UNIVERSITY OF PANNONIA

Faculty of Humanities

Organisational and Operational Rules of Procedure

Adopted by the Senate on: 29.01.2026
Senate Resolution number: 29/2026. (I.29.)
Effective date: 09.02.2026
Person responsible for the maintenance of this regulation: Dean of the Faculty of Humanities
Version number: 03

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	01.01.2025	Senate Resolution 230/2023. (XII.07.)
01	02.01.2025	01.01.2025	01.10.2025	Senate Resolution 237/2024. (XI.28.)
02	01.10.2025	01.10.2025	09.02.2026	Senate Resolution 138/2025. (IX.25.)
03	09.02.2026	09.02.2026	-	Senate Resolution 29/2026. (I.29.)

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

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The Organisational and Operational Rules of Procedure of the Faculty of Humanities (hereinafter referred to as: "Faculty OORP") issued by the University of Pannonia (hereinafter referred to as: "University") on the basis of the University's Organisational and Operational Rules (hereinafter referred to as: "OOR"), Part I Organisational and Operational Rules of Procedure (hereinafter referred to as: "OORP") approved by the Senate of the University of Pannonia and adopted by the Foundation for the University of Pannonia acting as the operator exercising founders' and ownership rights (hereinafter referred to as: "Operator") and on the basis of the resolution by the Board of Trustees on the rules of procedure for adopting the regulations of the University of Pannonia by the Board of Trustees are as follows.

I. General provisions

1.§
Scope of the Faculty OORP

(1) The scope of the Faculty OORP extends to the Faculty of Humanities of the University of Pannonia, all its organisational units, persons employed by the Faculty or having other work-related legal relationships with the Faculty, as well as persons having student and doctoral student status with the Faculty.
(2) The Faculty's Organisational and Operational Rules of Procedure (OORP) — with due regard to the provisions of the University's Deed of Foundation — set out and define the Faculty's educational and scientific research tasks, the duties and powers of the Faculty's management, as well as the rules of representation and election, the organisational structure of the Faculty, the organisational units belonging to the Faculty, the rules of operation, the rules governing the performance of tasks determined by the Faculty, and, in accordance with the applicable legislation, other provisions falling within the scope of the Faculty OORP.

2.§
Faculty details

(1) Name of the Faculty: Pannon Egyetem, Humántudományi Kar;

Name of the Faculty in English: Faculty of Humanities, University of Pannonia

(2) Identification data of the Faculty:
abbreviated name: UP-FH;
registered address: 8200 Veszprém, Egyetem street 10.

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

(4) The Dean's circular stamp:
the coat of arms of Hungary in the middle;
upper outer circle: "Pannon Egyetem" (University of Pannonia);
upper inner circle: "Humántudományi Kar" (Faculty of Humanities);
lower outer circle: "Veszprém";
lower inner circle: "Dékán" (Dean).

(5) The legal status of the Faculty: With its professional autonomy, autonomous administration in accordance with the University's regulations and the autonomous management of its income and decentralised system in accordance with the relevant laws and the regulations of the University, the Faculty of Humanities is an autonomous body of the University of Pannonia, which performs its duties specified in the OORP and other university regulations.

(6) The Faculty is managed and represented by the Dean.

(7) The colour of the visual elements of the brand identity of the Faculty: silver.

(8) Its coat of arms is included in Annex 1.

3. §
The responsibilities of the Faculty

(1) The Faculty provides higher education bachelor's and master's programmes, teacher training in one-tier (undivided) educational programmes, doctoral training, specialised further education courses, vocational further training, specialised further education courses, as well as basic, applied and other research in the related fields of education and science as defined in the University's Deed of Foundation.

(2) In addition, the Faculty shall provide

a) foreign language training for students at the seat of the University,

b) and the language preparation courses and examinations necessary for foreign students to begin their studies in Hungarian or a foreign language.

c) the continuing education and training of the staff of the University.

(3) The aim of the Faculty is to train professionals with a degree, genuine expertise, extensive knowledge, a high degree of linguistic and communication skills and creativity, who are able to carry out independent creative and research work adapted to the expectations of our modern age and to European standards, to convey the values of national and universal culture, to perform education and research organisation duties and to manage funding projects. The Faculty also aims to provide language teaching services that enable students to acquire language skills that are valuable in the labour market The Faculty is actively involved in the cultural and scientific life at a local, regional, national and international level. It cooperates with educational and scientific research, development and planning institutions, economic and business organisations.

(4) The Faculty performs its financial management functions in accordance with the relevant regulations of the University.

(5) The Faculty is authorised to provide services, produce and sell products with the assets, human and material resources available in accordance with the regulations of the University of Pannonia in force at all times on the acceptance of services provided at the request of external parties.

4.§
Faculty staff

(1) The Faculty is composed of university lecturers, researchers, teachers, other employees in miscellaneous positions and university students.

(2) The tasks related to education at the Faculty are carried out by staff employed in lecturer and teacher positions defined in the Employment Requirement System (hereinafter referred to as: "ERS").

(3) Researcher positions may be established for the performance of independent research projects as defined in the ERS.

(4) Lecturers, researchers and teachers are assisted by other staff employed in miscellaneous positions as defined in the ERS.

(5) The Rector shall exercise employer's rights over lecturers, researchers, teachers and staff employed in miscellaneous positions at the Faculty, which may be delegated as specified in the Rector's directive.

II. ORGANISATIONAL STRUCTURE OF THE FACULTY

5.§
Organisational Structure

(1) The various institutes are organisational units responsible for educational and research duties. In addition to educational and research activities, the Dean's Office and the Centre for Teacher Training are organizational units responsible for performing various tasks in support of these activities. The organisational units belonging to the Faculty are listed in Annex 2 of the Faculty OORP.

(2) The institutes carry out the teaching and research activities the Faculty is responsible for, distributed among several departments. The institute is managed by the Head of the Institute, who is considered a managerial employee under the ERS.

(3) Within an institute, there may be departments, research centres, teaching centres or other research units, as well as other professional groups and working units that support the work of the Head of the Institute, however, they are not considered organisational units and the person in charge of them is not considered a managerial employee under the ERS.

(4) Some of the units listed in paragraph (3) may perform several of the tasks the units are responsible for.

(5) The Centre for Teacher Training is responsible for the overall coordination of teacher training as a professional activity. The Centre is managed by a Director General, who is considered a managerial employee.

(6) The Dean's Office is the central organisational unit responsible for the Faculty's administrative, organisational, educational, communication and science coordination tasks. Under the direction of the Dean, its duties include ensuring the coordinated operation of the Faculty's educational, research and financial activities, as well as supporting the implementation of the Faculty's strategic objectives. In connection with the latter, the Centre for Educational Methodology and Innovation and the UniPannon Media Studio operate within the framework of the Dean's Office.

(7) Tasks related to the management of the Faculty are carried out by

(a) the Faculty Board of the Faculty of Humanities (hereinafter referred to as: "Faculty Board"),

(b) the Dean and his or her deputies and delegates.

(8) The performance of the various tasks is assisted by

(a) the Dean's Council (see Article 27),

(b) the meeting of the heads of the organisational units of the Faculty,

(c) the committees of the Faculty Board,

(d) the Chair of the Faculty Council of the Students' Research Societies (hereinafter referred to as: "FCSRS"),

(e) the Students' Union of the University of Pannonia (hereinafter referred to as: "SUUP"), the Constituent Union of the Faculty of Humanities (hereinafter referred to as: "SUUP-FH") and its bodies.

6.§
The Dean

(1) The Dean is responsible for managing and representing the Faculty. The Dean's term of office may not exceed the period laid down in the legislation in force.

(2) The Dean has the following functional responsibilities and powers:

(a) representing the faculty units before university and faculty/centre bodies and managers and, on the basis of a mandate, outside the institution;

(b) developing and implementing the Faculty's human resources strategy;

(c) coordinating, managing and supervising the activities of the organisational units of the Faculty;

(d) liaising with the SUUP-FH and the leader of the trade union operating at the Faculty;

(e) awarding faculty honours in accordance with the ERS;

(f) making preparations for Faculty Board meetings and implementing the decisions taken there;

(g) performing other duties and exercising other powers as provided for by law, the University's regulations and other University policies,

(h) supervising the Faculty's financial management.

(3) The Dean is obliged to inform the Faculty Board of the decisions of the Senate, the implementation of the decisions of the Faculty Board and all other significant measures. He or she is also obliged to inform the Faculty Board of the reasons for his or her actions in which he or she has deviated from the proposal or opinion of the Faculty Board.

7.§
Vice Deans and Dean's Delegates

(1) The Dean may share his or her duties and powers with the Vice Deans and the Dean's Delegates. The Dean may appoint a Vice Dean for General Affairs to substitute him or her or Vice Deans to carry out specific tasks. The division of tasks between the Vice Deans and the Dean's Delegates and their duties must be laid down in their job descriptions.

(2) The Dean may be assisted in his or her work by no more than three Vice Deans. In his or her absence, the Dean must be substituted by the designated Vice Dean for General Affairs, except for his or her duties concerning his or her rights as a payroll manager.

(3) The term of office of the Vice Deans may not exceed the term of office of the Dean, as defined in the ERS.

(4) For the performance of tasks of particular importance to the Faculty, or for the organisation and coordination of such tasks, the Dean may appoint a Dean's Delegate. The activity of the Dean's Delegate is directed by the Dean, and the Delegate shall regularly report to the Dean on the work performed during the term of the appointment. The duties and powers of the Dean's Delegate are governed by his/her job description.

8.§
Heads of organisational units

(1) The functional responsibilities and powers of the heads of organisational units:

(a) managing, supervising and monitoring the professional activities of the organisational unit;

(b) informing the staff employed at the organisational unit, managing and supervising their work;

(c) representing the organisational unit;

(d) ensuring the optimal utilisation of the assets managed by the organisational unit;

(e) cooperating with other organisational units in accordance with the relevant regulations;

(f) promoting and coordinating the teaching, scientific research and publication activities carried out within the organisational unit;

(g) managing the administration of the organisational unit.

(2) The head of the organisational unit is responsible for:

(a) ensuring compliance with the law and university regulations;

(b) ensuring alignment between the resources and means available to the organisational unit and the professional tasks assigned to the unit by the regulations, and for compliance with the principle of economy.

9.§
Head of the Centre for Teacher Training

(1) The Centre for Teacher Training is responsible for the coordination of the professional, content-related, organisational and scientific tasks of teacher training and further training, as well as for the organisation of theoretical and practical training in accordance with the provisions of Act CCIV of 2011 on National Higher Education (hereinafter referred to as: "NHEAct").

(2) The head of the Centre for Teacher Training is the Director General, who may be appointed with the consent of the Minister responsible for public education, unless otherwise provided for in the NHEAct and the ERS.

(3) The Centre for Teacher Training coordinates in particular the process of interviewing, selecting, admitting and transferring students, credit recognition, pedagogical education and the process of final examination, and organises, supervises and assesses school practice. It monitors student progress and carries out career tracking.

(4) The Director General is responsible for the management of teacher training and further training at the University, and for the preparation and implementation of decisions for the achievement of the strategic objectives of the Faculty in relation to teacher training.

a) Manages, coordinates and supervises the educational, practical training, research and project-related tasks in connection with teacher training and further training at the University.

b) Manages cooperation between university lecturers involved in teacher training and public education professionals involved in practical training.

c) Builds and maintains relationships with professional organisations involved in the management of public education.

d) Expands the international relations of the Centre for Teacher Training.

e) Supervises and manages the documentation and administration activities of the Centre for Teacher Training.

f) Leads the Teacher Training Council.

(5) The work of the Director General is assisted by a Vice Director General. The Vice Director General is responsible for:

a) supporting the work of the Director General when performing the tasks and exercising the powers defined by the Director General and the Dean,

b) when the Director General is absent or not available, he or she attends the meetings of the Faculty Board with the right of consultation,

c) performs the operational tasks of the Centre for Teacher Training.

10.§
The Dean's Office

(1) The Dean's Office is the organisational unit within the Faculty that carries out the management, administrative, organisational, marketing, document management and communicational tasks of the Faculty. It exercises the administrative and financial management powers directly related to the teaching and research activities of the Faculty, as provided for in the University's regulations on the financial management of the University.

(2) The Dean’s Office is headed by the Dean.

(3) Within the organisational framework of the Dean’s Office, the following units operate:

(a) Centre for Educational Methodology and Innovation (hereinafter: “CEMI”). CEMI is an educational development centre that supports the professional development of lecturers and the improvement of teaching quality. It promotes modern, student-centred education through training programmes, individual consultations and the sharing of good practices. It tests and introduces innovative methods, underpinning developments through research. It supports programme development, quality assurance and accreditation through data-based analyses. Through these activities, it contributes to the Faculty of

Humanities building an internationally competitive, modern educational culture.

(b) UniPannon Media Studio (hereinafter: "the Studio"), which operates under the supervision of the Dean and belongs to the organisational framework of the Dean's Office, is a unit that supports educational tasks, carries out research and development activities, and performs content production as well as service activities for internal and external partners; however, it does not constitute an independent organisational unit. In the course of its activities, it cooperates with the University's faculties and organisational units and provides them with opportunities to create, edit and process educational content related to the development of the University's educational portfolio, as well as professional support where required. The planning of the implementation of requests received by the Media Studio takes place under the professional guidance and coordination of the Dean's Delegate.

(4) The Dean's Office operates directly under the direction of the Dean. The coordination of the operation of the Office is carried out by the Head of the Dean's Office.

(5) The duties of the Dean's Office include in particular:

(a) administrative and methodological support for the Faculty's educational and scientific activities;

(b) the handling and administrative support of study-related processes and procedures connected to educational programmes, as well as student affairs;

(c) support for the administrative tasks of doctoral schools;

(d) the organisation of teaching support and content development activities, and the development and dissemination of innovative teaching methodologies;

(e) the organisation and performance of the Faculty's communication, marketing and student recruitment activities;

(f) support for the implementation of the Faculty's international and internationalisation strategy;

(g) the organisation of Faculty events;

(h) support for processes assisting the work of lecturers;

(i) administrative support and management of human resources and financial processes related to the operation of the Faculty.

11.§
The Head of the Dean's Office

(1) The coordination of the Faculty's general administrative, marketing, scientific, document management and communication tasks as well as those related to

foreign affairs and funding projects is carried out by the Head of the Dean's Office, who is not classified as an employee in a managerial position under the ERS, under the direct control of the Dean.

(2) The duties of the Head of the Dean's Office include in particular:

(a) taking care of the administrative and management activities of the Dean's Office;

(b) supporting the administrative, marketing, IT and communication activities of the Faculty and the Dean's Office;

(c) supervising the organization of faculty events;

(d) being responsible for the general supervision of the management of the Faculty;

(e) preparing the meetings of the Faculty Board, arranging and supervising the implementation of its decisions;

(f) ensuring that the organisational units, managers, employees and students concerned are informed of the decisions, resolutions and positions of the Faculty Board;

(g) carrying out legal review of decisions taken by the Faculty, if necessary. If the decision or action violates the law, he or she calls the Dean's attention to this fact before implementation;

(h) monitoring the up-to-dateness of faculty regulations on a regular basis, and taking the initiative to remedy any deficiencies detected and make the necessary amendments.

12.§
Programme Leaders

(1) Programme Leaders are appointed by the Rector. Programme Leaders direct the professional work carried out within the individual programmes and are responsible for the updating and development of the curricula of the programmes.

(2) They are responsible for carrying out programme-level quality assurance tasks.

(3) They organise and chair the work of the specialized committees and maintain contact with the lecturers and students of the programme.

(4) Programme Leaders shall submit an annual report on their activities to the Faculty Board.

(5) With regard to the programme under their responsibility, Programme Leaders have the right to provide opinions and submit proposals to the Faculty Board.

13.§
Composition and election of the Faculty Board

(1) The main decision-making body of the Faculty is the Faculty Board.

(2) Composition of the Faculty Board:

- members with voting rights,
- members with the right of consultation,
- invitees.

(3) At least 20 percent and no more than 25 percent of the voting members of the Faculty Board are representatives of the Faculty's Students' Union.

(4) The number of voting members of the Faculty Board is 14:

(a) Ex officio:

- Dean of the Faculty (also the Chair of the Faculty Board),
- President of the SUUP-FH,

(b) By delegation:

- university students (based on the Statutes of the SUUP: 2 members),
- 1 faculty representative of the Doctoral Students' Union of the University of Pannonia (hereinafter referred to as: "DSUUP").

(c) By election:

- lecturers and researchers in a managerial position: 7 members,
- lecturers and researchers in a non-managerial position: 1 member,
- other employees and teachers: 1 member,

(5) The Secretary of the Faculty Board is the Head of the Dean's Office.

(6) The members of the Faculty Board with the right of consultation from the Faculty:

- Vice Dean(s),
- Dean's Delegates,
- Heads of Institutes,
- the Director General of the Centre for Teacher Training or in his or her absence, the Vice Director General,
- study programme leaders,
- former Dean of the Faculty (for one term only),

- members of the Senate of the University of Pannonia elected from the Faculty,
- a representative of the representative trade union operating at the Faculty,
- President of the Faculty Council of the Students' Research Societies.

(7) The non-faculty members of the Faculty Board with the right of consultation:

a. Rector,
b. Chancellor,
c. Executive Director of the Board of Trustees,
d. Deans of cross-teaching faculties,
e. Director of Economic Affairs,
f. Director of the Directorate of Human Resources Management,
g. Director of the Directorate of Academic Affairs,
h. Chairperson of the Works Council,
i. President of the Trade Union,
j. President of the SUUP,
k. President of the DSUUP,
l. occasionally, the Dean may invite other persons to attend the meeting, with or without the right of consultation, if the agenda of the meeting so requires.

(8) Permanent invitees of the Faculty Board with the right of consultation: respected professionals from the public, academic, professional and business world. The number of such invitees is determined by the Faculty Board. Their invitation is decided by the Faculty Board on the basis of a proposal of the Dean, for a maximum period of three years.

(9) The voting rights of all the members of the Faculty Board, with the exception of the Dean and the President of the SUUP-FH, are personal.

(10) External members, with the right of consultation, may be invited to the meetings of the Faculty Board to discuss each agenda item at the proposal of the person in charge of the given agenda item or at the initiative of the Dean.

(11) The term of office of the elected members of the Faculty Board is four years, while the term of office of student representatives (Board members) is determined in accordance with the Statutes of the SUUP. A member may be elected for several terms. Only students who are enrolled for the current semester may be members of the Faculty Board.

(12) The members of the Faculty Board are elected in accordance with the OORP of the University of Pannonia, the Election Rules and the Faculty OORP as follows:

a) The election of the 7 lecturers and researchers having managerial positions is held in 6 constituencies based on the organisational units of the FH (the constituencies and the number of representatives to be elected in each constituency are set out in Annex 6).

b) Lecturers and researchers without a managerial position form 1 constituency at the Faculty. A total of 1 person of all the lecturers and researchers without a managerial position at the Faculty belonging to this category will be elected to the Faculty Board.

c) Other employees and teachers form 1 constituency at the Faculty. A total of 1 person of all of the employees of the Faculty belonging to this category will be elected to the Faculty Board.

d) Student members are delegated in accordance with the Statutes of the SUUP.

e) The doctoral student is delegated in accordance with the Statutes of the DSUUP.

(13) The membership of a Faculty Board member will cease if

(a) the Board member leaves the electoral stratum,

(b) the Board member is transferred to another constituency,

(c) his or her term of office expires,

(d) the Board member resigns,

(e) the Board member is recalled,

(f) the student status of a student member of the Faculty Board is suspended,

(g) the student status of a student member of the Faculty Board is terminated,

(h) the employment of the Board member is terminated, including the period of exemption from work prior to the termination of employment,

(i) for other reasons laid down by law or by the OOR.

(14) The procedure for the recall of Board members is governed by the University's Election Rules.

14.§
Scope of authority of the Faculty Board

(1) The scope of authority of the Faculty Board includes:

(a) the establishment and awarding of faculty honours;

(b) the adoption of its own work plan, with due regard to the applicable legislation;
(c) the establishment of faculty bodies and committees;
(d) decisions on the use of the budgetary allocations made available to the Faculty from the University's budget;
(e) the approval, review and amendment of degree programmes and curricula;
(f) the development of the Faculty's research and development strategy;
(g) decisions on all matters that are assigned to its competence by law or by university or faculty regulations.

(2) The Faculty Board submits proposals to the Senate regarding:
(a) the adoption and amendment of the Faculty's organisational and operational rules of procedure;
(b) the part of the University's educational programme managed by the Faculty, including the launch of new programmes and the termination of programmes within the educational programme;
(c) the ranking of applications for the position of Dean of the Faculty;
(d) the initiation of the recall of the Dean in accordance with the ERS;
(e) the ranking of applications for the positions of Vice Deans;
(f) applications for university centre and faculty management positions, as well as for senior lecturer and senior researcher positions;
(g) the awarding of other honours and titles.

(3) The Faculty Board may express an opinion on:
(a) budgetary and development proposals affecting the Faculty;
(b) individual applications for teaching, research and managerial positions in accordance with the ERS;
(c) all matters in which the power and responsibility to decide lie with the Senate.

15.§
The functioning of the Faculty Board

(1) The Faculty Board shall meet as required during the academic year, but at least twice per semester. The Faculty Board shall be convened by the Dean. Where justified, the Dean may convene the Faculty Board for an extraordinary meeting at any time.

(2) The Faculty Board must be convened within fifteen days if so requested in writing—indicating the agenda to be discussed—by the Rector, the Senate, one third of the voting members of the Faculty Board, the lecturers' and researchers' meeting of any independent faculty organisational unit, the SUUP-FH, or the Works Council.

(3) The agenda of the Faculty Board shall be determined by the Dean, taking into account the submissions received. The agenda shall be sent electronically to the members of the Faculty Board by the Dean's Office together with the invitation at least seven days prior to the meeting. The proposer shall submit the proposal to the Dean's Office in one original signed copy and in electronic form; the Dean's Office shall forward it electronically to the members of the Faculty Board at least five working days before the meeting, or at least three working days before an extraordinary meeting. The proposals shall be accessible at the Dean's Office and on the internal network. Where necessary, the proposals shall be submitted for opinion to the relevant standing committee of the Faculty Board.

(4) Meetings of the Faculty Board shall be chaired by the Dean or, in the Dean's absence, by a Vice Dean designated by the Dean with voting rights on the basis of a written authorisation. In the absence of a specific authorisation to this effect, the Vice Dean shall not have voting rights, and in such cases his or her presence shall be disregarded when determining quorum. Except for electronic voting, the Faculty Board shall have a quorum if at least sixty per cent of the voting members are present.

(5) The Chair of the Faculty Board shall order a closed meeting if, upon his or her own initiative or upon the motion of any member, more than half of the members present vote in favour. Only members of the Faculty Board and persons with the right of consultation may attend a closed meeting. Participants in a closed meeting shall be obliged to treat the matters discussed therein as confidential.

(6) Decisions of the Faculty Board shall be adopted by open voting with the unanimous majority of the voting members present.

(7) A majority of at least two thirds of the voting members present is required to initiate the approval or amendment of the Faculty's Organisational and Operational Rules of Procedure, as well as for the adoption of the annual budget and the approval of the report on the implementation of the previous year's budget.

(8) The Dean shall order a secret ballot if the Faculty Board adopts a decision on a personnel matter, or if more than fifty per cent of the voting members present request such a ballot.

(9) The Faculty Board may also vote electronically in the cases and in the manner specified in the Rules of Procedure of the Senate, provided that, wherever the Rules of Procedure of the Senate refer to the Senate, the Faculty Board shall be understood.

(10) Decisions of the Faculty Board shall be recorded in writing, assigned a serial number and kept electronically in accordance with paragraph (3) of Annex 5.

(11) An audio recording and minutes shall be made of meetings of the Faculty Board. The audio recording shall be retained in accordance with the provisions of the University's Document Management Regulation in force at all times.

(12) Within fifteen days following the meeting, the minutes shall be made accessible at the Dean's Office to the citizens of the Faculty and to the members of the Faculty Board. The minutes shall include the date and place of the meeting; a list of those present and absent, broken down by members, participants with the right of consultation and invitees; the matters discussed; the contributions made; and the decisions adopted for each item, indicating the voting ratios. The minutes shall be signed by the Dean and authenticated by two voting members of the Faculty Board. The proposals submitted to the meeting, the audio recordings and the decisions shall be public to the citizens of the Faculty.

16.§
Rules of procedure for the deliberations of the Faculty Board

(1) An agenda item tabled during a meeting may be discussed at that meeting only with the consent of the Faculty Board.

(2) The meeting of the Faculty Board must be chaired by the Dean or Vice Dean (hereinafter referred to as: "Chair"), during which the Chair

(a) verifies that the meeting of the Faculty Board has been convened in accordance with the Faculty OORP, establishes that the meeting has a quorum and monitors the quorum status throughout the meeting;

(b) presents the agenda for the meeting;

(c) chairs the discussion item by item and puts the proposals for decisions to the vote;

(d) proposes to limit the length of remarks or close the debate in order to bring a lengthy debate to a speedy conclusion;

(e) opens the floor for comments or stops a speaker;

(f) warns a contributor when he or she is off-topic;

(g) orders a break at the meeting;

(h) suspends or adjourns the meeting for a specified period of time if circumstances arise which prevent the continuation of the deliberations;

(i) ensures the smooth running of the meeting.

(3) Except for voting by electronic means, the Faculty Board has a quorum if at least 60% of the voting members are present. In case of a lack of quorum, the meeting must be reconvened within 30 days. The criteria for the quorum for the new meeting are the same.

(4) The Chair opens the floor for a debate on each agenda item separately and may propose that the various items be deliberated together. The members of the Faculty Board and the invitees with the right of consultation may put questions to the proposer, to which an answer must be given before any debate may take place.

(5) The proposer or any member of the Faculty Board may propose to postpone the discussion of an agenda item or to remove it from the agenda.

(6) The proposer may supplement the written proposal, orally or in writing, no later than 10 minutes before the debate, if justified by changes that have occurred during the period between the submission of the material and the meeting.

(7) The adoption of a proposal put to the vote or its referral to a higher forum is subject to a majority of more than 50% of the votes cast in favour of the proposal by the voting members of the Board present.

(8) The Faculty Board decides on the nomination of the Dean by a majority vote of its members.

(9) Decisions of the Faculty Board on personnel matters must be signed and certified by the Dean and sent to the Directorate of Human Resources Management.

(10) Verbatim minutes must be taken of the entire Board meeting or of the discussion of a specific item on the agenda on the motion of the Chair or a quarter of the members.

(11) A detailed description of the deliberation procedure is set out in Annex 3.

17.§
Proposals of the Faculty Board

(1) New items added to the agenda, new items not included in the agenda and draft resolutions, reports or information proposed in advance are deemed to be a proposal.

Proposals must be submitted to the Dean's Office at least 7 working days prior to the Faculty Board meeting. The Dean submits the proposals to the committees assisting the Faculty Board for their opinion. The competent committees of the Faculty Board conduct the procedure according to their own agenda. After the opinion-forming process has been completed, the Dean will decide on the agenda. In the event of a refusal by the Dean, he or she must notify the Faculty Board of this before the agenda is voted on.

(2) The main types of proposals put before the Faculty Board:

(a) a report on the performance of a task or the activities of a body which requires acknowledgement;

(b) a proposal requiring a decision, which may also lead to a resolution;

(c) information material that requires acknowledgement.

(3) The requirements on form and content relating to submissions and proposals for decisions are set out in Annex 4.

18.§
Decisions of the Faculty Board

(1) The Faculty Board usually takes its decisions by open ballot. Voting at Faculty Board meetings is done in person. The Dean and the President of the SUUP-FH may be substituted and represented by their deputies with voting rights on the basis of a written proxy.

(2) Open voting is conducted by show of hands or by ballot-counting equipment.

(3) A roll-call vote must be taken:

(a) if the Chair proposes it;

(b) on the proposal of any member of the Faculty Board with voting rights, if requested by 1/3 of the members present.

(4) In the case of roll-call votes, the Chair reads out the list of members in alphabetical order. Members must vote by indicating “yes” or “no”. The two Board members designated by the Chair must register the votes on the roll, count the votes and hand over the result of the vote, together with the roll, to the Chair. The Chair then announces the result of the vote. The list of names must be enclosed with the minutes.

(5) The Faculty Board decides on personal matters by secret ballot, except for the awarding of gold, diamond, iron and ruby diplomas. It must also take decisions in this way in other cases if more than a half of the voting members of the Board present so request by open ballot. In other cases, the Board takes a decision by open ballot. Voting by secret ballot must be by means of ballot-counting equipment or a ballot paper in an envelope, in a designated room and using a ballot drop box.

(6) In the case of a secret ballot, in the event of a tie, a decision to repeat or postpone the vote must be taken immediately, specifying the specific time. The vote may be repeated immediately in the event of a further tie.

(7) Separate minutes must be taken of the secret ballot, which must include:

(a) the place, date, start and end time of voting;

(b) the names and functions of the members of the ballot-counting committee;

(c) any special circumstances that arose during the voting.

(8) A detailed description of the voting procedure is set out in Annex 5.

III. Committees and bodies at Faculty level

19.§
Committees and bodies of the Faculty

(1) The work of the Faculty Board is supported by various committees and bodies.

(2) The committees and bodies of the Faculty are elected, established and abolished by the Faculty Board.

(3) Representative trade unions may delegate members with the right of consultation to standing committees.

(4) Standing committees, council and bodies of the Faculty Board:

a) Economic Committee,

b) Quality Improvement Committee,

c) Education and Credit Transfer Committee,

d) Teacher Training Committee,

e) Students' Social Committee,

f) Faculty Council of Students' Research Societies,

g) Faculty Scholarship Committee,

h) Disciplinary and Compensation Committee,

i) Specialized Committees.

(5) The committees must lay down the rules for their operation in their own rules of procedure.

(6) The Faculty's decision-preparatory bodies:

a) Dean's Council.

20.§
Economic Committee

(1) Composition of the Committee:

a) Chair: the Dean or the Vice Dean assigned to this function.

b) Members: heads of the Faculty's organisational units, Vice Deans, Deans' Delegates and President of the SUUP-FH.

(2) Functions and scope of authority of the Committee:

- Developing guidelines for the Faculty's budget management and strategies for the Faculty's human policy.
- Coordinating the Faculty's application and project activities.

21.§
Quality Improvement Committee

(1) Composition of the Committee:

a) Chair: the Dean or the Vice Dean assigned to this function.

b) Members: delegates of the Faculty's units supporting education (1 person from each unit), based on the proposals by the heads of units,

President of the SUUP-FH

delegates of the SUUP-FH (2 members).

(2) Functions and scope of authority of the Committee: Monitoring and coordinating the fulfillment of accreditation and quality development criteria related to human resource planning. Operating the Faculty's quality management system and coordinating tasks related to accreditation at an organisational unit level. Reviewing the reports of the specialized committees, formulating strategies, measures and proposals for improving the quality of training.

22. §
Education and Credit Transfer Committee

(1) Composition of the Committee:

a) Chair: the Dean or the Vice Dean assigned to this function.

b) Members: delegates of the Faculty's organisational units (1 person from each unit),

delegates of the SUUP-FH (25% of the Board members).

(2) Functions and scope of authority of the Committee: The committee, which operates under the control of the Dean or the Vice Dean, is the faculty committee responsible for student academic affairs. It is responsible for matters specified in the OORP, Part III Student Requirement System (hereinafter referred to as: "SRS"). The student representatives of the Credit Transfer Committee may not participate in the work of the Committee in matters concerning students, in accordance with Section (5) of Article 12 of the NHEAct.

23.§
Teacher Training Committee

(1) Composition of the Committee:

a) Chair: Director General of the Centre for Teacher Training.

b) Members: the delegates of the various majors of the Faculty (1 person from each major), based on the proposal of the heads of the organisational units,

the delegates of the various majors from partner faculties concerned (1 person from each major),

delegates of the SUUP-FH (2 members).

(2) Functions and scope of authority of the Committee:

The Committee makes preparations for decisions affecting teacher training and gives its opinion on all matters relating to teacher training.

24.§
Students' Social Committee

(1) Composition of the Committee:

a) Chair: the Dean or the Vice Dean assigned to this function.

b) Members: a lecturer appointed by the Dean,

3 students representing the SUUP-FH,

representative of the Student Finance Department of the Directorate of Academic Affairs.

(2) Functions and scope of authority of the Committee: It must carry out its tasks in accordance with the relevant provisions described in the paragraphs 12/B and 85 of the SRS.

25.§
Faculty Council of Students' Research Societies

(1) Composition of the Committee:

a) Chair: The chair of the Faculty Council of Students' Research Societies (hereinafter referred to as: "FCSRS") is elected by the Faculty Board and appointed by the Dean.

b) Members: section leaders of the FCSRS.

(2) Functions and scope of authority of the Committee:

The main activities of the FCSRS include the organisation of the Conference of Students' Research Societies at the Institution, the organisation of the Faculty's talent management activities and liaising with the University's Council of Students' Research Societies and the competent committees of the National Conference of Students' Research Societies.

26.§
Faculty Scholarship Committee

(1) Composition of the Committee:

a) Chair: the Dean

b) Members: the Vice Dean assigned to this function and 1 member of the SUUP-FH who participates with the right of consent.

(2) Functions and scope of authority of the Committee: awarding of faculty scholarship by the Dean, based on the decision of the committee.

27.§
Disciplinary and Compensation Committee

(1) The Disciplinary and Compensation Committee has six members. Its lecturer members and its chair are appointed by the Dean, and its two student members are delegated by the SUUP-FH in the manner laid down in the Statutes.

Specific disciplinary matters are dealt with by the Disciplinary and Compensation Committee, which consists of three members, a chair and two members appointed from the Disciplinary and Compensation Board. The chair and members of the acting committee must be appointed by the Dean from among the members of the Disciplinary and Compensation Committee, one of whom must be a representative of the SUUP-FH.

(2) Functions and scope of authority of the Committee: conducting disciplinary proceedings in the event of disciplinary misconduct by a student, taking a disciplinary decision. The detailed tasks of the Committee are set out in the SRS.

28.§
Specialized Committees

(1) The primary task of the specialized committees is to review, continuously monitor and develop the educational programmes of the respective degree programmes, and to carry out preparatory activities related to curriculum modifications and the development of new curricula.

(2) The task of organizing and managing the work of the specialised committees is the responsibility of the programme leaders.

(3) Composition of the Committee for each degree programme:

a) Chair: programme leader of the given degree programme,

b) members:

a. teaching staff appointed by the Dean on the basis of the decision of the Faculty Council,

b. student(s) delegated by the SUUP-FH,

c. a student appointed by the programme leader.

(4) Specialized Committees hold a meeting at least once a year.

29.§
Dean's Council

(1) The Dean's Council is an advisory body comprised of the management of the Faculty, with the right of proposal, assisting the Dean in his or her work and coordinating the implementation of the tasks of the Faculty's management. It has no decision-making rights, its working schedule is determined by the Dean.

(2) Its main task is to provide opinions on planned faculty-level strategic directions and measures related to education, research, economic matters and administration.

(3) The Dean's Council is chaired by the Dean.

Members:

a) Vice Deans;

b) the Dean's Delegates;

c) the heads of organisational units;

d) the Director General of the Centre for Teacher Training;

e) the head of the Dean's Office;

f) the President of the SUUP-FH as an invitee on issues concerning students.

(4) The Dean sets the schedule and the agenda of the Dean's Council.

30.§
Faculty general meeting

(1) It is a forum for the Faculty's lecturers, researchers and employees in positions other than the position of a lecturer or researcher convened on an ad hoc basis by the Dean of the Faculty to discuss important issues affecting the Faculty. The general meeting of the staff of the Faculty must also be convened within two weeks if at least one third of the Faculty's lecturers, researchers and employees in positions other than the position of a lecturer or researcher request it in writing, stating the reasons.

31.§
Miscellaneous and final provisions

(1) Communication between the Faculty and its organisational units takes place through the bodies, committees and meetings defined in the Faculty OORP.

(2) The Faculty OORP and its amendments are adopted by the Senate and approved by the Director of Operations of the Foundation for the University of Pannonia. The amendment of the Faculty OORP may be initiated in a written submission by the Operator, the Rector, the Chancellor, the Senate, the Dean, the voting member of the Faculty Board, the Works Council on behalf of the employees, the Trade Union, the SUUP-FH and the DSUUP-FH on behalf of the students.

(3) The Head of the Dean's Office must ensure that all the employees of the Faculty of Humanities and the members of the SUUP-FH are familiar with the Faculty OOR. This Faculty OORP is available on the University's website.

(4) This Faculty OORP enters into force on 9th February 2026. At the same time, the Faculty OORP which entered into force by Senate Resolution 138/2025 (IX.25.) is repealed.

(5) The mandate of the elected senior lecturers and senior researchers shall last until the next Faculty Board election. The next Faculty Board election shall be conducted according to the constituencies specified in Section 13(12) of the OORP.

(6) If the mandate of the elected senior lecturers and senior researchers of the Faculty Board becomes vacant for any reason, the interim Faculty Board election shall be conducted according to the constituencies specified in Section 13(12) of the OORP.

Veszprém, 13th January 2026

Dr. Éva Bodnár
Dean

Adopted by Senate Resolution 29/2026. (I.29.).

Veszprém, 29th January 2026

Dr. János Abonyi
Rector

Zsolt Csillag
Chancellor

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

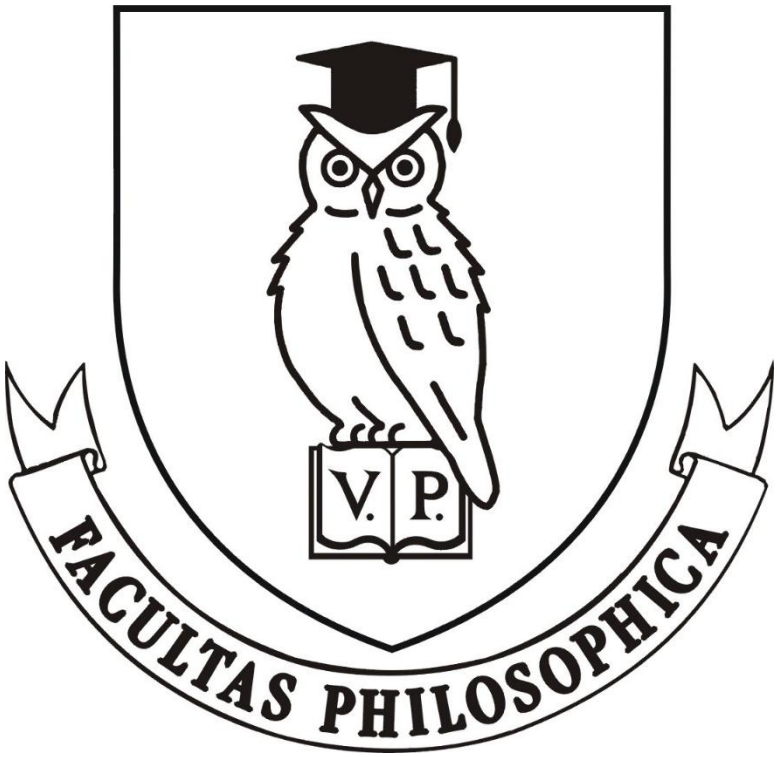
Veszprém, 29th January 2026

Dr. Péter Bartus
Director of Operations

ANNEXES

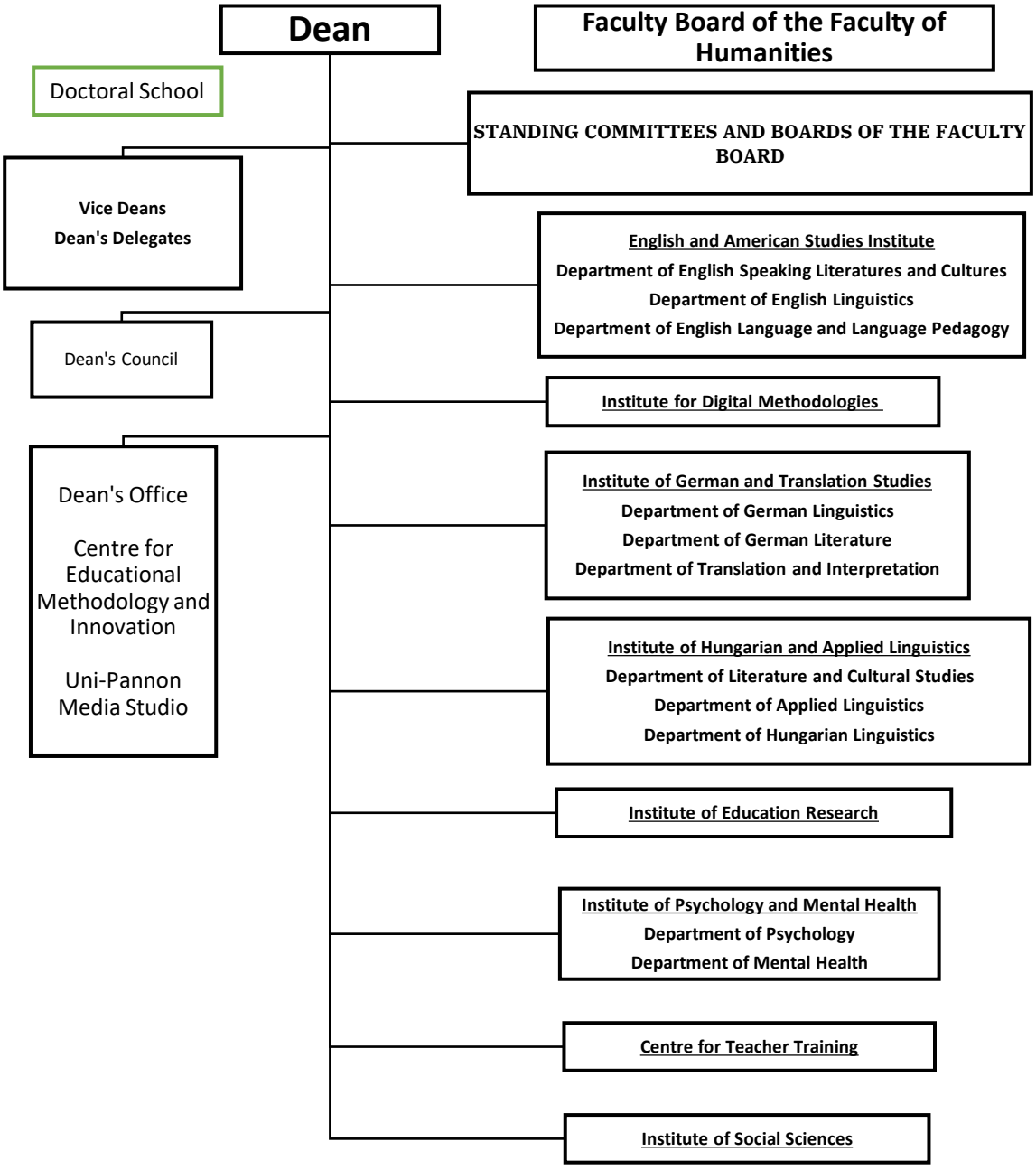
Annex 1: Coat of Arms of the Faculty





Annex 2: Organisational Chart of the Faculty

ORGANISATIONAL CHART OF THE FACULTY OF HUMANITIES



Annex 3: Detailed Description of the Deliberations of the Faculty Board

(1) The rules of procedure of the Faculty Board meetings:

(a) The Chair determines the order in which contributions are to be made.

(b) The person involved in the preparation, the proposer and the presenter of the proposal may speak at any time before the decision is taken.

(c) Before a decision is taken, the proposer gives his or her opinion on the amendments submitted.

(d) Any member may ask to speak at any time on a point of order concerning the agenda item under discussion.

(2) A point of order:

(a) a proposal to postpone or adjourn an agenda item,

(b) a proposal to close the list of speakers,

(c) a proposal to close the debate,

(d) a proposal on how to vote.

The Faculty Board decides on agenda proposals by a simple majority vote of its members present and entitled to vote.

(3) At the meetings of the Faculty Board, invitees with the right of consultation may speak in relation to proposals concerning their field of activity. The Chair may limit the time for which a member may speak.

(4) Following the contributions, the Chair closes the debate, summarises the debate and deals with the opinions expressed on topics other than the proposals and with all the amendments to the proposal for a decision. He or she provides substantive responses to other suggestions and comments made during the meeting.

(5) After the debate has been closed, the proposer of the agenda item responds to the contributions.

(6) After the debate has been closed, no substantive contributions or remarks on points of order may be made from the time the vote is called until it is finished, except for the declaration of personal interest.

Annex 4: Content and Form of Proposals and Submissions

(1) The first part of the proposal contains:

(a) an accurate description of the subject matter,

(b) the names of those involved in the preparation,

(c) an indication of dissenting opinions and the reasons for them,

(d) all the circumstances, context and factual information which justify the proposed decision,

(e) the proposal must be suitable for presenting the subject matter in a realistic manner, drawing the appropriate conclusions and making the most reasonable decisions,

(f) if the discussion of the proposal requires the prior opinion of the non-faculty members of the Faculty Board with the right of consultation, the opinion must be attached.

(2) The proposed decision must:

(a) be linked to the establishments of the proposal in an organic way,

(b) be lawful, expedient, professional and enforceable, specifying the objective and subjective conditions for implementation,

(c) include the alternatives if more than one way of implementing the decisions is possible,

(d) provide for any final decision on the same subject matter,

(e) designate the person responsible for enforcement,

(f) indicate the deadline for implementation.

Annex 5: Procedure for Making Decisions by the Faculty Board

(1) The voting procedure:

(a) The Chair puts the proposals contained in the submissions and those made during the debate to the vote, one by one.

(b) First, decisions must be made on proposed amendments and supplements, then on the original proposals.

(c) When voting by show of hands, first the affirmative, then the negative and finally the abstention votes must be recorded.

(d) After the result of the vote has been established, the Chair announces the decision and the proportion of votes cast.

(2) If there is any doubt as to the result of the vote, the Chair must, at the request of any member, repeat the vote. Any member may propose a change in the voting procedure for a particular agenda item until the debate has been concluded. The Faculty Board must decide on the proposal without discussion.

(3) The resolutions of the Faculty Board must be numbered consecutively starting with 1 per academic year. Decisions of the Faculty Board must be registered in the Dean's Office in the register of decisions. The decisions are public for the members of the Faculty Board and the citizens of the Faculty and are available at the Dean's Office and on the intranet.

(4) The decisions must be sent to the persons or bodies responsible for their implementation within 3 days after the minutes of the Faculty Board meeting have been drawn up.

Annex 6: Constituencies of the Faculty Board of the FH for lecturers and researchers in managerial position and the number of representatives to be elected in each constituency

Constituency	Number of representatives
1. English and American Studies Institute	1 lecturer/researcher in managerial position
2. Institute of German and Translation Studies	1 lecturer/researcher in managerial position
3. Institute of Social Sciences	1 lecturer/researcher in managerial position
4. Institute of Hungarian and Applied Linguistics	2 lecturers/researchers in managerial position
5. Institute of Education Research, Centre for Educational Methodology and Innovation, Centre for Teacher Training	1 lecturer/researcher in managerial position
6. Institute of Psychology and Mental Health	1 lecturer/researcher in managerial position
Total	7 lecturers/researchers in managerial position

Annex 7: List of Faculty Awards

The Chancellor's agreement is required for the determination of any prize that can be granted with awards, if the payment is made from university funds.

Bécsy Tamás Award

1. The Award may be granted to

a university lecturer or secondary school teacher who is professionally connected to the Faculty of Humanities of the University of Pannonia, enhances its reputation and recognition, supports its training programmes, has achieved significant results in talent management, his or her students have been successful in national student competitions, theatre festivals, competitions for students' research societies and have contributed to the preservation of the Faculty's traditions with excellent theses and publications.

2. The procedure for conferring the Award:

Nominations may be submitted by the Heads of the Institutes of the UP-FH and the Director General of the Centre for Teacher Training by 15th April each year. A two-member advisory board reviews the nominations and decides on the ranking. The members of the advisory board are the Dean of the UP-FH and the FH's Vice Dean for Academic Affairs.

3. Once the ranking has been established, the Dean, with the support of the Faculty Board, decides on the recipient. The Dean's Office will inform the recipient of the Award of the decision.

4. One Award per year may be conferred at the Faculty's graduation ceremony and is presented by the Dean.

5. The Award is accompanied by a certificate attesting to its conferral, a small statuette and a prize of 50% of the guaranteed minimum wage, which is paid by the University to the account number provided by the recipient. The public burdens of the Award must be borne by the Faculty.

6. The text of the certificate is as follows:

We,

the Dean and the Board of the

Faculty of Humanities of the
University of Pannonia,
grant to Mr. / Mrs. / Ms.
.....
the
Bécsy Tamás Award
for his/her outstanding activities in the interest of the Faculty.
Place and date: Veszprém, ...
Dean

7. The non-figurative statuette is made of bronze. Its box bears the inscription of 'Bécsy Tamás Award' and the Faculty's coat of arms.

Lengyel Zsolt Award

1. The Award may be granted to

a full-time or part-time student of the University of Pannonia, having active student status with the Faculty of Humanities, who contributes to the development of the academic work of the Faculty through outstanding academic achievements, participation in national academic/students' research competitions and writing outstanding theses and publications.

2. The procedure for conferring the Award:

Nominations may be submitted by the Heads of the Institutes of the UP-FH and the Director General of the Centre for Teacher Training by 15th April each year. A two-member advisory board reviews the nominations and decides on the ranking. The members of the advisory board are the Dean of the UP-FH and the FH's Vice Dean for Educational Affairs.

3. Once the ranking has been established, the Dean, with the support of the Faculty Board, decides on the recipient. The Dean's Office will inform the recipient of the Award of the decision.

4. One Award per year may be conferred at the Faculty's graduation ceremony and is presented by the Dean.

5. The Award is accompanied by a certificate attesting to its conferral, a small statuette and a prize of 50% of the guaranteed minimum wage. The public burdens of the Award must be borne by the Faculty.

6. The text of the certificate is as follows:

We,
the Dean and the Board of the
Faculty of Humanities of the
University of Pannonia,
grant to Mr. / Mrs. / Ms.
.....
the
Lengyel Zsolt Award
in recognition of his/her outstanding academic achievement.
Place and date: Veszprém, ...
Dean

7. The non-figurative statuette is made of bronze. Its box bears the inscription of '*Lengyel Zsolt Award*' and the Faculty's coat of arms.

"Students for the Community" Award

The *Students for the Community Award* may be granted to final-year students at the Faculty of Humanities of the University of Pannonia who:

- have performed outstanding community activities within the Faculty,
- have created lasting value through their commitment, volunteer work, personality and initiatives,
- serve as an example for the student community and the university community as a whole.

2. The procedure for conferring the award:

a) Nominations for the award may be submitted each semester from among graduating students, no later than:

- Autumn semester: 15th January
- Spring semester: 15th June

b) Those eligible to submit nominations are:

- Heads of departments of the UP-FH,
- Director General of the Centre for Teacher Training,
- Programme leaders of the UP-FH.

c) The received nominations will be evaluated by a **two-member advisory board** consisting of the Dean of the Faculty and the Vice Dean for Educational Affairs. The advisory board will establish a ranking based on the merits of the candidates.

3. The procedure for decision-making

Once the ranking has been established, the Dean's Council decides on the awardee. Following the decision, the awardee shall be notified by the Dean's Office in an official letter.

4. The procedure for conferring the award:

- The Students for the Community Award may be granted to **one person** per year.
- The award is presented at the Faculty's official **graduation ceremony.**
- The award is presented in a ceremonial setting by the **Dean of the Faculty.**

5. The content of the award:

The awardee will receive the following:

- a commemorative certificate confirming the granting of the award,
- an engraved glass award (non-figurative statuette),
- a presentation box containing the award, bearing the inscription '*Students for the Community Award'* and the Faculty's coat of arms.

6. The text of the certificate is as follows:

We,

the Dean and the Board of the

Faculty of Humanities of the

University of Pannonia,

grant to Mr. / Mrs. / Ms.

.....

the

Students for the Community Award

for his/her outstanding activities in the interest of the Faculty.

Place and date: Veszprém,.....

Dean

7. The material appearance of the award

The statuette accompanying the award is made of glass and is non-figurative in shape. The following elements appear on the presentation box in which the award is presented:

- The inscription '*Students for the Community Award'*,
- The coat of arms of the Faculty of Humanities of the University of Pannonia.

“Outstanding Employee of the Faculty of Humanities” award

Conditions and procedure for conferring the “Outstanding Employee of the Faculty of Humanities” award:

(1) The award may be granted to

- outstanding employees of the Faculty, excluding teachers and researchers,
- in recognition of outstanding performance over several years.

(2) The granting of the award may be initiated by the heads of organizational units with the Dean of the Faculty.

(3) The award shall be conferred by the Dean based on the decision of the Faculty Board.

(4) A maximum of one award may be granted per year. The award shall be presented at a faculty ceremony. The award may be granted after a minimum of three years of employment at the Faculty and may be granted to the same person more than once, but not within a five-year period.

(5) The award is accompanied by a certificate attesting to its conferral and a remuneration equivalent to twice the minimum wage valid on the first day of the year in which the award is granted.

(6) The text of the certificate is as follows:

We,

the Dean and the Board of the

Faculty of Humanities of the

University of Pannonia,

grant to Mr. / Mrs. / Ms.

.....

the

“Outstanding Employee of the Faculty of Humanities” Award

for his/her outstanding activities in the interest of the Faculty.

Place and date: Veszprém,

.....

Dean, Chair of the Faculty Board

Outstanding Lecturer of the Faculty of Humanities Award

Conditions and procedure for conferring the "Outstanding Lecturer of the Faculty of Humanities" award:

(1) The award may be granted to

- a full-time lecturer or researcher employed at the Faculty of Humanities, who:
- has significantly contributed to raising the level of education/research at the Faculty, as well as to the implementation and dissemination of the results of scientific research and educational methodological developments in a wide range of practical applications;
- has received a student evaluation rating of better than 4.0 for his/her teaching performance;
- undertakes to share his/her experiences related to education with interested colleagues, in the year following the granting of the award, in the form of a presentation at an event organized by the Faculty,
- and to give an informative lecture once at the Faculty's science popularization events in the year following the granting of the award.

(2) The Faculty Board decides on the granting of the award by secret ballot at a meeting based on proposals submitted by the heads of organizational units and the Faculty's Students' Union.

(3) The award may be granted to a person only once. A maximum of one award may be granted per year, and it shall be presented by the Dean at the opening ceremony of the academic year or at a graduation ceremony.

(4) The award is accompanied by a certificate attesting to its conferral and a remuneration equivalent to the minimum wage valid on the first day of the year in which the award is granted.

(5) The text of the certificate is as follows:

We,
the Dean and the Board of the
Faculty of Humanities of the
University of Pannonia,
grant to Mr. / Mrs. / Ms.

.....

the

"Outstanding Lecturer of the Faculty of Humanities" Award

for his/her outstanding contribution to raising the scientific, educational and research standards of the Faculty, in recognition of his/her teaching and research work.

Place and date: Veszprém,

.....

Dean, Chair of the Faculty Board