University of Pannonia

Faculty of Information Technology

Organisational and Operational Rules of Procedure

Adopted by the Senate on: 27th November 2025
Senate Resolution number:194/2025. (XI.27.)
Effective date: 1st January 2026
Document owner: Dean of the Faculty of Information Technology
Version number: 02

version number	date of publication	effective date	date of repeal	Senate resolution number, Board of Trustees resolution number*
00	02.01.2024	01.01.2024	01.10.2024.	Senate resolution 231/2023.(XII.07.)
01	01.10.2024	01.10.2024	01.01.2026	Senate resolution 176/2024.(IX.18.)
02	05.01.2026	01.01.2026		Senate resolution 194/2025. (XI.27.)

**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 (hereinafter referred to as: "Faculty OORP") of the Faculty of Information Technology (hereinafter referred to as: "Faculty") issued by the University of Pannonia (hereinafter referred to as: "University") on the basis of the 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. §
Faculty data

(1) Name of the Faculty: Faculty of Information Technology, University of Pannonia

(2) Identification data of the Faculty:

abbreviated name: UP-FIT (PE-MIK)

registered address: Egyetem Street 10, 8200 Veszprém

(3) In accordance with the Chancellor's Directive on the rules of stamp use, the Dean is authorised to use the round seal with the coat of arms of Hungary on it on his or her official documents.

(4) The Dean's round seal:

the coat of arms of Hungary in the middle,

upper outer circle: "Pannon Egyetem" (University of Pannonia),
upper inner circle: "Műszaki Informatikai Kar" (Faculty of Information Technology),
lower outer circle: "Veszprém",
lower inner circle: "Dékán" (Dean).

(5) Legal status of the Faculty: organisation with its own income, a decentralised management structure and an elected self-governing body.

(6) The Faculty is represented by the Dean.

(7) The official language of the Faculty: Hungarian.

(8) The brand identity colour of the Faculty is purple (Purple U according to the PANTONE Colour System); its logo is included in Annex 1.

2.§
The main responsibilities of the Faculty

(1) The Faculty is responsible for higher education training programmes, doctoral training programmes, research and development activities and postgraduate training programmes relating to information technology, electrical engineering and other disciplines requiring the use of engineering systems and technologies in modern information technology. The goal of the Faculty is to train professionals who are able to perform high standard development activities in their own field of expertise or take part in research projects on an international scale.

II. Organisational Structure and Operations of the Faculty

3.§
Organisational structure of the Faculty

(1) With its professional independence, elected self-governing body and an independent management of its income and decentralised systems in accordance with the relevant laws and the regulations of the University, the Faculty is an organisational unit of the University which performs its duties specified in the OOR and the regulations of the University.

(2) The organisational structure of the Faculty can be found in Annex 2 of this Faculty OORP.

(3) The Faculty performs its duties in a system consisting of various departments, a research laboratory, research and development units of a 'research & development centre' type and the Dean's Office, all of which may use the resources of the Faculty in an overlapping manner if necessary.

(4) Other cross-organisational research units responsible for professional coordination activities or set up for specific projects may be established at the Faculty. The head of a unit of this type does not qualify as an executive according to the ERS.

4.§
Department

(1) A department is an organisational unit with budgetary responsibilities and an infrastructure operated to proper standards, established for fulfilling duties in connection with training programmes, scientific research activities and educational management. The department is managed by the head of the department. The head of department qualifies as an executive officer according to the ERS.

5.§
Research & development centre

(1) With its duty to implement R&D&I projects with external financing, the research & development centre is a research and development unit involved in specific innovation activities.

(2) The human resources and infrastructure necessary for the main activities of the centre are partly provided by the various departments. The heads of the relevant

organisational units conclude an agreement on the conditions of using such resources and the compensation to be paid therefor.

(3) Decisions on the establishment or abolishment of the research & development centre are made by the Faculty Council. The head of the centre is appointed by the Dean on the basis of the nomination by the Faculty Council. The centre is not classified as an organisational unit and the head of the centre does not qualify as an executive officer according to the ERS.

(4) The activities of the research & development centre may be assisted by the Scientific Advisory and Supervisory Board (hereinafter referred to as: "Supervisory Board") which is tasked with the assessment of the professional and scientific plans of the head of the centre and the annual professional report of the centre as well as consultation and advice on long term developments. The members of the Supervisory Board are appointed by the Dean on the basis of the nomination by the Faculty Council.

6. §
Research laboratory

(1) The basic research unit of the Faculty is the research laboratory which is a cross-organisational research unit performing professional coordination activities and which does not constitute a separate organisational unit. At the Faculty, basic research activities are carried out in research laboratories. The research laboratories perform their professional activities independently.

(2) Research laboratory types:

a. a professor's laboratory may be established by professors on a universal basis, in research fields specified by the professors and in line with the faculty research strategy;

b. a Pólya-professor's research laboratory may be established by Pólya-professors on a universal basis, in research fields specified by the professors and in line with the faculty research strategy;

c. a laboratory accredited by the Faculty may be established on the basis of the application of a senior teacher/researcher, in consideration of the opinion of the Professors' Council, on the basis of the decision of the Faculty Council, in research fields specified in the resolution and in line with the faculty research strategy.

(3) Decisions on the establishment or abolishment of research laboratories are made by the Faculty Council which, at the same time, determines the period of appointment for the head of the laboratory. The head of the laboratory is appointed by the Dean on the basis of the nomination by the Faculty Council. Research laboratories are not classified as organisational units and the head of the laboratory does not qualify as an executive officer according to the ERS. The Faculty provides financial support to the operations of research laboratories referred to in Paragraphs b. and c. of Section (2). The amount of support is determined by the Faculty Council simultaneously with the adoption of the faculty budget.

(4) The professional activities of the research laboratory accredited by the Faculty are assessed every 3 years by a board of 3 internationally acknowledged researchers appointed by the Dean on the basis of the nomination by the Faculty Council. The individual professional performance of the professors of the research laboratory is assessed by the Dean and that of other members of the laboratory is evaluated by the head of the laboratory.

(5) The teachers/researchers of the Faculty may join any research laboratory with the consent of the head of the laboratory. They may leave the laboratory by submitting a written statement to the head of the laboratory.

7. §
Dean’s Office

(1) The Dean’s Office is an organisational unit operating at the Faculty, with responsibilities for the management, administration, organisational, marketing, document management and communication tasks of the Faculty and also for the operating and maintenance of the faculty infrastructure.

(2) The Dean’s Office is an organisational unit directly reporting to the Dean. The professional work of the Dean's Office is coordinated by the head of the office, who does not qualify as an executive officer according to the ERS.

(3) The Dean’s Office is responsible for the following:

a. providing support for the educational and administrative duties of the Faculty,

b. performing administrative, organisational and ceremonial tasks and duties related to the management responsibilities of the Faculty Council, the Professors’ Council, the standing faculty committees, the Dean, the Deputies of the Dean and the Dean’s delegates,

c. organising and making preparations for faculty events and enrolment programmes,

d. participate in the preparation and amendment of faculty regulations,

e. developing, maintaining and operating the faculty infrastructure,

f. supporting the Erdős Pál Mathematics Talent Development Programme.

8. §
Network and Infrastructure Unit

(1) The Network and Infrastructure Unit may perform educational activities and is responsible for professional coordination activities in connection with the

operation and development of the faculty infrastructure and the computer network.

(2) The Head of the Network and Infrastructure Unit does not qualify as an executive employee according to the ERS.

(3) The Network and Infrastructure Unit operates within the organisation of the Dean's Office and is supervised by the Dean.

9. §
Software Development Unit

(1) The Software Development Unit is responsible for implementing IT development tasks and performing software development activities for external partners, as well as ensuring the professional coordination of development activities.

(2) The Head of the Software Development Unit does not qualify as an executive employee according to the ERS.

(3) The Software Development Unit operates within the organisation of the Dean's Office and is supervised by the Dean.

III. Faculty Level Management Bodies and Positions

10.§
The organisational structure and management of the Faculty

(1) The Faculty is managed in accordance with the provisions of the Faculty OORP, through the exercising of powers shared by decision-making bodies and individual executives.

(2) The tasks and duties in connection with the management of the Faculty are carried out by

a. the Faculty Council,

b. the Dean, the Deputies of the Dean, and the Dean's delegates.

(3) Those involved in the performance of the tasks and duties include:

a. the Professors' Council,

b. the Students' Union of the Faculty (hereinafter referred to as SUUP FIT),

c. heads of the organisational units of the Faculty,

d. faculty committees.

(4) The management of the Faculty informs the teachers and other employees of the Faculty on a regular basis but at least once a year of their activities at the townhall meeting of the Faculty.

11.§
Faculty Council

(1) The number of the members of the Faculty Council with voting rights: 13 members

The members of the Faculty Council with voting rights:

a. ex officio

the Dean (who is the Chairman of the Council at the same time)	1 member
the President of the SUUP FIT	1 member

b. elected members:

senior teachers/senior researchers	4 members
non-senior teachers/non-senior researchers	2 members
other personnel and teachers	1 member

c. through delegation:

representative of the trade unions present at the Faculty	1 member
non-doctoral students of the Faculty	2 members
doctoral student of the Faculty	1 member

(2) At least twenty percent but no more than twenty-five percent of the members of the Faculty Council with voting rights are made up by the representatives of the students, excluding the doctoral students.

(3) The Doctoral Students' Union of the University of Pannonia (hereinafter referred to as: "DSUUP") is entitled to delegate one member.

(4) In the course of elections, the various electoral districts are determined as follows:

a. for senior teachers/senior researchers:

i. Department of Applied Informatics, Department of Information Technology and its Applications

ii. Department of Mathematics

iii. Department of Computer Science and Systems Technology

iv. Department of Electrical Engineering and Information Systems

b. for non-senior teachers/non-senior researchers and other personnel/teachers: one electoral district at faculty level,

c. the representatives of the trade unions are delegated by the trade unions.

(5) Non-voting members of the Faculty Council (with the right of consultation):

a) the Deputies of the Dean of the Faculty,

b) the Dean's delegates of the Faculty,

c) the heads of the departments of the Faculty,

d) the Rector,

e) the Chancellor,

f) the representative of the Operator of the University,

g) the Head of the Directorate of Human Resources Management,

h) the former Dean – for one electoral period,

i) the faculty degree programme coordinators,

j) the Head of the Faculty Doctoral School,

k) the Chairman of the Works Council,

l) the person representing the Faculty in the Senate.

(6) Invitees to the meetings of the Faculty Council:

a) the Deans of the other Faculties,

b) the Director of the Directorate of Academic Affairs,

c) the President of the Students' Union of the University of Pannonia,

d) on an ad-hoc basis, if the agenda of the meeting requires so, the Dean may invite other people to the meetings.

(7) The students' representatives with voting rights (Council members) are delegated in accordance with the provisions of the Statutes of the Students' Union of the University of Pannonia and those of the Doctoral Students' Union of the University of Pannonia.

(8) Each of the mandates of the Faculty Council, except for the student members, is for 4 years.

(9) The voting right of the elected members of the Faculty Council is personal. Voting rights may not be exercised by a proxy. Voting rights may be exercised by a proxy only in the case of the ex-officio member Dean and the President of the SUUP FIT and only with a written delegation of authority. Proxies may substitute for proxy voters with full powers.

(10) Membership in the Faculty Council ceases if

a. the employment relationship of a council member is terminated, including the period when this member is released from work duties,

b. the council member's student status is terminated or suspended,

c. the term of appointment expires,

d. the council member resigns from his or her seat,

e. the council member is recalled from his or her post,

f. the council member is placed into another electoral layer,

g. the council member is placed into another electoral district,

h. the council member passes away,

i. for other reasons specified by the law or the OOR.

(11) Elected members are elected or recalled in accordance with the University's Regulation on Elections.

12. §
The operational rules of procedure of the Faculty Council

(1) The Faculty Council holds an operative meeting at least four times a year. The Faculty Council follows a work plan when holding its meetings; however, the Dean may convene the Faculty Council for an extraordinary meeting as well. Generally, the Faculty Council holds its meetings during term time; however, this may be departed from in exceptional cases.

(2) If at least one-third of the members of the Faculty Council with voting rights submit a written request for the convocation of the Council, the Dean is obliged to convene the Council within 15 days of such submission, indicating the agenda of the meeting.

(3) The first meeting of the newly-elected board is convened by the Dean or, in his or her absence, the eldest of the senior teacher members as chairman by seniority within 15 days of the Council's election.

(4) The meetings of the Faculty Council are chaired by the Dean or, in his or her absence, by a deputy appointed by the Dean for this purpose.

(5) The Dean makes a proposal for the agenda of the meetings of the Faculty Council, taking the work plan into consideration.

(6) The agenda and the written submissions for the Faculty Council must be sent to the members of the Council five working days before the meeting in the case of regular meetings and three working days before the session in the case of extraordinary meetings. Agenda proposals sent out later than this deadline or

submitted orally or in writing during the meeting may be discussed at the given meeting only with the simple majority approval of the Faculty Council.

(7) The meetings of the Faculty Council are public meetings for the citizens of the Faculty, however, the Chairman of the Faculty Council must decide to hold a private meeting if the law stipulates so, or more than half of the Faculty Council's members present vote for it upon the motion of any of its members with a voting right. A private session may be attended only by the members of the Faculty Council and its non-voting members. The people present at a private meeting are obliged to treat everything they hear or are informed of at the meeting as confidential. The Dean may convene the Faculty Council also for a ceremonial meeting.

(8) The Faculty Council has a quorum if at least sixty percent of the members with a voting right are present at the meeting. During electronic voting, when quorum limits or voting proportions are determined, members casting their votes through electronic means are deemed to be members being present.

(9) Normally, the Faculty Council adopts its resolutions by simple majority of the votes cast by its members with a voting right present at the meeting. In the event of a tie vote, the Dean will cast the tie-breaking vote.

(10) An affirmative vote from two-thirds of the Faculty Council's members with a voting right present at the meeting is required for the following:

a. adoption of the report on annual budget proposals and the implementation of the previous year's budget;

b. in matters which require a two-thirds majority of the votes in accordance with the decision of the Faculty Council and in cases when it is mandatory by law.

(11) Normally, the Faculty Council adopts its resolutions in an open vote, however, the Dean is obliged to ensure that a secret vote is conducted when the Council makes a decision or forms an opinion on proposals relating to personal

matters (promotions, issues related to employment etc.) or if the majority of the members with a voting right present at the meeting require a secret vote.

(12) The Faculty Council may use electronic voting in cases and by the means specified in the Regulations of the Senate.

(13) Minutes are taken at the meetings of the Faculty Council in accordance with the OORP. The minutes must be finalised within 15 days. The resolutions of the Faculty Council must be documented, marked and filed with an identification number and made available to the members of the Faculty Council and the citizens of the Faculty.

13.§
The functional responsibilities and scope of authority of the Faculty Council

(1) The scope of authority of the Faculty Council includes the following:

a. determining its work plan,
b. setting up faculty boards and committees,
c. allocation of the budgetary funds made available to the Faculty from the budget of the University, faculty budget planning,
d. approval and modification of curricula,
e. approving, commenting on and modifying faculty strategies,
f. adoption and modification of the organisational and operational rules of procedure of the faculty organisational units,
g. decisions in all matters referred to its competence by a university or faculty regulation,
h. adoption of the reports submitted by the boards and committees supervised by the Faculty Council,
i. establishing and conferring faculty awards.

(2) The Faculty Council makes a proposal for the Senate in the following matters:

a. adoption or modification of the organisational and operational rules of procedure of the Faculty,
b. the part of the University's training programme overseen by the Faculty, as part of the training programme: launching new trainings and discontinuing existing trainings,
c. ranking the applications submitted for the position of the Dean of the Faculty,
d. initiating the recall of the Dean in accordance with the OOR Part III Employment Requirement System (hereinafter referred to as: "ERS"),
e. ranking the applications submitted for the management, senior teacher, and senior researcher positions of the Faculty,
f. conferring non-faculty awards and titles.

(3) The Faculty Council may form an opinion on:
a. budgetary and development proposals relevant to the Faculty,
b. applications submitted for certain teacher, researcher or management positions in accordance with the ERS – and ranking them if more than one application is submitted,
c. all the issues where decision-making falls within the scope of authority and competence of the Senate.

14.§
Dean

(1) The Dean is responsible for the management of the Faculty. The Dean is appointed for a period specified in the relevant provisions of the law.
(2) The Dean performs his or her functional responsibilities within the scope of authority conferred to him or her by the Rector, including:

a. representing the Faculty before the university and the faculty/university centre bodies, executives and also outside the institute upon authorisation,
b. developing and implementing the Faculty's human resources strategy,
c. coordinating, managing and supervising the activities of the faculty organizational units,
d. supervising the financial management of the Faculty,
e. keeping in touch with the SUUP FIT and the Chairman of the trade union operating at the Faculty,
f. conferring faculty awards on the basis of the decision of the Faculty Council and in accordance with the provisions of the ERS and Annex 5 of the Faculty OORP,
g. making preparations for the meetings of the Faculty Council and executing the resolutions adopted at the meetings,
h. developing the educational and research strategies as well as the development plans of the Faculty, with the help of the faculty boards,
i. cultivating and improving the professional relations of the Faculty in Hungary and abroad,
j. performing other tasks and duties and exercising the powers specified in the relevant laws, university regulations and other university policies.
k. for the cost-effective, performance-oriented and results-oriented implementation of the indicators undertaken in the Public Task Financing Contract and assigned to the faculty or organisational unit under its responsibility,
l. for the regular, appropriate, cost-effective and result-oriented use of the allocated funds made available to it,
m. for the development of the next generation of teachers and researchers, including the promotion and encouragement of relevant career development (with particular regard to the provisions of the ERS).

(3) The Dean is obliged to inform the Faculty Council of the decisions of the Senate, the execution of the resolutions of the Faculty Council and all other major measures taken. The Dean is also obliged to inform the Faculty Council of the reasons for his or her actions which deviate from the proposals and the opinion of the Faculty Council.

15.§
Deputy Deans and Dean's delegates

(1) The work of the Dean is assisted by no more than three Deputy Deans and the Dean's delegates. The Dean's delegate cannot be qualified as an executive employee according to the ERS.

(2) The Dean may share his/her duties and powers with the Deputy Deans and the Dean's delegates. The Dean may delegate a General Deputy Dean or Deputies responsible for performing specific tasks. The division of tasks and the division of responsibilities between the Deputy Deans and the Dean's delegates shall be laid down in their job descriptions by the Dean.

(3) The distribution of work and duties among the Deputy Deans is detailed by the Dean in their job description, with the provisions of the Faculty OORP being taken into consideration.

(4) The term of office of the Deputy Deans and the Dean's delegates shall not exceed the term of office of the Dean, as defined in the ERS.

16.§
Heads of Departments

(1) They are responsible for representing their department.

(2) They have functional responsibilities and a scope of authority specified in the OORP.

(3) They coordinate, monitor and supervise the professional activities of their department.

(4) They manage the department's financial and human resources needs and expand the department's range of international relations, taking into account the faculty's guidelines.

17.§
Heads of the research & development centres

(1) They are responsible for representing their research & development centre.

(2) They manage and develop the professional activities of their research & development centre and expand its range of international relations.

(3) They manage the research & development activities of their research & development centre.

18.§
Heads of research laboratories

(1) They are responsible for representing their research laboratory.

(2) They manage the professional activities of their research laboratory and expand its range of international relations.

(3) They assess the individual scientific performance of the non-professor members of their research laboratory.

19.§
Head of the Network and Infrastructure Unit

(1) Responsible for representing the Network and Infrastructure Unit.

(2) Manages and develops the professional activities of the Network and Infrastructure Unit.

(3) Ensures the reliable operation of the education and research-related IT infrastructure of the Faculty and manages the performance of development tasks.

(4) Informs the employees of the Faculty of the conditions and development of the IT system and cooperates with the heads of the various units to identify infrastructure-related needs.

20. §
Head of the Software Development Unit

(1) Responsible for organising, developing, and representing the professional, development, and educational support activities of the Software Development Unit.

(2) Manages the implementation of software development tasks and ensures the professional coordination of development activities.

(3) Ensures the monitoring of the progress and results of development tasks and cooperates with the heads of faculty and university organisational units in order to identify and implement development needs.

21.§
Degree programme coordinators

(1) They manage the educational activities of the degree programme they are assigned to and they are responsible for the updating and development of the curricula of the degree programmes. They are responsible for performing the quality assurance tasks related to the degree programmes.

(2) They organise and manage the work of the special boards and keep in touch with the teachers and students of the degree programme.

(3) Degree programme coordinators give account of their activities to the Faculty Council every year.

IV. Faculty Level Committees and Boards

22.§
Professors' Council

(1) The Professors' Council is an advisory and consultative body that is competent mainly in strategic issues. The Council may form an opinion on every issue relating to education, research and the future of the Faculty where they believe their initiative is needed or where they are requested to take a standpoint. The members of the Council include the professors and professor emeritus/emerita of the Faculty, while the invitees include the Dean and the Deputy Deans of the Faculty.
(2) The Professors' Council holds a meeting as necessary but at least once a year.
(3) The Chairman of the Council is elected by its members for a period of two years.

23.§
Management meeting

(1) The meeting is convened and chaired by the Dean of the Faculty. The members include the heads of the faculty departments, the Deputy Deans and the Dean's delegates. In matters relevant to the students, the President of the SUUP FIT may also take part as an invitee.
(2) The management meeting is convened as necessary but at least once in every six months.

24.§
Townhall meeting

(1) The townhall meeting is convened by the Dean.

(2) At the meeting, the activities of the Faculty and the key tasks for the following period are discussed on the basis of the Dean's report and proposals may be made to the Dean or the Faculty Council.

(3) The townhall meeting is open to all the employees of the Faculty.

25.§
Special boards

(1) The special boards are primarily responsible for developing the educational plans of the various degree programmes, forming an opinion on them, supervising and developing them on a regular basis and making preparations for the modification of the curricula of the degree programmes and for the development of new curricula.

(2) The degree programme coordinators are responsible for organising and managing the activities of the special boards.

(3) The organisational structure of the special boards by degree programme:

   a. head: the coordinator of the degree programme in question,

   b. members:

      i. the teacher members are appointed by the Dean on the basis of the Faculty Council's decision,

      ii. those delegated by the SUUP FIT.

(4) Special boards hold a meeting at least once a year.

26.§
The standing committees of the Faculty Council

(1) To help its own functioning, the Faculty Council establishes standing committees with the following responsibilities:

a. forming an opinion on the proposals relevant to their field of specialisation,
b. formulating and submitting proposals,
c. executing resolutions relevant to their field of specialisation,
d. performance of all the tasks assigned to them by the Faculty Council.

(2) The standing committees of the Faculty Council:

a.) Quality Improvement Committee

aa. Members of the Committee:

Chair: Deputy Dean or Dean's delegate appointed by the Dean

Members:

heads of the departments of the Faculty or the people delegated by them (1 head of programme / department),

degree programme coordinators (1 person / programme),

delegate of the SUUP FIT (1 person).

ab. The Committee's responsibilities and scope of competence:

Operating the quality management system of the Faculty, coordinating organisational level tasks and accreditation-related duties, monitoring the performance assessment process of teachers and researchers.

b.) Educational and Credit Transfer Committee

ba. Members of the Committee:

Chair: Deputy Dean or Dean's delegate appointed by the Dean

Members: degree programme coordinators (1 person / programme),

delegates of the SUUP FIT (25% of the members of the Committee).

bb. The Committee's responsibilities and scope of competence:

This Committee operating under the guidance of the appointed Deputy Dean or Dean's delegate is the faculty committee competent in dealing with the educational matters of the students. Its scope of competence includes matters to be dealt with by the Committee in accordance with the OOR, Part III Student Requirement System (hereinafter referred to as: "SRS").

c.) Disciplinary and Compensation Board

cc. The Disciplinary and Compensation Board is made up of 6 teachers, 1 student and 1 doctoral student. The teacher members and the Chair of the Disciplinary and Compensation Board are appointed by the Dean on the basis of the nomination by the Faculty Council. The student member is delegated by the SUUP FIT, while the doctoral member is assigned by the University DSUUP.

cd. In specific disciplinary cases, the Disciplinary and Compensation Committee comprising the Chair and two members of the Disciplinary and Compensation Board has competence. The Chair and members of the Committee are appointed by the Chair of the Disciplinary and Compensation Board from among the disciplinary board in a way that one of the members must be the representative of the SUUP FIT or the University DSUUP.

ce. The Committee's responsibilities and scope of competence:

The Committee is responsible for the disciplinary and compensation matters of students. The responsibilities are detailed in the SRS.

d.) Students' Social Committee

da. Members of the Committee:

Chair: Deputy Dean or Dean's delegate appointed by the Dean

Members: 1 teacher appointed by the Dean,

3 students representing the SUUP FIT,

representative of the Department of Students' Financial Affairs at the Directorate of Academic Affairs.

db. The Committee's responsibilities and scope of competence:

The Faculty Committee fulfils its duties in accordance with the provisions of the SRS.

e.) Faculty Scholarship Committee

ea. Members of the Committee:

Chair: Deputy Dean or Dean's delegate appointed by the Dean

Members: representatives of the organisational units announcing the application process,

a student delegated by the SUUP FIT.

eb. The Committee's responsibilities and scope of competence:

The Faculty Scholarship Committee fulfils its duties in accordance with the provisions of the SRS.

(3) The various committees describe their activities in detail in their own rules of procedure.

(4) For the performance of certain tasks, the Faculty Council may set up ad-hoc committees with a composition and operating parameters specified upon set-up.

V. Transitional and Final Provisions

27.§
The scope of the OORP

(1) The scope of the OORP covers

a. the Faculty

b. the teachers, scientific researchers, students and other employees of the Faculty, and

c. the staff and other employees directly taking part in educational and scientific research programmes and the implementation of the duties of the Faculty.

(2) The Head of the Dean's Office shall ensure that the Faculty's OORP is made known to all employees of the Faculty and members of the SUUP-FIT. The present Faculty OORP is accessible on the University's website.

(3) The Faculty OORP was adopted by the Faculty Council through FC Resolution 10/2025-2026 (XI.18.)

(4) The Faculty's OORP was adopted by the Senate through Senate Resolution 194/2025. (XI.27.). The Faculty's OORP enters into force on 1st January, 2026, following its adoption by the Senate and approval by the Director of Operations of the Foundation for the University of Pannonia. At the same time, the Faculty's OORP adopted by the Senate on 18th September, 2024 by Senate Resolution 176/2024. (IX.18.) ceases to have effect.

Place and date: Veszprém, 18th November 2025

Dr. Zoltán Süle

Dean

Adopted by the Senate through its Resolution 194/2025. (XI.27.)

Place and date: Veszprém, 27th November 2025

Dr. János Abonyi	Zsolt Csillag
Rector	Chancellor

On behalf of the Foundation for the University of Pannonia, as Operator, approved by:

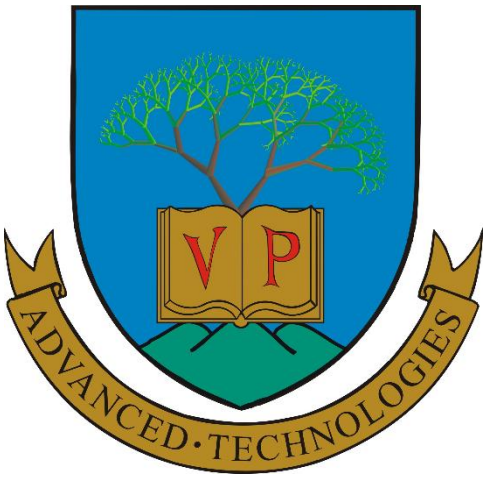
Place and date: Veszprém, 27th November 2025

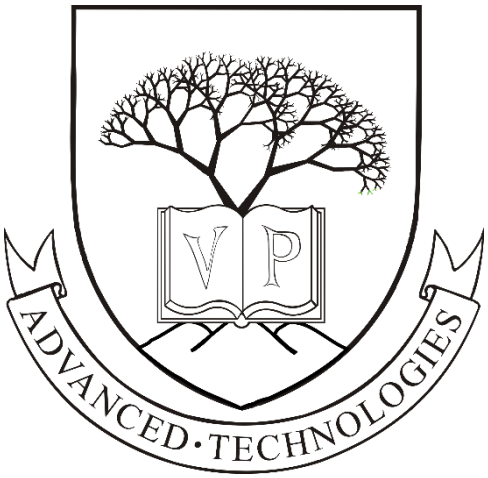
Dr. Péter Bartus

Director of Operations

Annexes

Annex 1: The Coat of Arms of the Faculty





Annex 2: The Organisational Units and Other Research Units of the Faculty of Information Technology (in Hungarian)

Dékáni Titkárság

Hálózat és Infrastruktúra Csoport
Szoftverfejlesztési Csoport

Tanszékek:

Alkalmazott Informatikai Tanszék (Nagykanizsa, Rövidítése: AIT)
Informatikai Rendszerek és Alkalmazásai Tanszék (Zalaegerszeg, Rövidítése: IRAT)
Matematikai Tanszék (Veszprém, Rövidítése: MT)
Rendszer- és Számítástudományi Tanszék (Veszprém, Rövidítése: RSZT)
Villamosmérnöki és Információs Rendszerek Tanszék (Veszprém, Rövidítése: VIRT)

Kutató-fejlesztő központok:

Egészségügyi Analitikai Kutató-Fejlesztő Központ
Egészségügyi Informatikai Kutató-Fejlesztő Központ
Fény- és Színtan Kutató-Fejlesztő Központ
Információbiztonsági Kutató-Fejlesztő Központ
Logisztikai Rendszerek Információs Technológiája Kutató-Fejlesztő Központ

Kutatólaboratóriumok:

Adatintenzív Mesterséges Intelligencia Módszerek és Rendszerek Kutatólaboratórium
Bioelektromos Képalkotó Kutatólaboratórium
Differenciálegyenletek és Alkalmazásai Kutatólaboratórium
Diszkrét Matematikai Struktúrák és Algoritmusok Kutatólaboratórium
Intelligens Irányító Rendszerek Kutatólaboratórium
Képfeldolgozás Kutatólaboratórium
Rendszer- és Folyamatoptimalizálási Kutatólaboratórium
Villamos Energetikai Rendszerek Kutatólaboratórium
3D Virtuális és Digitális Környezetek Kutatólaboratórium

Annex 3: The Organisational Units and Other Research Units of the Faculty of Information Technology (in English)

Dean's Office

Network and Infrastructure Unit
Software Development Unit

Departments:

Department of Applied Informatics (Nagykanizsa, DAI)
Department of Information Technology and its Applications (Zalaegerszeg, DITA)
Department of Mathematics (Veszprém, DM)
Department of Computer Science and Systems Technology (Veszprém, DCSST)
Department of Electrical Engineering and Information Systems (Veszprém, DEEIS)

Research and Development Centres:

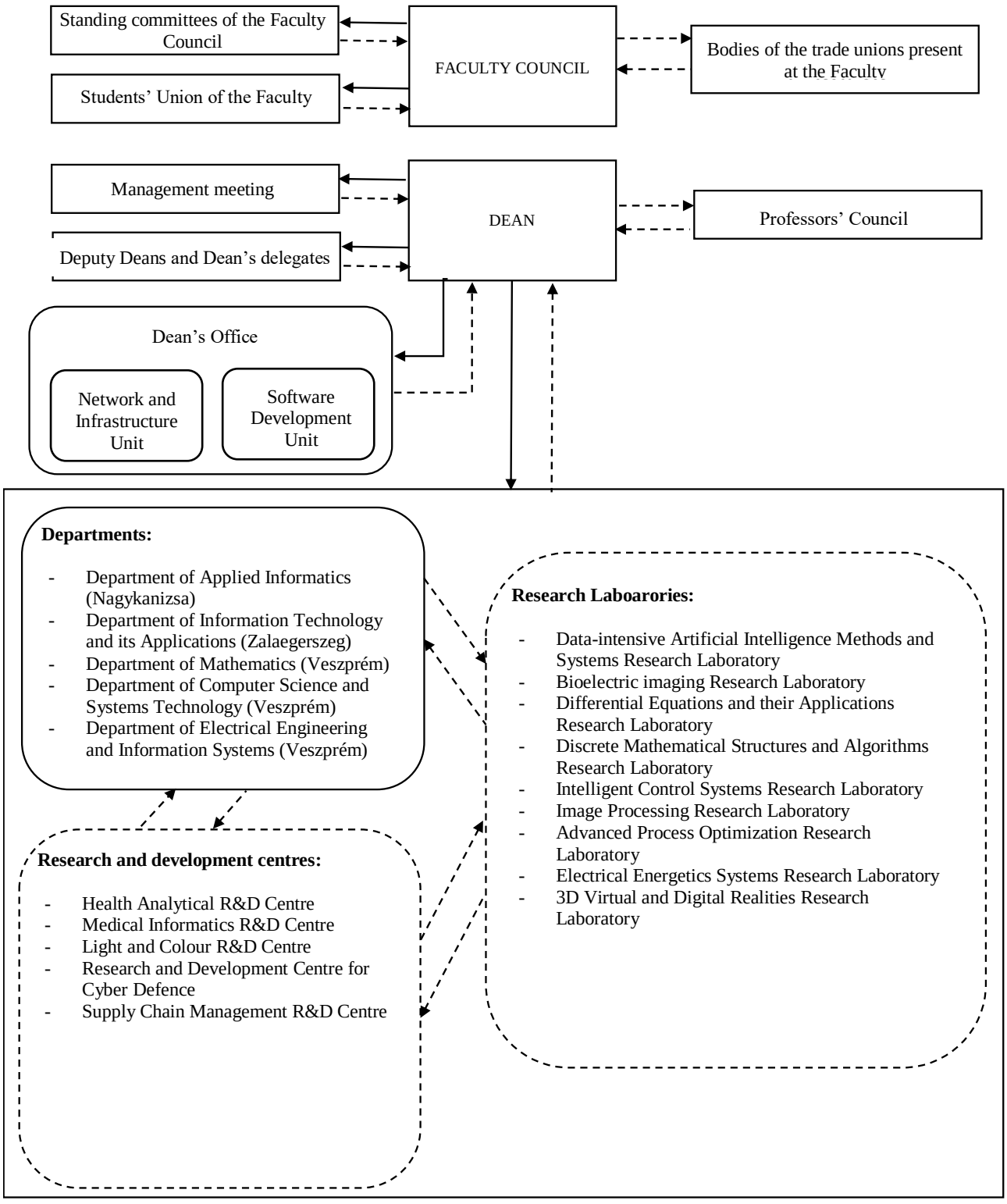
Health Analytical R&D Centre
Medical Informatics R&D Centre
Light and Colour R&D Centre
Research and Development Centre for Cyber Defence
Supply Chain Management R&D Centre

Research Laboratories:

Data-intensive Artificial Intelligence Methods and Systems Research Laboratory
Bioelectric imaging Research Laboratory
Differential Equations and their Applications Research Laboratory
Discrete Mathematical Structures and Algorithms Research Laboratory
Intelligent Control Systems Research Laboratory
Image Processing Research Laboratory
Advanced Process Optimization Research Laboratory

Electrical Energetics Systems Research Laboratory
3D Virtual and Digital Realities Research Laboratory

Annex 4: The Organisational Chart of the Faculty of Information Technology



Annex 5: The Awards and Honours of the Faculty of Information Technology and the Conditions of Their Conferral

Award payments must be approved by the Chancellor if they are paid from university funds.

Conditions and procedure of conferring the "Pro Facultate" Award of the Faculty of Information Technology

(1) The award may be granted to

- the teachers or researchers of the Faculty for their permanent and outstanding achievements demonstrated for the benefit of the Faculty,
- experts who, through their activities, provide long-term contribution to the successful operating of the Faculty,
- public figures or professionals who provide assistance to the activities and development of the Faculty on a regular basis and for a longer period of time.

(2) The conferral of the award may be initiated by the Dean.

(3) The award is presented by the Dean on the basis of the decision of the Faculty Council.

(4) No more than 2 awards may be granted a year. The award is presented at a faculty ceremony.

(5) The award is accompanied by a commemorative plaque, a certificate attesting the conferral of the award and a monetary prize in an amount that is equal to four times the minimum wage that is valid on the first day of the year when the award is conferred.

(6) The text of the certificate:

We,
the Dean and the Council
of the Faculty of Information Technology,
University of Pannonia
grant to Mr. / Mrs. / Ms.
.....

the
"PRO FACULTATE"

Award
for his/her exceptional achievements
demonstrated for the benefit of the Faculty.

Place and date: Veszprém, ...
Dean

(7) The commemorative plaque is made of bronze and has the inscription "Advanced Technologies" on one side and the name of the awardee and the year of conferral on the other.

Conditions and procedure of conferring the "Pro Educatione" Award of the Faculty of Information Technology

(1) The award may be granted to those faculty employees who

- carry out outstanding educational activities for the benefit of the Faculty.

(2) The conferral of the award may be initiated by the heads of the organisational units with the Dean.

(3) The award is presented by the Dean on the basis of the decision of the Faculty Council.

(4) No more than 1 award may be granted a year. The award is presented at a faculty ceremony.

(5) The award is accompanied by a certificate attesting the conferral of the award and a monetary prize in an amount that is equal to three times the minimum wage that is valid on the first day of the year when the award is conferred.

(6) The text of the certificate:

We,
the Dean and the Council
of the Faculty of Information Technology,
University of Pannonia
grant to Mr. / Mrs. / Ms.
.....

the
"PRO EDUCATIONE"

Award
for his/her outstanding contribution
to the educational activities of the Faculty.

Place and date: Veszprém, ...
Dean

Conditions and procedure of conferring the "Pro Scientia" Award of the Faculty of Information Technology

(1) The award may be granted to those faculty employees who

- carry out outstanding research or research & development or research organisation activities for the benefit of the Faculty.

(2) The conferral of the award may be initiated by the heads of the organisational units with the Dean.

(3) The award is presented by the Dean on the basis of the decision of the Faculty Council.

(4) No more than 1 award may be granted a year. The award is presented at a faculty ceremony.

(5) The award is accompanied by a certificate attesting the conferral of the award and a monetary prize in an amount that is equal to three times the minimum wage that is valid on the first day of the year when the award is conferred.

(6) The text of the certificate:

We,
the Dean and the Council
of the Faculty of Information Technology,
University of Pannonia
grant to Mr. / Mrs. / Ms.
.....
the
"PRO SCIENTIA"

Award
for his/her outstanding contribution
to the research activities of the Faculty.

Place and date: Veszprém, ...
Dean

Conditions and procedure of conferring the "Maecenas of the Faculty of Information Technology" Award

(1) The award may be granted to

- a Hungarian or foreign natural or legal person who has provided significant financial support or other forms of donation without any compensation to help the Faculty grow and develop.

(2) The conferral of the award may be initiated by the Dean.

(3) The award is presented by the Dean on the basis of the decision of the Faculty Council.

(4) No more than 3 awards may be granted a year. The award is presented at a faculty ceremony.

(5) The award is accompanied by a certificate attesting the conferral of the award.

(6) The text of the certificate:

We,
the Dean and the Council
of the Faculty of Information Technology,
University of Pannonia
grant to Mr. / Mrs. / Ms.
.....
the
„MAECENAS OF THE FACULTY OF INFORMATION TECHNOLOGY"

Award
for his/her exceptional efforts
for the development of the Faculty.

Place and date: Veszprém, ...

Dean

Conditions and procedure of conferring the “Outstanding Associate” Award

(1) The award may be granted to

- employees other than teachers or researchers,
- excellent employees of the Faculty for their years-long outstanding performance.

(2) The conferral of the award may be initiated by the heads of the organisational units with the Dean.

(3) The award is presented by the Dean on the basis of the decision of the Faculty Council.

(4) No more than 1 award may be granted a year. The award is presented at a faculty ceremony. The award may be first granted after 3 years of employment with the Faculty. A person may receive the award multiple times.

(5) The award is accompanied by a certificate attesting the conferral of the award and a monetary prize in an amount that is equal to twice the minimum wage that is valid on the first day of the year when the award is conferred.

(6) The text of the certificate:

We,
the Dean and the Council
of the Faculty of Information Technology,
University of Pannonia
grant to Mr. / Mrs. / Ms.
.....
the
“OUTSTANDING ASSOCIATE”

Award
for his/her outstanding performance at the Faculty.

Place and date: Veszprém, ...
Dean

Conditions and procedure of conferring the "Dean's Honourable Mention" Award

(1) The award may be granted to those faculty employees who carry out outstanding activities for the benefit of the Faculty for a longer period of time.

(2) The conferral of the award may be initiated by the heads of the organisational units with the Dean.

(3) The award is presented by the Dean on the basis of the decision of the Faculty Council.

(4) No more than 2 awards may be granted a year. The award is presented at a faculty ceremony. A person may receive the award multiple times.

(5) The award is accompanied by a certificate attesting the conferral of the award and a monetary prize in an amount that is equal to the minimum wage that is valid on the first day of the year when the award is conferred.

(6) The text of the certificate:

We,
the Dean and the Council
of the Faculty of Information Technology,
University of Pannonia
grant to Mr. / Mrs. / Ms.
.....
the
„DEAN'S HONOURABLE MENTION"

Award
for his/her outstanding activities carried out at the Faculty.

Place and date: Veszprém, ...
Dean

Conditions and procedure of conferring the "György Pólya Professor" Award of the Faculty of Information Technology

(1) The award may be granted to an assistant professor at the Faculty who

- in the discipline he or she is engaged in at the Faculty, both at a national and international level,
- has enhanced the reputation of the Faculty with his or her scientific activities,
- is a recognised person in his or her discipline for establishing a new school of thought
- carries out high standard educational activities at the Faculty and his or her tireless efforts are highly appreciated also by students.

(2) The conferral of the award may be initiated by the Dean.

(3) The award is presented by the Dean on the basis of the decision of the Faculty Council.

(4) The award may be granted to a person only once and for a period of four years. The award is presented at a faculty ceremony. The awardee becomes entitled to establish and operate a professor's research laboratory at the Faculty.

(5) The award is accompanied by a certificate attesting the conferral of the award and a monthly wage addition that is equal to the difference between the currently valid basic wage for a professor and that of an associate professor at the Faculty of Information Technology in the year of donation. The wage addition may be paid as long as the awardee is a full-time associate professor of the Faculty.

(6) The text of the certificate:

We,
the Dean and the Council
of the Faculty of Information Technology,
University of Pannonia
grant to Mr. / Mrs. / Ms.
.....
the
"GYÖRGY PÓLYA PROFESSOR"

Award.

Place and date: Veszprém, ...
Dean

Conditions and procedure of conferring the "Eminent Student" Award

(1) The award may be granted to an excellent student of the Faculty for years-long outstanding performance.

(2) The conferral of the award may be initiated by the Dean and the Students' Union of the Faculty.

(3) The award is presented by the Dean on the basis of the decision of the Faculty Council.

(4) No more than 1 award may be granted a year. The award is presented at a faculty ceremony.

(5) The award is accompanied by a certificate attesting the conferral of the award and a monetary prize in an amount that is equal to the minimum wage that is valid on the first day of the year when the award is conferred.

(6) The text of the certificate:

We,
the Dean and the Council
of the Faculty of Information Technology,
University of Pannonia
grant to Mr. / Mrs. / Ms.
.....
the
"EMINENT STUDENT"

Award
for his/her outstanding achievements at the Faculty.

Place and date: Veszprém, ...
Dean

Conditions and procedure of conferring the "Gábor Biros Medal"

(1) The medal may be granted to a student of the University for his or her outstanding activities carried out for the students of the Faculty of Information Technology.

(2) The conferral of the award may be initiated by the President of the Students' Union of the Faculty, in agreement with the Dean of the Faculty.

(3) The award is presented by the Dean of the Faculty and the President of the Students' Union of the Faculty on the basis of the decision of the Faculty Council.

(4) No more than 1 award may be granted a year. The award is presented at a faculty ceremony.

(5) The award is accompanied by a certificate attesting the conferral of the award, a medal and a monetary prize in an amount that is equal to the minimum wage that is valid on the first day of the year when the award is conferred.

(6) The medal is made of copper. On the face, you can see the portrait of Gábor Biros and the text "Gábor Biros Medal" running around the edge. On the back, the text "Faculty of Information Technology, University of Pannonia" is inscribed around the edge, with the name of the awardee and the year of conferral engraved in it.

(7) The text of the certificate:

We,
the Dean and the students
of the Faculty of Information Technology,
University of Pannonia
grant to Mr. / Mrs. / Ms.
.....
the
"GÁBOR BIROS"

Medal
as a recognition of his/her outstanding activities
for the benefit of the students of the Faculty.

Place and date: Veszprém, ...

Dean President of the Students' Union of the Faculty

Conditions and procedure of conferring the "László Fejes Tóth" Award

(1) The Council of the Faculty of Information Technology grants the László Fejes Tóth Award to teachers and researchers who:

1.1. have reached professional achievements that are significant at an international level with their research activities in the field of applied mathematics,

1.2. have contributed to the organisational improvement of research activities through their successful and constructive organisation efforts.

(2) The procedure of conferring the award:

2.1. Any university citizen, individual or professional organisation may submit a nomination to the László Fejes Tóth Award.

2.2. The following documents must be submitted for a nomination to be valid:

2.2.1. the professional CV of the nominee (both in English and Hungarian)

2.2.2. reasons for the nomination (2 pages at the most) (both in English and Hungarian)

2.3. The documents must be submitted in a closed envelope to the Dean's Office of the Faculty of Information Technology until 30th May each year.

2.4. The nominations submitted are assessed by an international board engaged by the Dean, and the award is presented by the Council of the Faculty of Information Technology on the basis of the nomination by the Dean.

2.5. The award is presented at a faculty ceremony.

(3) The certificate attesting the conferral of the award is presented by the Dean of the Faculty of Information Technology.

(4) No more than 1 award may be granted a year.

(5) A monetary prize accompanies the award in an amount that is equal to 1000 € (EURO), calculated at the middle rate published by the National Bank of Hungary on the day when the decision is made by the Faculty Council. The public burdens related to the prize are borne by the Faculty of Information Technology.

(6) The text of the certificate:

We, the Dean and the Council of the Faculty of Information Technology, University of Pannonia
grant to Mr. / Mrs. / Ms.
.....

who was born in ..... (place), on ..... (day) ..... (month) ..... (year)

the

László Fejes Tóth

Award
for his/her outstanding achievements
and improvement activities in the field of mathematical sciences.

In witness whereof, we have caused this Certificate to be duly executed under the seal of the Faculty and our own signature and presented it to him/her.

Place and date: Veszprém, on ..... (day) ..... (month) ..... (year)

Dean

Conditions and procedure of conferring the "Professor Excellence" Award

(1) The Faculty of Information Technology grants the Professor Excellence Award to university teachers who:

1.1. are full or correspondent members of the Hungarian Academy of Sciences, or

1.2. have a doctor of science degree or hold the title of Doctor of the Hungarian Academy of Sciences, or

1.3. are a recognised authority in their own discipline due to their activities, lectures, research findings, etc. in the field of education or science, or

1.4. have significantly contributed to the establishment and enhancement of the national and international reputation of the Faculty through their educational, scientific research or public activities.

(2) The conferral of the Professor Excellence Award may be initiated by the head of the relevant department and the Dean of the Faculty.

(3) The decision on the conferral of the Professor Excellence Award is made by the Faculty Council with secret voting on the basis of the written declaration of acceptance by the relevant department and the opinion of the Professors' Council, determining the period for conferral. The certificate attesting thereof must be signed by the Dean and presented at a ceremonial event.

(4) The holder of the Professor Excellence Award, in agreement with the head of the educational unit, is entitled to:

4.1. continue his or her educational or research activities and make comments or proposals in connection with such activities,

4.2. take up a role, as a member, in faculty committees,

4.3. use the infrastructure of the Faculty in connection with his or her activities.

(5) The holder of the Professor Excellence Award is obliged to:

5.1. take part in bachelor's degree programmes, postgraduate specialist training courses or doctoral training programmes, or

5.2. take part in the scientific (research) activities of the Faculty, and

5.3. fulfil his or her functions in the best interest of the Faculty.

(6) The holder of the Professor Excellence Award may be provided with additional salary for the period specified by the resolution of the Faculty Council, on the basis of the performance assessment conducted at the Faculty. The additional salary amounts to maximum 50% of the guaranteed pay due for university teachers, as specified in the

law on state budget; however, it must be at least 100,000 HUF, which amount is subject to personal tax.

(7) The funds for the prize must be provided by the nominating organisational unit.

"Farkas Visiting Professor" honorary title

The Council of the Faculty of Information Technology grants the *"Farkas Visiting Professor"* honorary title to outstanding researchers who:

- have reached professional achievements that are significant at an international level in their activities in the field of mathematical and computational sciences and the application of computational sciences.

The procedure of conferring the award:

- Nominations for the *"Farkas Visiting Professor"* honorary title may be submitted by any university citizen, individual or professional organisation.
- The following documents must be submitted for a nomination to be valid:
    - the professional CV of the nominee (in English)
    - reasons for the nomination (2 pages at the most) (in English)
- The documents must be submitted to the Dean's Office of the Faculty of Information Technology until 30th August each year.
- The nominations submitted are assessed by an international board engaged by the Dean, and the award is presented by the Council of the Faculty of Information Technology on the basis of the nomination by the Dean.
- The award is presented at a faculty ceremony.

No more than 1 award may be granted a year, for a period of 3 years.

The holder of the *"Farkas Visiting Professor"* honorary title is obliged to:

- deliver scientific lectures at the Faculty of Information Technology at least three times while holding the title, within a 2-4-week scientific visit.

The honorary title is accompanied by a certificate attesting the conferral of the title and monetary rewards may also be provided. The certificate attesting the conferral of the title is presented by the Dean of the Faculty of Information Technology.

The public burdens related to the title are borne by the Faculty of Information Technology.

The holder of the *"Farkas Visiting Professor"* honorary title is entitled to full reimbursement of expenses in connection with the lectures delivered at the Faculty.

Entitlement to the title ceases:

- when the 3-year entitlement period expires.
- if, at the Dean's proposal, the Faculty Council withdraws it because the holder of the title fails to comply with his or her obligations assumed upon the conferral of the title, neglects the cultivation of his or her discipline or becomes unworthy of this title due to his or her moral behaviour.

The text of the certificate:

We, the Dean and the Council of the Faculty of Information Technology,
University of Pannonia grant to
Mr. / Mrs.
.....
who was born on the..... day ..... month ..... year

the

Farkas Visiting Professor
honorary title, due to His/Her

exceptional achievements in the theory, algorithms and applications
of Mathematical and Computational Sciences.

We have signed this certificate with our own signature, and sealed with the seal of Faculty.

Veszprém, 20... day..... month ..... year

Dean

Conditions and procedure of conferring the "Faculty Publication Award"

(1) The award may be granted to those faculty employees who has provided outstanding scientific publication performance in a maximum of two years prior to the award.

(2) The conferral of the award may be initiated by the Dean of the Faculty.

(3) The award is presented by the Dean on the basis of the decision of the Faculty Council.

(4) No more than 2 awards may be granted a year, one in the senior teachers/senior researchers category and one in the non-senior teachers/non-senior researchers category.

(5) The award is presented at a faculty ceremony. A person may receive the award multiple times, but the same person cannot win the award in two consecutive years.

(6) The award is accompanied by a certificate attesting the conferral of the award and a monetary prize in an amount that is equal to twice the minimum wage that is valid on the first day of the year when the award is conferred.

(7) The text of the certificate:

We,
the Dean and the Council
of the Faculty of Information Technology,
University of Pannonia
grant to Mr. / Mrs. / Ms.
.....
the
"FACULTY PUBLICATION AWARD"

for his/her outstanding achievements at the Faculty.

Place and date: Veszprém, ...
Dean