UNIVERSITY OF PANNONIA

REGULATION ON THE ORGANISATION OF EVENTS AT THE UNIVERSITY OF PANNONIA

Approved by the Senate on: 27th November 2025

Senate Resolution No.: 193/2025.(XI.27.)

Adopted by the Board of Trustees on: 18th December 2025

Board of Trustees Resolution No.: 140/2025.(12.18.)

Effective date: 1st January 2026

Person responsible for the maintenance of the Regulation: Chancellor

Version number: 00

version number	date of publication	effective date	date of repeal	Senate Resolution No., Board of Trustees Resolution No.*
00	05.01.2026	01.01.2026	-	Senate Resolution No. 193/2025. (XI.27.) Board of Trustees Resolution No. 140/2025. (12.18.)

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

Table of Contents

Chapter I 4
GENERAL PROVISIONS 4
1. §. Purpose of the Regulation 4
2. § Most important legislation governing this Regulation 5
3. § Scope of the Regulation 5
4.§ Definitions 6
Chapter II 9
Student Events 9
5. § Preparation of the Student Event Plan 9
6.§. Student Event Authorisation Request 10
7. § Organisation of Student Events 13
8. § Rules to be observed during Student Events 15
9. § Freshmen's Camp 16
Chapter III 17
Rules for organising University Events 17
10. § Event Authorisation Request 17
11. § Organisation of University Events 20
12. § Rules to be observed during University Events 22
Chapter IV 22
General provisions 22
13. § Rules applicable to music and dance events 22
14. § Legal consequences of breaching the provisions of this Regulation 23
15. § Lodging complaints 24
16. § Measurement of participant satisfaction 24
Chapter V 25
IMPLEMENTATION AND FINAL PROVISIONS 25

The Regulation on the Organisation of Events at the University of Pannonia (hereinafter referred to as the "**Regulation**") issued by the University of Pannonia (hereinafter referred to as the "**University**") on the basis of the Organisational and Operational Rules (hereinafter referred to as the "**OOR**"), Part I Organisational and Operational Rules of Procedure (hereinafter referred to as the "**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 the "**Operator**") and on the basis of the resolution by the Board of Trustees on the rules of procedure for adopting the regulations of the University of Pannonia by the Board of Trustees is as follows.

Chapter I

GENERAL PROVISIONS

1. §.
Purpose of the Regulation

(1) The purpose of this Regulation is to ensure that student and non-student events organised under the name of the University, irrespective of their nature, are conducted in a proper and acceptable manner, are worthy of the good reputation of the University and comply with the provisions set out in its internal regulations and Code of Ethics, thereby safeguarding the rights, ensuring the personal and property safety of participants and not infringing or endangering the integrity of assets owned, managed or used by the University.

(2) A further purpose of this Regulation is to lay down the preparation, internal regulation and order of events; to create the opportunity for the University's management to monitor the process of preparation and implementation and gain insight into such processes; to standardise documentation; to define the tasks and competences related to the processes; and to establish uniform principles for the authorisation of events.

2. §
Most important legislation governing this Regulation

- Act CCIV of 2011 on National Higher Education (hereinafter referred to as the "NHEAct");
- Government Decree 23/2011 (III.8.) on Making the Operation of Musical and Dance Events Safer;
- Decree 54/2014 (XII.5.) of the Ministry of the Interior on the National Fire Protection Regulations;
- Act LXXXVI of 2009 on the General Rules for the Commencement and Pursuit of Service Activities;
- Advertising Sales Policy;
- Asset Management Policy;
- The Complaint Management Policy of the University of Pannonia;
- Fire Safety Regulation;
- Regulation on Security Services and Property Protection;
- Privacy and Data Protection Policy;
- Policy on Financial Management;
- Regulation of Powers and Competence Relating to Financial Management.

3. §
Scope of the Regulation

(1) The material scope of this Regulation shall extend to all student/university events in respect of which any of the following conditions are met:

- the name of the University of Pannonia is intended to be used in the title of the event;

- the number of participants exceeds 100 persons, or in the case of a hall of residence event, 50 persons;

- University premises are intended to be used for the event;

- University funds are intended to be used for the organisation of the event.

(2) The material scope of this Regulation shall not extend to events included in the academic year schedule, nor to programmes organised by third parties where the University merely provides the venue.

(3) The personal scope of this Regulation shall extend to all faculties, comprehensive organisational units and organisational units of the University (hereinafter collectively referred to as the "**Organisational Unit**"), to persons employed by the University or engaged in any other work-related legal relationship, as well as to students, doctoral candidates, doctoral students and persons who will enter into a student legal relationship.

(4) In the case of the Freshmen's Camp and Student Events of identical function at each campus, the personal scope of this Regulation shall also extend to persons admitted to the University but not yet enrolled (hereinafter referred to as "**Freshmen**").

(5) In addition to the persons specified in Sections (3) and (4) above, the personal scope of this Regulation shall also extend to any natural person, organisation or business entity participating in any manner in the preparation, organisation or implementation of student and non-student events.

4.§
Definitions

(1) **Event**: the collective term for Student, University and Hall of Residence Events.

(2) For the purposes of this Regulation, a student event (hereinafter referred to as "**Student Event**") shall mean any private or public musical, dance and/or team-building event organised under the name of the University and/or in connection with the University's activities, initiated in whole or in part by students, the Students' Union, the Doctoral Students' Union or a third party, primarily for students, and organised by any person, organisation, Organisational Unit or business entity on the basis of a legal relationship with the University, provided that any of the conditions set out in Section (1) of Article 3 are met. An indicative list of Student Events is set out in Annex I to this Regulation. If a Student Event is not included in Annex I, the Rector and the Chancellor shall, prior to the commencement of the authorisation procedure and on the proposal of the President of the SUUP/DSUUP and the Director of Communication (hereinafter referred to as the "**Director of Communication**"), jointly decide on the category into which the event is to be classified.

(3) For the purposes of this Regulation, a non-student event (hereinafter referred to as "**University Event**") shall mean any private or public event organised under the name of the University and/or in connection with the University's activities, in

whole or in part by University employees or by any person, organisation, Organisational Unit or business entity on the basis of a legal relationship with the University, for University citizens, provided that any of the conditions set out in Section (1) of Article 3 are met. An indicative list of University Events is set out in Annex II to this Regulation. If a University Event is not included in Annex II, the Rector and the Chancellor shall, prior to the commencement of the authorisation procedure and on the proposal of the Director of Communication and the President of the SUUP/DSUUP, jointly decide on the category into which the event is to be classified.

(4) Hall of Residence Event (hereinafter referred to as "**Hall of Residence Event**"): a Student Event organised by a hall of residence with self-governance providing accommodation for the University's students, or by a resident student, in connection with the operation and functions of the hall of residence, for resident students, provided that any of the conditions set out in Section (1) of Article 3 are met.

(5) Student Event Plan (hereinafter referred to as "**Student Event Plan**"): a document containing, for each academic semester, the Student/Hall of Residence Events, their planned dates and their nature. University Events need not be included in the Student Event Plan.

(6) University Citizen (hereinafter referred to as "**University Citizen**"): a person employed by the University or holding student status (including doctoral students).

(7) Private Event (hereinafter referred to as "**Private Event**"): a Student/University Event for which the organisers determine in advance the conditions of participation.

(8) Public Event (hereinafter referred to as "**Public Event**"): a Student/University Event open to anyone.

(9) Organiser (hereinafter referred to as "**Organiser**"): the person, organisation, Organisational Unit or business entity authorised, on the basis of a permit issued by the University in accordance with this Regulation, to organise and implement a Student/University Event.

(10) Contributor (hereinafter referred to as "**Contributor**"): the person, organisation, Organisational Unit or business entity participating in the organisation and implementation of a Student/University Event on the basis of a legal relationship with the Organiser.

(11) Music and Dance Event (hereinafter referred to as "**Musical and Dance Event**"): any private or public Student/University Event, irrespective of the number of participants, at which music is provided by recorded music or live performance.

(12) Security Guard (hereinafter referred to as "**Security Guard**"): a person holding a qualification in personal and property protection or event security and being responsible for ensuring the security of the event.

(13) Participant (hereinafter referred to as "**Participant**"): any person attending the Event, regardless of the capacity in which they are present at the Student/University Event (e.g. invitee, organiser, contributor, security guard, performer, etc.).

(14) **University information channel**: any online or offline platform created or managed by the University and used in its communications, in particular public mailing lists, Neptun and Facebook pages.

(15) **Student Event Authorisation Request**: the authorisation request to be submitted for Student Events not included in the academic year schedule.

(16) **University Event Authorisation Request**: the authorisation request to be submitted for University Events, except for events included in the academic year schedule and events classified as flagship events for the given calendar year by decision of the Rector and the Chancellor.

(17) **Event Authorisation Permit**: the permit issued upon approval of the request to hold a Student/University Event.

(18) **Patron**: in the case of the Freshmen's Camp, University Citizens participating in the implementation of the event.

(19) **Rector's and Chancellor's Commissioner for Student Affairs**: the person appointed by the Rector and the Chancellor to oversee student affairs and to coordinate, support and monitor the administrative, legal, economic and financial processes of the Students' Union.

Chapter II

Student Events

5. §
Preparation of the Student Event Plan

(1) The Student Event Plan for the spring semester shall be prepared by 30th January each year, and the Student Event Plan for the autumn semester by 30th August each year, and shall be published on the University's website by the end of the registration week of the relevant period.

(2) The preparation and publication of the Student Event Plan shall be the responsibility of the Directorate of Communication (DC), while the preparation and publication of the Hall of Residence Event Plan shall be the responsibility of the Director of Dormitories.

(3) The Student Event Plan shall in particular contain the name of the Student/Hall of Residence Events, their planned date/duration, the nature of the event (public or private; in the case of a private event, the persons entitled to participate), and the planned venue of the event.

(4) The student events listed in Annex I shall be notified for inclusion in the Event Plan, with the content specified in Section (3) of Article 5, by the deadlines set out in Section (1) of Article 5, to the e-mail address hallgatoi-rendezveny@uni-pannon.hu, or in the case of a hall of residence event to the e-mail address kollegiumi-rendezveny@uni-pannon.hu.

(5) Proposals for organising Student Events not listed in Annex I may be submitted through the Students'/Doctoral Students' Union, with the content specified in Section (3) of Article 5. The proposal shall be sent to the e-mail address rendezveny@hok.uni-pannon.hu no later than 30th January / 30th August each year.

(6) The DC shall compile the proposals received (with the exception of hall of residence events) and, within 3 days following the proposal submission deadline, shall send the Student Event Plan to the SUUP at elnok@hok.uni-pannon.hu and to the DSUUP at pedok@uni-pannon.hu for information.

(7) Authorisation of Student Events (with the exception of hall of residence events) shall be decided by the Director of the DC.

(8) Prior to publication, the DC shall send the Student Event Plan to the Chancellor and the Rector of the University for information no later than the fifth working day preceding publication.

(9) The preparation and publication of the Hall of Residence Event Plan shall be the responsibility of the Director of Dormitories. In the case of Hall of Residence Events, the consent of the SUUP/DSUUP need not be obtained.

(10) Authorisation of Hall of Residence Events shall be decided by the Director of Dormitories.

6.§.
Student Event Authorisation Request

(1) An event may only be organised and held in possession of an Event Authorisation Permit and in accordance with the provisions thereof.

(2) If the Student Event is included in the Student Event Plan, the authorisation procedure shall be initiated at least 10 days prior to the date of the event by submitting the Event Authorisation Request (hereinafter referred to as the "**Student Request**"). This does not apply to Student Events that are predetermined in the academic year schedule. Such events do not require authorisation.

(3) In the case of Student Events not included in the Student Event Plan, a request to amend the Student Event Plan shall be submitted simultaneously with the Student Request to the e-mail address hallgatoi-rendezveny@uni-pannon.hu, or in the case of Hall of Residence Events to the e-mail address kollegiumi-rendezveny@uni-pannon.hu. In this case, the authorisation procedure shall be initiated at least 15 days prior to the date of the event. The amendment of the Student Event Plan shall be carried out by the unit responsible for its preparation.

(4) The organisation of a Student Event shall be requested by completing the Student Request form set out in Annex III.

(5) The Student Request shall identify as Organiser the legal entity, non-incorporated organisation, Organisational Unit or private individual responsible for the organisation and full implementation of the event. In the case of a legal entity or non-incorporated organisation, a natural person authorised to act on behalf of the Organiser in relation to the organisation and full implementation of the event shall also be designated.

(6) If, in the case of a Student Event, the operational organiser and the organiser responsible for financial/administrative tasks are different persons, both must be indicated in the Student Request, and the Student Request must also bear the authorised signature of the financial/administrative organiser. In such cases, the operational organiser shall be responsible for operational tasks, while the financial/administrative organiser shall be responsible for financial matters.

(7) If University funds are used for the implementation of the Student Event and/or the Organisers consist solely of persons holding student status (including doctoral students), the financial administrator may only be Egyetemi Centrum Kft.

(8) In the case of Student Events organised for doctoral students, the supporting declaration of the President of the DSUUP must be obtained; in all other Student Events, the supporting declaration of the President of the SUUP is required (Annex III). It is the responsibility of the applicant to obtain this declaration. The Student Request must be sent to the e-mail address elnok@hok.uni-pannon.hu in the case of the SUUP, and to the e-mail pedok@uni-pannon.hu in the case of the DSUUP. The President of the SUUP/DSUUP shall issue a statement on the submitted Student Request within 3 days. Rejection of the Student Request must be justified.

In the case of Hall of Residence Events, no supporting declaration from the SUUP/DSUUP is required.

(9) The Student Request must be accompanied by the event schedule, house rules, and, where relevant, a budget plan. Where the implementation of the Student Event requires the use of University funds, preparation and submission of a budget plan is mandatory (Annex VI).

(10) The signed Student Request, together with its annexes, must be submitted in PDF format to the e-mail address hallgatoi-rendezveny@uni-pannon.hu in the case of Student Events, and to the e-mail address kollegiumi-rendezveny@uni-pannon.hu in the case of Hall of Residence Events.

(11) In the case of an incomplete or improperly completed Student Request, the Directorate of Communication (for Student Events) or the Director of Dormitories (for Hall of Residence Events) shall return the request to the Applicant within a maximum of 3 days from receipt. The Applicant shall be responsible for remedying the deficiencies and resubmitting the Student Request.

(12) Each Student Event must have its house rules. The review and approval of the house rules shall take place together with the assessment of the Student Request. In this context, amendments or additions to the house rules may be requested from the Organiser.

(13) The following events may not be authorised:

a) events of a party-political nature;

b) events contrary to public morals;

c) events contrary to the University's values and ethical principles;

d) events whose programme elements violate human dignity or endanger physical integrity;

e) events endangering the University's property.

(14) A Student Event may be authorised if it fits within the academic year schedule, its nature and purpose comply with the University's values and ethos, it is financially viable, and, based on the information provided in the Student Request, it can be implemented safely.

(15) Following formal review, the Director of Communication (in the case of Student Events) or the Director of Dormitories (in the case of Hall of Residence Events) shall decide and, if compliant with this Regulation, authorise the organisation of the event and issue the Event Authorisation Permit (hereinafter referred to as "**Event Authorisation Permit**"). If the Student Request does not comply with this Regulation, it shall be rejected with a statement of reasons.

(16) The Event Authorisation Permit shall be sent to the Organiser and, in the case of events planned on University premises, to the organisational units responsible for tasks relating to use of premises, fire safety and security regulations (Egyetemi Centrum Kft., Technical and Operational Directory). In the case of Student Events, this shall be the responsibility of the Directorate of Communication; in the case of Hall of Residence Events, the Director of Dormitories.

(17) Authorisation of the Event does not exempt the Applicant/Organiser from obtaining the necessary official or University permits, making required notifications, and complying with the relevant University regulations.

(18) The Organiser shall notify the Directorate of Communication (in the case of Student Events) or the Director of Dormitories (in the case of Hall of Residence

Events) no later than the day preceding the event if any change occurs in the content of the Student Request.

(19) Any change in the content of the Student Request shall be authorised in accordance with the provisions herein.

(20) In accordance with the relevant provisions of the NHEAct, the Directorate of Communication shall maintain records of submitted Student Requests, the identity of the Organiser of Student Events, and the data specified in the Student Request.

(21) In accordance with the relevant provisions of the NHEAct, the Dormitory Directorate shall maintain records of Student Requests and notifications relating to Hall of Residence Events, the identity of the Organiser and the data provided.

7. §
Organisation of Student Events

(1) As a general rule, Student Events are organised, either in part or in full, by the University's Organisational Units or by a business association owned or under the decisive control of the University of Pannonia, at their own responsibility, expense and risk, upon the initiative of Students, the Students' Union, the Doctoral Students' Union or a third party, and subject to possession of an Event Authorisation Permit.

(2) The official announcement (hereinafter referred to as the "Official Announcement") shall be prepared by the Organiser. The Official Announcement must include the name, venue and date of the Student Event, indicate whether the event is closed or open to the public, specify the ticket price, the method of purchase, the programme and the name of the Organiser.

(3) If participation in the Student Event is subject to certain conditions, the Official Announcement must state that by purchasing a ticket / paying the participation fee or by attending the event, the participant consents to the processing of the personal data necessary for verifying eligibility to participate, and simultaneously accepts the relevant privacy notice. The Organiser shall determine, for each event, the data necessary for verifying eligibility and shall prepare a privacy notice specifying the scope and purpose of data processing. If personal data are transferred to a third party, this must be indicated in the privacy notice.

(4) The Organiser is entitled to process the personal data necessary for verifying eligibility to participate, provided that such personal data must be destroyed within

one month following the closing of the Student Event. The data necessary for verifying eligibility may not be used for any other purpose and may only be transferred to a third party with the data subject's consent.

(5) If the operational organiser and the financial/administrative organiser of the Student Event are different persons, the personal data necessary for verifying eligibility to participate may be processed by the financial/administrative organiser.

(6) In order to promote and advertise the Student Event, the University and the Organiser shall cooperate. The University shall enable the Organiser to promote the Event through the University's information channels. The Organiser and the University may agree that the Organiser may use advertising spaces within the University and place promotional materials in accordance with the Advertising Sales Policy.

(7) Upon request of the Organiser, the Directorate of Communication shall publish the Official Announcement on the University's information channels.

(8) Participants may be informed about the Event offline and/or online. The publication of the House Rules is mandatory both prior to the event and at the event venue.

(9) Depending on the type and nature of the Event, participant registration may take place online or in another manner announced in advance by the Organiser.

(10) The participation fee and discounted participation fee for the Student Event shall be determined by the Organiser, taking into account the opinion of the SUUP/DSUUP. In the case of Student Events open to the public, University citizens may be granted discounted participation.

(11) The Organiser is entitled to raise funds and to provide marketing and promotional opportunities, in return for consideration proportionate to the nature and size of the Student Event, for the purpose of organising and conducting the Event. The Organiser is responsible for compliance with the rules governing fund-raising and for the lawful use of the funds.

(12) The Organiser shall inform the Participants that photographs, video and audio recordings (hereinafter referred to as "**Recordings**") may be made at the event. The Organiser is responsible for obtaining the Participants' consent for the making and publication of the Recording.

8. §
Rules to be observed during Student Events

(1) If participation in the Student Event is subject to certain conditions, only those persons may attend who, upon entry, verify their eligibility to participate by presenting a ticket purchased in advance or on site, or by other appropriate means.

(2) Participants may attend the Student Event at their own risk.

(3) Participants shall conduct themselves in a manner consistent with the spirit and moral standards of the University and appear in attire appropriate to the nature of the event.

(4) Participants are required to familiarise themselves with and comply with the provisions of the House Rules of the Student Event or the venue.

(5) The Organiser is entitled to exclude from the event any participant who fails to comply with the rules applicable during the Student Event.

(6) During the Student Event, the Organiser is responsible for complying with and enforcing fire safety and property protection regulations, as well as other legal provisions applicable to the event, and for maintaining contact with the competent authorities. The Organiser shall be liable for any damage caused by breach of these rules.

(7) The Organiser shall electronically submit a copy of the necessary official permits and notifications to the DC no later than 3 days prior to the commencement of the Student Event. Failure to do so may result in the withdrawal of the Event Authorisation Permit.

9. §
Freshmen's Camp

(1) The provisions of this Regulation shall apply to the Freshmen's Camp or to an event of identical function organised at each campus, subject to the supplementary provisions set out in this Section. The Freshmen's Camp may only be organised by the SUUP.

(2) In the case of the Freshmen's Camp, the selection of Mentors participating in the implementation of the event shall be the responsibility of the SUUP.

(3) Mentors shall be selected through a call for applications issued by the SUUP.

(4) The call for applications shall place particular emphasis on ensuring that the Mentors are persons who carry out the undertaken tasks responsibly and in accordance with the spirit and values of the University.

(5) The SUUP shall maintain a register of the Mentors.

(6) The traditional programme elements of the Freshmen's Camp shall be prepared by the Contributor in cooperation with the SUUP.

(7) The Freshmen's Camp is a private event, and the circle of eligible participants shall be determined by the Contributor, taking into account the opinion of the SUUP. In the case of the Freshmen's Camp, eligible participants shall in particular include Freshmen, invited guests and Mentors.

(8) In the case of the Freshmen's Camp, the preparation and publication of House Rules and a Privacy Notice are mandatory. Participation in the Freshmen's Camp is conditional upon acceptance of the House Rules and the Privacy Notice, as well as consent to photographs and video recordings being taken of the Participants during the Camp, which the University may freely use.

(9) The House Rules of the Freshmen's Camp shall in particular contain:

a) the conditions of participation,
b) the rights and obligations of the participants,
c) the consequences of breaching the House Rules.

(10) The House Rules of the Freshmen's Camp must be displayed at the venue in a clearly visible place.

(11) Participants of the Freshmen's Camp are required to report, as soon as possible, to the Organiser any behaviour, actions or situations that violate the House Rules, written or unwritten moral norms and rules, or human rights.

(12) Freshmen and Mentors may leave the area of the Freshmen's Camp only with special permission or accompanied by a person designated by the Organiser.

(13) Participants may attend the Freshmen's Camp at their own risk.

(14) If a participant breaches the provisions of the House Rules or acts against the spirit and values of the University, the Organiser may, after considering the circumstances of the case, decide to:

a) issue a warning,
b) require the person concerned to leave the camp.

(15) The Organiser shall be obliged to ban a participant from the camp if the participant:

a) repeatedly and seriously breaches the House Rules of the Camp, or
b) engages in conduct endangering the life, physical integrity, health or dignity of another person or persons, or
c) commits a violation of law or a criminal offence.

(16) Depending on the seriousness of the case, the Organiser shall immediately inform the Rector and the Chancellor of the University.

Chapter III

Rules for organising University Events

10. §
Event Authorisation Request

(1) The organisation of an Event may only be commenced and conducted in possession of an Event Authorisation Permit and in accordance with the provisions contained therein. The authorisation procedure must be initiated at least 10 days prior to the date of the Event. Exceptions to this requirement are Events that are predetermined in the academic calendar and specified in Section (4), as well as those that, by joint decision of the Rector and the Chancellor in the given calendar

year, qualify as priority events and for which the responsibilities related to the Event are clearly defined. In the case of such Events, no Event Authorisation Request is required.

(2) In the case of a University Event, the holding of the Event shall, as a general rule, be authorised by the Rector of the University with the consent of the Chancellor (hereinafter referred to as the "Event Authorisation Permit"). The Rector may delegate this authority, provided that the provisions of this Regulation shall be applied in the authorisation procedure, taking into account the instructions issued. The delegated authority may not be further delegated.

(3) In the case of University Events, the registration of the Organiser's details shall be managed by the Directorate of Communication.

(4) If the University Event is listed in Annex II, it is subject only to notification; otherwise, it is subject to authorisation. If the venue of the University Event is located within the area of the organising faculty or a comprehensive organisational unit, the organisers are likewise required to submit a notification to the e-mail address rendezveny@uni-pannon.hu by completing Annex IV.

(5) In the case of a University Event, the form titled "Event Authorisation Request – University Event" (hereinafter referred to as the "Request"), constituting Annex IV to this Regulation, must be submitted for authorisation to the DC at rendezveny@uni-pannon.hu.

(6) The Request must designate as Organiser a natural person who is authorised to act on behalf of the organiser during the organisation and full implementation of the Event (operational organiser).

(7) If, in the case of a University Event, the operational organiser and the organiser responsible for financial/administrative tasks are different persons, both must be indicated in the Request, and the Request must also bear the authorised signature of the financial/administrative organiser. In such case, the operational organiser shall be responsible for operational tasks, and the financial/administrative organiser shall be responsible for financial matters.

(8) In the case of University Events, a supporting declaration/signature must also be obtained from the Head of the Organisational Unit where the commitment is undertaken.

(9) In the case of University Events, no supporting declaration from the SUUP/DSUUP is required.

(10) The Request must include a schedule for the organisation of the Event and, where relevant, its House Rules. If University funds are used for the implementation of the University Event, or if participation or entry is subject to a fee (e.g. conference), a budget plan must also be prepared and attached.

(11) The signed Request, together with its annexes, must be submitted exclusively by electronic means, in PDF format, to the e-mail address rendezveny@uni-pannon.hu.

(12) In the case of a University Event, incomplete or improperly completed Requests for University Events shall be returned by the DC to the Applicant within 3 days of receipt. The Applicant is responsible for remedying the deficiencies and resubmitting the Request.

(13) If the University Event has House Rules, their review and approval shall take place together with the assessment of the Request. In this context, modifications or additions to the House Rules may be requested from the Organiser.

(14) Authorisation shall not be granted for:

a) events with party-political content,

b) events contrary to public morals,

c) events contrary to the values and moral principles of the University,

d) events whose programme elements violate human dignity or endanger physical integrity,

e) events that endanger the property of the University.

(15) An Event may be authorised if it fits within the academic calendar, its nature and purpose comply with the values and spirit of the University, it is economically feasible, and, based on the information provided in the Request, it can be conducted with adequate safety.

(16) Following substantive and formal review, the DC shall forward the Request to the Rector's Office for authorisation.

(17) Following the Rector's authorisation, the Rector's Office shall forward the Event Authorisation Permit to the Chancellor for consent.

(18) After authorisation and consent have been granted, the Chancellor's Office shall send the Event Authorisation Permit to the DC, to the Organiser, and, in the case of Events planned on University premises, to the organisational units

responsible for tasks related to area use, fire protection and safety regulations (University Centrum Kft., Technical and Operational Directory).

(19) Authorisation of the Event does not exempt the Applicant/Organiser from obtaining the necessary official or University permits, making required notifications and complying with the relevant University regulations.

(20) The Organiser is obliged to immediately notify the DC of any changes to the information contained in the Event Authorisation Request.

(21) The provisions of this Section shall apply to the authorisation of any changes to the content of the Event Authorisation Request.

11. §
Organisation of University Events

(1) As a general rule, University Events shall be organised by the University's Organisational Units or by a business association owned or under the decisive control of the University of Pannonia, in possession of an Event Authorisation Permit, at their own responsibility and risk.

(2) The official announcement (hereinafter referred to as the "Official Announcement") shall be prepared by the Organiser. The Official Announcement must include the name, venue and date of the University Event, indicate whether the event is closed or open to the public, specify the ticket price, the method of purchase, the programme and the name of the Organiser.

(3) The Official Announcement may be published on the University's information channels with the involvement of the DC, upon request of the Organiser.

(4) If participation in the University Event is subject to certain conditions, the Official Announcement must state that by registering for the University Event, purchasing a ticket / paying the participation fee or attending the event, the participant consents to the processing of the personal data necessary for verifying eligibility to participate (as set out in the Privacy Notice). The Organiser shall determine, for each event, the data necessary for verifying eligibility. If the transfer of personal data to a third party is required, this must be provided for in the Privacy Notice.

(5) The Organiser is entitled to process the personal data necessary for verifying eligibility to participate, provided that such personal data must be destroyed within one month following the closing of the University Event. The data necessary for verifying eligibility may not be used for any other purpose and may only be transferred to a third party where expressly provided for in the Privacy Notice.

(6) If photographs, video or audio recordings are made at the University Event, the Privacy Notice must specify the manner in which the Organiser or a third party is entitled to use such recordings.

(7) If the operational organiser and the financial/administrative organiser of the University Event are different persons, the personal data necessary for verifying eligibility to participate may be processed by the financial/administrative organiser.

(8) In order to promote and advertise the University Event, the University and the Organiser shall cooperate. The University shall enable the Organiser to promote the University Event through the University's information channels. The Organiser and the University may agree that the Organiser may use advertising spaces within the University and place promotional materials in accordance with the Advertising Sales Policy.

(9) Participants may be informed about the University Event offline and/or online. If the University Event has House Rules, their publication is mandatory both prior to the event and at the event venue.

(10) Depending on the type and nature of the Event, participant registration may take place online or in another manner announced in advance by the Organiser.

(11) The participation fee for the University Event shall be determined by the Organiser. In the case of University Events open to the public, University Citizens may be granted discounted participation.

(12) The Organiser is entitled to raise funds and to provide marketing and promotional opportunities, in return for consideration proportionate to the nature and size of the Event, for the purpose of organising and conducting the University Event. The Organiser is responsible for compliance with the rules governing fund-raising and for the lawful use of the funds.

(13) During the organisation of the University Event, compliance with and enforcement of the applicable regulations and legal provisions shall be the duty and responsibility of the Organiser.

(14) The Organiser must inform the Participants that photographs, video and audio recordings (hereinafter referred to as "Recordings") may be made at the University Event. The Organiser is responsible for obtaining the Participants' consent for the making and publication of the Recording.

12. §
Rules to be observed during University Events

(1) If participation in the University Event is subject to certain conditions, only those persons may attend who, upon entry, verify their eligibility to participate by presenting a ticket purchased in advance or on site, or by other appropriate means.

(2) Participants may attend the University Event at their own risk.

(3) Participants must conduct themselves in a manner consistent with the spirit and moral standards of the University and appear in attire appropriate to the nature of the event.

(4) If the University Event or its venue has House Rules, participants are required to familiarise themselves with and comply with the provisions thereof.

(5) The Organiser is entitled to exclude from the event any participant who fails to comply with the rules applicable during the University Event.

(6) During the University Event, the Organiser is responsible for complying with and enforcing fire safety and property protection regulations, as well as legal provisions applicable to the event, and for maintaining contact with the competent authorities.

Chapter IV

General provisions

13. §
Rules applicable to music and dance events

(1) The provisions of this Regulation shall apply to Music and Dance Events subject to the following supplementary rules.

(2) The Organiser is responsible for obtaining the necessary official permits for the Music and Dance Event and for making the required notifications with appropriate content.

(3) The Organiser shall electronically submit a copy of the necessary official permits and the notifications made to the DC no later than 3 days prior to the commencement of the event.

(4) The Organiser is responsible for organising Events (in particular Music and Dance Events) and ensuring admission to the event in a manner that complies with the capacity of the venue.

(5) The Organiser is responsible for complying with and enforcing fire safety and security regulations. The Organiser shall be liable for any damage caused by breach of these rules.

(6) The Organiser is obliged to arrange for the payment of copyright fees following the Music and Dance Event.

14. §
Legal consequences of breaching the provisions of this Regulation

(1) This Section shall apply to Student Events and University Events alike.

(2) If an Event is organised in a manner deviating from the provisions of the Event Authorisation Permit issued by the University, or without an Event Authorisation Permit, the Rector and/or the Chancellor of the University may prohibit the organisation of the Event or the continuation of an already commenced Event.

(3) Where necessary, the Chancellor of the University may have the premises used without an Event Authorisation Permit vacated by the University's security service.

(4) The Rector and/or the Chancellor, or a person authorised by them, or a staff member responsible for security organisation, shall be entitled to inspect the Event on behalf of the University.

(5) In the event of non-compliance with the applicable rules, the Rector and/or the Chancellor of the University may prohibit the commencement or continuation of the Event.

(6) The Organiser shall immediately inform the Rector and the Chancellor of the University of any extraordinary incident occurring at the Event.

(7) In the event of group or repeated violations that endanger physical integrity, human dignity or the property of the University, the Organiser is obliged to suspend the Event.

(8) The Organiser shall warn any Participant who fails to comply with the applicable rules to behave in accordance with the rules. In the event of repeated violations, or if deemed justified by the Organiser, the Participant may be banned from the Event.

(9) Disciplinary proceedings may be initiated against a Participant who violates the applicable rules.

(10) In the case of an Event held on University premises, the handover and return of rooms and open spaces shall take place in accordance with the Asset Management Policy.

(11) In the event of a breach of the provisions of this Regulation, the Rector and/or the Chancellor of the University may initiate proceedings to hold the person responsible accountable.

15. §
Lodging complaints

(1) Participants of the Event shall have the right to lodge a complaint.

(2) The Official Announcement and/or the House Rules must state that the procedure for handling complaints is set out in the Complaint Management Policy of the University of Pannonia, which is available on the University's website.

16. §
Measurement of participant satisfaction

(1) In the case of an Event, the Organiser may decide to conduct a participant satisfaction survey. Its purpose is to collect participants' comments and suggestions and, based on these, to improve the quality of the Event.

(2) The survey may also be conducted by means of an online questionnaire, with content tailored to the profile of the Event.

(4) The Organiser shall summarise the results of the satisfaction survey.

(5) During the measurement of participant satisfaction, the protection of personal data shall be the duty and responsibility of the Organiser.

Chapter V

IMPLEMENTATION AND FINAL PROVISIONS

(1) The Regulation on the Organisation of Events were approved by the Senate at its meeting of 27th November 2025 by Resolution No. 193/2025 (XI.27.).
(2) This Regulation shall enter into force on 1st January 2026 following approval by the Senate and adoption by the Board of Trustees.
(3) Upon the entry into force of this Regulation, the Regulation on the Organisation of Student Events adopted by Senate Resolution No. 227/2017 (XI.30.) and effective as of 15th December 2017 shall be repealed and deleted.
(4) Upon the entry into force of this Regulation, the Rules on Holidays, Commemorations and Traditional Events adopted by Senate Resolution No. 57/2022 (III.17.) and effective as of 1st April 2022 shall be repealed and deleted.
(5) The provisions of the Regulation on the Organisation of Events shall apply to Events initiated after its entry into force.

Annexes to this Regulation:

Annex I: List of Student Events
Annex II: List of University Events
Annex III: Event Authorisation Request – Student and Hall of Resident Events
Annex IV: Event Authorisation Request – University Events
Annex V: Designated Major Event Venues of the University of Pannonia
Annex VI: Event Budget Plan (Template)
Annex VII: Process Flow Diagram

Dr. János Abonyi
Rector

Zsolt Csillag
Chancellor

The Regulation on the Organisation of Events has been adopted by the Board of Trustees of the Foundation for the University of Pannonia through Resolution 140/2025.(12.18.).

Dated in Veszprém, on 18th December 2025

Dr. Zoltán Birkner

Chairman of the Board of Trustees