance of their duties. In the case of individual political involvement, the name of the University and its resources may not be used. No activity must create the impression that the University is committed to a political party or a political or religious movement. The University may not be a venue for party political events. The University does not engage in direct political activities and is independent of political parties, and does not provide them with financial support.

q) The University strictly prohibits any form of **violence, intimidation or harassment**. Any form of these, such as racial, sexual or religious, is totally unacceptable. It is our duty to take action against any form of violence that is found to be in breach of the above, when we detect such, and to report the incident to the Committee and the competent authority.

r) Everyone must respect **privacy**. We have the right to separate our private lives from our academic activities.

(5) **Special rules for managers:**

a) Managers must listen to the individual work-related problems of their staff and seek to solve them by the means available.

b) When managers sanction mistakes made by their staff, it must be done by applying the principles of reasonableness and fairness, in compliance with the provisions of the ERS.

c) Where a university citizen is subject to a performance assessment, the performance assessment must be objective, fair and constructive. The assessment must be transparent to the individual but not public to others.

d) Managers may not give orders to subordinates which cannot be carried out without unethical conduct.
e) Managers are expected to manage the area under their control (in addition to the requirements of the law and other University regulations) in accordance with the requirements of this Code and the Equal Opportunities Policy; and
    i. take due professional care in the preparation of decisions, and seek and take into account the views of their subordinates, relevant bodies, organisational units and the management throughout the process, where possible;
    ii. provide the freedom allowed by the job descriptions of their subordinates and necessary for the performance of their professional duties and autonomy in their decisions.

(6) Specific rules for lecturers:

a) The primary duty of lecturers is to provide high quality university education and to serve science.
b) The relationship between lecturers and students is a master-student relationship. Lecturers must strive to be open, accepting, supportive of the professional, intellectual and moral growth of their students, and to be a person who is committed to focus on and promote their self-empowerment.
c) Lecturers may only give guidance to students during classes or in connection with their studies. Such guidance must be objective, well-mannered and polite. Lecturers may not give students guidance which cannot be carried out without exhibiting unethical behaviour.
d) Due to reasons related to conflict of interests, lecturers may not be the examiner of a student who is related to them by family or friendship, or with whom they have a conflict of any kind. On the grounds of a conflict of interest, lecturers should also avoid grading a student's academic progress if the student has a close personal relationship with the lecturer outside the workplace, built on a connection unrelated to teaching.
e) Where the student is involved in a performance assessment (e.g. an examination), the performance assessment must always be objective, fair and constructive. The assessment must be transparent to the person concerned, but not public to others.
f) Lecturers must take particular care to ensure that the knowledge testing is always fair and unbiased.
g) Lecturers may not disclose any information about their students' studies to any third person, not even to a direct relative (including information on their student status and performance, etc.).

(7) Specific rules for students:

a) They must cooperate with all the citizens of the University, in particular with their lecturers and fellow students.
b) They must be loyal to the University and show solidarity and respect for its citizens.
c) Their achievements must be based on real, personal work.
d) They must reference data, results, sources, passages and quotations taken from others in accordance with the principles of scientific ethics and the provisions of the relevant regulations.
e) They are obliged to support the work and professional career of their fellow students to the best of their abilities.
f) They must refrain from disturbing the course of teaching and the work of their fellow students.
g) They must express their opinions in an objective, considered and fact-based manner on matters concerning teaching, in particular when assessing teaching activities.
h) Students must take particular care to ensure the integrity of examinations, that they must be identifiable during the exams and that only permitted equipment is used.

6. § Ethical misconduct, complaints

(1) Ethical conduct is essentially based on honesty in relations and respect for the principle of equal treatment. The integrity and reputation of the University are the responsibility of all the people subject to the Code.

(2) It constitutes an ethical misconduct,
a) if someone is in culpable breach of the requirements of the Code.
b) if someone refuses to cooperate with the Committee, making it impossible for the Committee to hear him or her. Everybody subject to the Code is obliged to cooperate with the Committee.

(3) The Code prohibits the sanctioning of a person who has reported information or requested information from his or her supervisor, co-worker or lecturer in good faith.

(4) In the case of suspected ethical misconduct, the basis and purpose of the report:
a) assistance, protection (e.g. in case of harassment, abuse, discrimination, etc.),
b) prevention (e.g. of similar future offences, escalation),
c) community empowerment,
d) maintaining community morale,
e) preserving the reputation of the institution.

7. § The Ethics Committee

(1) The Ethics Committee is a standing committee established by the Senate to investigate and adjudicate ethics complaints.

(2) The Ethics Committee is composed of four members, one of whom is the Chair. The members of the Committee may only include natural persons having an employment relationship or a student status with the University.

a) The Committee is a standing committee established by the Senate with University-wide powers, consisting of a Chair and permanent members.
b) The Chair and the permanent members of the Committee are proposed by the Rector and elected by the Senate. The term of office of the Chair and the members is for a maximum of four years, in line with the term of office of the elected members of the Senate.
c) The President of the Students' Union of the University of Pannonia must be an ex officio member of the Committee.
d) The Rector must issue a letter of appointment to the Chair and permanent members elected by the Senate.

(3) The Head of the Directorate of Legal Affairs and Procurement and the Head of the Directorate of Human Resources Management (or one of their delegated employees) participate in the work of the Committee as a member with the right of consultation.

(4) The Chair of the Committee may, in addition to the permanent members, engage experts for the duration of the investigation, if the investigation of the case so warrants.

(5) Experts must be invited by the Chair of the Committee to participate in the work of the Committee on a specific case. The experts invited to the Committee must be persons with appropriate professional expertise, taking into account the nature of the ethical misconduct being the subject matter of the proceedings.

(6) In the event the Chair or any of the members is unavailable or prevented from attending, the Rector may appoint an alternative member.

(7) The mandate of the members of the Committee ends

a) when the mandate expires, upon termination of the employment relationship with the University (including the period of exemption from work prior to the termination),
b) by resigning from office,

c) by recalling,
d) upon the death of the member,
e) if the Committee is dissolved,
f) in the event of an ethical censure of a member, for any other reason specified by law or in the OORP.

(8) Only the members of the Committee, the Rector and the Senate are entitled to initiate the recall of a member. The Senate decides on the recall of a member on the proposal of the Rector. The Senate has the right to dissolve the Committee on the proposal of the Rector.

(9) The Committee must operate and take its decisions on the basis of the Rules of Procedure established in accordance with the principles of the Code.

(10) The Committee has its meetings on an occasional basis (in the case of an ethics complaint). The Committee must meet at least once a year when it decides on the review and amendment of the Code.

(11) The Committee is responsible for:
a) conducting ethics investigations and taking a written position in the form of a decision;
b) being knowledgeable about and maintenance of the Code, regular review of the Code;
c) organising lectures and training sessions for university citizens to explain the Code;
d) keeping records of ethical matters, preparing reports for the Rector and the Chancellor.

8. § Reporting breaches of ethical standards

(1) A breach of ethical standards may be reported by the victim or by any person who has credible knowledge of this fact (hereinafter referred to as the "reporting party") and who is prepared to participate in proving the credibility of his or her report by disclosing his or her name to the committee dealing with the case.

(2) No anonymous report may be submitted; however, the reporting party may request that his or her name not be disclosed or that his or her data be kept confidential if he or she has reasonable grounds to be afraid that he or she may suffer prejudice as a result of making the notification.

(3) In the case of a breach of ethical standards, a complaint may be filed within 30 days of the date on which the act became known in the manner specified in Section (7) of Article 8.

(4) No ethics procedure may be conducted if more than six months have elapsed since the date on which the act complained of occurred. In the case of successive ethics offences, the date of the last act will be decisive for the application of the time limit, however, related prior acts may also be taken into account in the assessment of the offence.

(5) No ethics procedure may be started and the Committee will reject the complaint received if:
   a) the notification was made anonymously;
   b) it falls within the jurisdiction of another committee, court or other authority or body;
   c) the complaint is out of time;
   d) the complaint is ungrounded on the basis of the information available;
   e) the act the complaint is based on has already been finally decided on by the Committee;
   f) at least six months have already elapsed since the commission of the offence complained of.

(6) If the complaint is rejected for the reason specified in Article 8 (5) b), the Ethics Committee shall, in addition to making the decision, forward it in the form of a statement to the Rector and the Chancellor.

(7) The notification must be as specific as possible, indicating:
   a) the names of the person making the complaint and the person complained against (hereinafter collectively referred to as the "people concerned"),
   b) the conduct complained of and the subject matter of the complaint;
   c) the place and time of the act; and
   d) available evidence of the occurrence of the act (e.g. witnesses, physical evidence, etc.).

(8) Complaints may be made only in writing by sending an "Ethics Complaint Reporting Form" available on the University's website in e-mail to etikaibizottsag@uni-pannon.hu.

(9) The Committee must record in writing its decision to reject a complaint or to initiate proceedings of its own motion and send it to the parties concerned. No appeal may be lodged against the Committee's decision specified in this paragraph.

(10) The Committee may initiate ethics proceedings of its own motion against any person who has made an ungrounded report on the basis of the information available.

(11) The Committee must inform the person making the report within 5 working days of receipt of the report and of the deadline for the investigation.

9. § The ethics investigation process

(1) If the report entails an investigation, the Committee must investigate the report within 30 days (in justified cases, this period may be extended by up to 30 days, of which the Committee must inform the person(s) concerned) and must decide on the merits of the case.

(2) Within 5 working days of receipt of the report or complaint, the Committee must examine it to determine whether it contains circumstances that would justify action by another organisational unit or authority (e.g. criminal proceedings, disciplinary proceedings, action by the Students' Union or other body of the student representation), in which case it must reject the report or complaint and take the necessary measures.

(3) If the rejection of the report or complaint is not justified – in the absence of any need to initiate other proceedings –, the Committee must, within 5 working days of receipt of the report or complaint, examine the complaint from the point of view of whether the facts set out therein (the alleged infringement and the grounds for it) are suitable for initiating proceedings by the Committee.

(4) The Chair of the Committee will reject in writing any report which does not indicate a specific breach of ethical standards or does not provide evidence thereof, and will inform the reporting party that he or she can resubmit the report once again, after having completed the deficiencies indicated in the rejection.

(5) Each ethics investigation (irrespective of the nature of the decision) is concluded with a decision.

(6) As a general rule, the person concerned may participate in the ethics procedure in person.

(7) In the course of the proceedings, the person concerned may:
   a) attend the Committee meeting;
   b) make a statement (in particular: speak at a Committee meeting, present arguments, make a written submission to the Committee);
   c) put questions to the members of the Committee or to the participants in the meeting;
   d) present evidence (in particular: invite witnesses and experts, submit documents);

e) have access to and inspect the case file, and request copies and take notes thereof, while respecting the personality rights of the parties to the proceedings.

(8) The Committee may act on its own initiative on the basis of a report or if it becomes aware of an ethical misconduct or a well-founded suspicion thereof.

(9) The detailed rules of the ethics investigation are laid down in the Rules of Procedure of the Committee.

10. § Committee decisions

(1) The Committee is competent to act on all matters covered by this regulation.

(2) The Ethics Committee may take the following resolutions in the form of a decision:
   a) It does not establish the occurrence of an ethical breach and terminates the proceedings;
   b) It establishes that an ethical misconduct has been committed and calls the offender to refrain from violating the provisions of the Code in the future;
   c) if the University has to take further action or initiate legal proceedings on the basis of the relevant legislation or other regulations in the matter of ethical misconduct, the Committee forwards it to the Rector and the Chancellor in the form of a position, in addition to taking the decision specified in paragraph b).

(3) The Committee must record its decision in writing within 8 working days of the decision and must notify the parties concerned, the Rector and the Chancellor, by sending a copy of the decision.

(4) The person concerned may request a copy of the minutes of the meeting to be sent.

(5) The meetings of the Committee are not public and may be attended only by the members of the Committee, the persons concerned and the experts invited.

11.§ Language use

(1) The language of the ethics procedure is Hungarian.

(2) No-one shall be disadvantaged because they do not know the Hungarian language.

(3) Non-native speakers of Hungarian may use English in ethics proceedings. The written decision must be issued in English as well as in Hungarian at the request of the non-native speaker of Hungarian.

12.§ Data processing by the Ethics Committee

(1) The Ethics Committee of the University of Pannonia and the Chancellor's Office are the data controllers.

(2) The processing of personal data is based on consent.

(3) The purpose of the processing is to conduct the Committee's ethics investigation and to manage the records created on the basis of the investigation. The Committee may not process sensitive personal data (e.g. racial or ethnic origin, political opinions, personal data revealing religious or philosophical beliefs, etc.).

(4) Any documentation generated during the investigations must be managed as set out in the Records Management Policy. The Chancellor's Office is the comprehensive organisational unit responsible for the Committee's file management activities.

13. § Transitional and final provisions

(1) The provisions of this Code apply to applications and procedures submitted after the formation of the Ethics Committee elected under this Code.

(2) The Code, the Ethics Complaint Reporting Form, the detailed Privacy Notice, as well as the composition, the contact details and the Rules of Procedure of the Ethics Committee are publicly available on the website of the University of Pannonia.

(3) The Code does not prescribe all situations that may arise in everyday practice. However, the absence of a rule applicable to a particular case does not exempt anybody from acting in a reasonable and ethical manner in all circumstances.

(4) This Code of Ethics was adopted by the Senate on 24th April 2025. The Code enters into force on 5th May 2025 and will remain in force until revoked. At the same time, the Code of Ethics adopted by Senate Resolution 245/2024. (XI.28.) shall be repealed.

Dated at Veszprém on 24th April 2025

Dr. János Abonyi m.p.
Rector

Zsolt Csillag m.p.
Chancellor