Pannon Egyetem
University of Pannonia

ZALAEGERSZEG FACULTY OF BUSINESS ADMINISTRATION

ORGANISATIONAL AND OPERATIONAL RULES OF PROCEDURE

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

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

I. General Provisions

§ 1
The Faculty's OORP

(1) The OORP of the Faculty contains and defines the tasks of the Faculty, the duties and powers of the Faculty's management, including the Faculty Council, and its managers, the rules of representation and election of the Faculty Council, the organisational structure of the Faculty, the organisational units belonging to the Faculty, the distribution of tasks and powers, the rules of cooperation with other organisational units of the University and other institutions. The Faculty's OORP is adopted by the Senate on the basis of a supporting proposal of the Faculty Council and approved by the Executive Director of the Foundation for the University of Pannonia.

§ 2
The data of the Faculty

(1) Name of the Faculty: University of Pannonia, Faculty of Business Administration Zalaegerszeg

(2) Identification of the Faculty:
abbreviated name: UP-FBAZ registered address: 8900 Zalaegerszeg, Gasparich street 18/A.

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

(4) The Dean's round seal:
upper outer circle: "PANNON EGYETEM" (UNIVERSITY OF PANNONIA)
upper inner circle: "Gazdálkodási Kar Zalaegerszeg" (Zalaegerszeg Faculty of Business Administration)
in the middle: coat of arms of Hungary
lower outer circle: "Zalaegerszeg"
lower inner circle: "Dékán" (Dean).

(5) The Faculty is represented by the Dean.

(6) Official language of the Faculty: Hungarian

§ 3
Main responsibilities of the Faculty

(1) The Faculty is responsible for educational and research activities in the fields of finance and accounting, as well as business administration and management, and technical management. The Faculty shall carry out its educational and research activities using domestic and international literature and its own research results, building on the University's tradition.

II. Organisational and Operational Structure of the Faculty

§ 4
Organisational structure of the Faculty

(1) The Faculty is an organization of the University with academic autonomy, independently managing its revenues and decentralized financial resources in accordance with applicable laws and University regulations, and having an elected self-governing body. It performs its duties assigned to it as specified in applicable laws, the University's OOR, and other University regulations. The Faculty OORP shall not be in conflict with the provisions of the University OOR or other regulations of the University.

(2) The structure of the organisational units of the Faculty is set out in Annex 1 to this Faculty OORP.

(3) The educational and research activities of the Faculty are carried out within the departments of the Faculty.

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

(5) The employer's rights over the staff employed at the Faculty are exercised by the Rector who may delegate this right in accordance with the provisions of the relevant Rector's directive.

§ 5
Department

(1) A department is an organisational unit which is responsible for training, scientific research and the organisation of teaching activities in connection with at least one subject area and which has an infrastructure operated at appropriate standards. A department is managed by the Head of Department which qualifies as an executive position as defined in the ERS.

(2) The Faculty has the following two departments:

a. Department of Logistics and Management,

b. Department of Finance and Business Administration.

§ 6
Dean's Office

(1) The Faculty has a Dean's Office operating under the direct management of the Dean to facilitate teaching and research activities and to support the educational system. The Dean shall be assisted by the Dean's Secretary who does not qualify as an executive as defined in the ERS.

(2) The responsibilities of the Dean's Office:

a) Supporting the executives of the Faculty of Business Administration Zalaegerszeg.

b) In connection with the regulations and policies

– monitoring and reporting on the changes in legislation, internal regulations and instructions affecting the Faculty's responsibilities;

- making preparations for and updating the Faculty's regulations and ensuring their mandatory publication on the Faculty's website.

c) Carrying out tasks related to the management of records and files in accordance with the Document Management Regulation of the University of Pannonia.

d) Administrative support of the work of the Faculty Council, other management meetings, committees.

e) Ensuring the internal flow of information.

f) In connection with personnel matters
   - collecting nominations for awards, registering awardees, coordinating the relevant financial matters.

g) Coordinating data requests and other tasks concerning teachers.

h) Liaising with the the Rector's Office and other organizational units of the University.

III. Management Bodies and Executives of the Faculty

§ 7
Management of the Faculty

(1) The Faculty is managed in a way set out in the Faculty OORP, through the exercise of functional responsibilities and powers shared between the decision-making bodies and executives.

(2) The tasks related to the management of the Faculty are carried out by
   a) the Faculty Council,
   b) the Dean and his or her deputies.

(3) The performance of tasks is assisted by:
   a) the Faculty's Students' Union,
   b) the heads of the organisational units of the Faculty,
   c) the Faculty committees.

(4) The management of the Faculty shall regularly, at least once every six months, inform the Faculty's teachers, researchers and other employees of its activities at the Faculty's townhall meeting.

§ 8
The Faculty Council

(1) The Faculty Council is the governing body of the Faculty, empowered by the Senate with the right to make decisions, make proposals, give opinions and supervise, and its chairman is the Dean.

(2) At least twenty per cent, but no more than twenty-five per cent of the voting members of the Faculty Council shall be student representatives delegated by the Students' Union.

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

9 members

The members of the Faculty Council with voting rights:

a) Ex officio:
   Dean (who is the Chairman of the Council at the same time) 1 member
   President of the Faculty's Students' Union 1 member
b) Elected members:
   Teachers, researchers:
   - Department of Logistics and Management 2 members
   - Department of Finance and Business Administration 2 members

   Non-teaching staff (other employees) 1 member
c) Delegated members:
   Representative of the trade unions operating at the Faculty 1 member

   Student representative delegated by the Faculty's Students' Unio 1member

(4) Non-voting members of the Faculty Council (with a right to consultation):

a) Vice Deans,
b) Degree programme coordinators,
c) Heads of Departments at the Faculty,
d) Rector of the University,
e) Chancellor of the University,
f) Representative of the Board of Trustees of the Foundation for the University of Pannonia,
g) Representative of the Works Council,

h) Member of the University's Senate elected from the Faculty of Business Administration Zalaegerszeg,
i) Secretary of the Faculty Council.

(5) The Faculty Council or the Dean may, on a case-by-case basis, invite any person to attend the entire meeting or to discuss specific items on the agenda.

(6) Electoral districts during elections are determined as follows:
a) teachers/researchers: separate electoral district per department,
b) non-teaching staff (other employees): one electoral district per faculty.

(7) The voting Faculty representatives of trade unions shall be delegated by the representative trade unions operating at Zalaegerszeg.

(8) The students' representatives with voting rights are delegated in accordance with the provisions of the Statutes of the Students' Union of the University of Pannonia. Only students enrolled at the Faculty for the given semester may be members of the Faculty Council.

(9) Voting rights of elected members of the Faculty Council are personal and may be exercised through a substitute only in the case of ex officio members (the Dean and the President of the Faculty's Students' Union). Substitutes shall exercise the full rights of the persons they represent. In the event of substitution, the substitute must receive a written authorization regarding the substitution and the exercise of voting rights, which shall be presented to the chairman at the beginning of the meeting. No authorization to exercise voting rights may be granted to a person who is already a voting member of the Faculty Council. Voting rights may only be exercised in person at the time of voting.

(10) The members of the Faculty Council, except for the student members, are elected for four years.

(11) Membership in the Faculty Council ceases if
a) the Council member's employment relationship is terminated, including the period when this member is released from work duties prior to termination,
b) the Council member's student status is terminated or suspended,
c) the member's mandate expires,
d) the Council member resigns,
e) the Council member is recalled,
f) the Council member is placed into another electoral layer,
g) the Council member is transferred to another electoral district or the electoral district is abolished,

h) the Council member passes away,

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

(12) Members are elected or recalled in accordance with the University's Regulation on Elections. The provisions established in the OOR for the members of the Senate shall apply to the rights and obligations of the elected members.

§ 9
Rules of procedure of the Faculty Council

(1) The Faculty Council shall hold at least 2 working meetings each semester. The Faculty Council shall meet on the basis of a work plan, but it may also convene an extraordinary meeting. The Faculty Council shall meet primarily during term time, but may deviate from this in exceptional cases.

(2) If at least one-third of the members of the Faculty Council with voting rights submit a written request for the convocation of the Council, the Dean shall convene the Council within 15 days, providing information on the agenda.

(3) The first meeting of the newly elected board shall be convened by the Dean, or in his or her absence by the most senior member of the board as chairman by seniority, within 15 days of the election of the Council.

(4) The meeting of the Faculty Council shall be presided over by the Dean, or in his or her absence by the Vice Dean assigned by the Dean. The right to vote by proxy is only permitted for the ex officio members. Proxies may substitute for proxy voters with full powers.

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

(6) The agenda and the written submissions for the Faculty Council must be sent to the members of the Council five working days before the meeting in the case of regular meetings and three working days before the session in the case of extraordinary meetings. Agenda proposals sent out later than this deadline or submitted orally or in writing during the meeting may be discussed at the given meeting only with the simple majority approval of the Faculty Council.

(7) The meetings of the Faculty Council are public meetings for the citizens of the Faculty, however, the Council may decide to hold a private meeting in justified cases. The Dean may convene the Faculty Council also for a ceremonial meeting.

(8) The Faculty Council has a quorum if at least sixty percent (6 members) of the members with a voting right (9 members) are present at the meeting.
During electronic voting, when quorum limits or voting proportions are determined, members casting their votes through electronic means are deemed to be members being present.

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

(10) An affirmative vote from two-thirds of the Faculty Council's members with a voting right present at the meeting is required for the following:
   a) initiating the adoption or amendment of the Faculty OORP;
   b) adoption of the report on annual budget proposals and the implementation of the previous year's budget;
   c) in matters which require a two-thirds majority of the votes in accordance with the decision of the Faculty Council and in cases when it is mandatory by law.

(11) Normally, the Faculty Council adopts its resolutions in an open vote, however, the Dean shall ensure that a secret vote is conducted when the Council makes a decision or forms an opinion on proposals relating to personal matters (establishment of employment relationship, appointments, etc.) or if the majority of the members with a voting right present at the meeting require a secret vote.

(12) Except for personnel matters, the Faculty Council may use electronic voting in cases and by the means specified in the Rules of Procedure of the Senate.

(13) The minutes of the Faculty Council meeting shall be drawn up within 15 days. The resolutions of the Faculty Council must be documented in accordance with the provisions of the Document Management Regulation of the University of Pannonia and made available to the members of the Faculty Council and the members of the Faculty.

§ 10
The functional responsibilities and scope of authority of the Faculty Council

(1) The Faculty Council is the management body of the Faculty with the right to make decisions, make proposals, provide opinions and supervise.

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

a) determining its work plan,
b) setting up and dissolving faculty bodies and committees,
c) decision on the use of funds allocated to the Faculty from the University budget,
d) approval, review and modification of curricula,
e) adoption and modification of faculty strategies,
f) decisions on all matters referred to its competence by a university or faculty regulation,
g) adoption of the reports submitted by the bodies and committees under the control of the Faculty Council,
h) establishing and conferring faculty awards (Annex 2).

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

a) approval or modification of the organisational and operational rules of the Faculty,
b) the part of the University's academic programme managed by the Faculty, including the launching of new programmes and the termination of programmes,
c) submitting and reviewing applications for the position of the Dean of the Faculty,
d) initiating the recall of the Dean in accordance with the ERS,
e) submitting and reviewing applications for the senior teacher and senior researcher positions of the Faculty,
f) awarding other non-faculty awards and titles.

(4) The Faculty Council may form an opinion on:

a) budgetary and development proposals relevant to the Faculty,
b) applications for teaching, research and management positions in accordance with the ERS,
c) all the issues where decision-making falls within the scope of authority and competence of the Senate.

§ 11
Dean

(1) The Dean is responsible for the management of the Faculty. The Dean's term of office may be for a maximum period of five years, and may be extended several

times through an application procedure for the period specified in the applicable legislation.

(2) The Dean performs his or her functional responsibilities within the scope of authority conferred to him or her by the Rector, including:
   a) representing the Faculty before the university and other bodies and executives and also outside the institute upon authorisation,
   b) developing and implementing the Faculty's human resources strategy,
   c) coordinating, managing and supervising the activities of the faculty organizational units,
   d) keeping in touch with the Faculty's Students' Union and the representative of the trade union operating in Zalaegerszeg,
   e) conferring faculty awards on the basis of the decision of the Faculty Council and in accordance with the provisions of the ERS,
   f) making preparations for the meetings of the Faculty Council and executing the resolutions adopted at the meetings,
   g) performing other tasks and duties and exercising the powers specified in the relevant laws, university regulations and other university policies,
   h) developing the educational and research strategies as well as the development plans of the Faculty, with the help of the faculty committees,
   i) cultivating and improving the professional relations of the Faculty in Hungary and abroad,
   j) supervising of the Faculty's financial management.

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

§ 12
Vice Deans

(1) The Dean shall be assisted in his or her work by the Vice Dean for Academic Affairs and the Vice Dean for International and Scientific Affairs.

(2) In the absence of the Dean, his or her duties shall be performed by the appointed Vice Dean.

(3) The distribution of work and duties among the Vice Deans is detailed in their

job description.

§ 13
Heads of Departments

(1) They are responsible for representing their department.
(2) They have functional responsibilities and a scope of authority specified in the OORP.
(3) They coordinate, monitor and supervise the professional activities of their department and support the scientific research and publication activities of the department.
(4) They manage the department's financial and human resources needs and expand the department's range of international relations.
(5) They assist the Dean in his or her work aimed at the development of the departments.
(6) The Head of the Department is appointed by the Rector, with the consent of the Chancellor, from among the Faculty's senior academic staff members and researchers, upon the recommendation of the Faculty Council and the Dean, and having considered the opinion of the Senate, in accordance with the rules set forth in the ERS.

§ 14
Degree programme coordinators

(1) The degree programme coordinators are appointed by the Rector. The degree programme coordinator shall be responsible for the development and approval of the training programmes, in particular for the development and implementation of curricula for the degree programmes based on uniform principles, as well as for the development and updating of training content and materials, in accordance with the applicable legal and internal university regulations and the quality assurance standards and guidelines of the European Higher Education Area.
(2) The degree programme coordinator shall be responsible for reviewing the operation of the degree programme, which must be carried out at least every two years by a curriculum committee led by the degree programme coordinator. The degree programme coordinator shall be responsible for the

continuous monitoring and regular evaluation of the training programmes, as well as for taking appropriate measures, in particular the semi-annual assessment of students' academic progress and the tracking of graduates.

(3) The degree programme coordinator shall work closely with the heads of the departments involved in the teaching of the programme, the Vice Dean for Academic Affairs, other relevant organisational units, and key market stakeholders.

(4) The degree programme coordinators organise and manage the work of the special boards whose teacher members are assigned by the Dean and whose student members are delegated by the SUUP FBAZ.

(5) Degree programme coordinators have the right to form an opinion and make proposals to the Faculty Council in connection with the degree programme they are responsible for.

IV. Faculty Level Meetings and Committees

§ 15
All-staff meeting

(1) The townhall meeting is convened by the Dean as necessary, but at least once every semester.

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

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

§ 16
Standing Committees and Bodies of the Faculty Council

(1) In order to facilitate its own operation, the Faculty Council establishes standing and ad hoc committees, whose duties shall include:

a. reviewing proposals within their respective areas of expertise,
b. drafting and submitting proposals,
c. implementing decisions within their respective fields,
d. carrying out all tasks assigned to them by the Faculty Council.

(2) The standing committees of the Faculty Council:

a. Students' Social Committee: The Committee is a body of the Faculty Council with powers to make proposals, make preparations for decisions, give opinions and supervise.
   aa. Its tasks: to decide on questions concerning the granting of financial aid to students.
   ab. The Chairman of the Committee shall be the Vice Dean in charge of the task, its members shall include an instructor appointed by the Dean, and one delegate of the SUUP FBAZ.
b. Academic and Credit Transfer Committee: a standing committee of the Faculty with powers to make decisions, make proposals, make preparations for decisions and give opinions.
   ba. Its function is to act as a first instance body in matters relating to the students' studies and examinations.
   bb. The Chairman of the Committee shall be the Vice Dean for Academic Affairs. The members of the Committee shall include the degree programme coordinators (one person per each programme), and the delegates of the SUUP FBAZ (25 % of the Committee's members).
c. Talent Management Committee: a committee of the Faculty Council with powers to make proposals, make preparations for decisions, give opinions and supervise.
   ca. Its tasks: keeps in touch and cooperates with the President of the Faculty Council of Student Research Societies, monitors the policies of the National Council of Student Research Societies and makes decisions on talent management.
   cb. The Chairman of the Committee shall be a person appointed by the Dean; its members shall be persons appointed by the Dean and one delegate of the SUUP FBAZ.
d. Scientific and Cultural Committee: a committee of the Faculty Council with powers to make proposals, make preparations for decisions and supervise.
   da. Its tasks: to monitor scientific and cultural activities, comment on plans and reports and participate in the review procedure for promotions.
   db. The Chairman of the Committee is the Dean or the Vice Dean for

International and Scientific Affairs. Its members shall be persons appointed by the Dean and one delegate of the SUUP FBAZ.

e. Faculty Scholarship Committee: a body with consultative and decision-making authority regarding student scholarships.
   ea. The Faculty Scholarship Committee performs its duties in accordance with the provisions of the SRS.
   eb. The Chairman of the Committee shall be the Vice Dean appointed by the Dean. Its members shall include the person or persons appointed by the Dean, and one delegate of the SUUP FBAZ.
f. Quality Improvement Committee: a committee serving as the Faculty's advisory, decision-preparatory, consultative, and supervisory body.
   fa. Responsibilities: participating in the operation and development of the Faculty's quality management system and supporting the achievement of the Faculty's quality objectives.
   fb. The Chairman of the Committee shall be the Dean or the person appointed by the Dean, its members shall include the heads of departments, or one person appointed by each of them, and one delegate of the SUUP FABZ.
g. Disciplinary and Compensation Committee: it is the advisory, decision-preparatory, consultative, and supervisory body of the Faculty Council.
   ga. Responsibilities: conducting first-instance proceedings in student disciplinary and compensation cases. Its detailed responsibilities are set out in the SRS.
   gb. The Disciplinary and Compensation Committee shall consist of 6 members. The Chairman of the Committee shall be the Dean, and its the members shall include persons appointed by the Dean. Two student members shall be delegated by the Students' Union in accordance with the provisions of its Statutes.

(3) The Chairman and members of the committees and bodies shall be appointed and invited by the Dean. The functioning of the committees and bodies shall be determined by the respective committee or body in its rules of procedure, which shall be approved by the Faculty Council.

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

up.

V. Transitional and Final Provisions

§ 17
Scope of the OORP

(1) The scope of the OORP covers
   a) the Faculty
   b) the instructors, scientific researchers, students and other employees of the Faculty, and
   c) the persons in an employment relationship or other legal relationship who are directly involved in education, scientific research, or the performance of the Faculty's tasks.

(2) The Faculty OORP was approved by the Faculty Council through Resolution 14/2026 (04.21.) of UP-FBAZ.

(3) The Faculty OORP enters into force on 11th May 2026, following its adoption by the Senate and approval by the Executive Director of the Foundation for the University of Pannonia. At the same time, the Faculty OORP approved by the Senate through Resolution 113/2025 (VI.19.) shall cease to have effect.

Place and date: Zalaegerszeg, 21st April, 2026

Dr. István Joó
acting Dean

The Faculty OORP was adopted by the Senate through its Resolution 84/2026. (IV.30.).

Place and date: Veszprém, 30th April 2026

Dr. János Abonyi
Rector

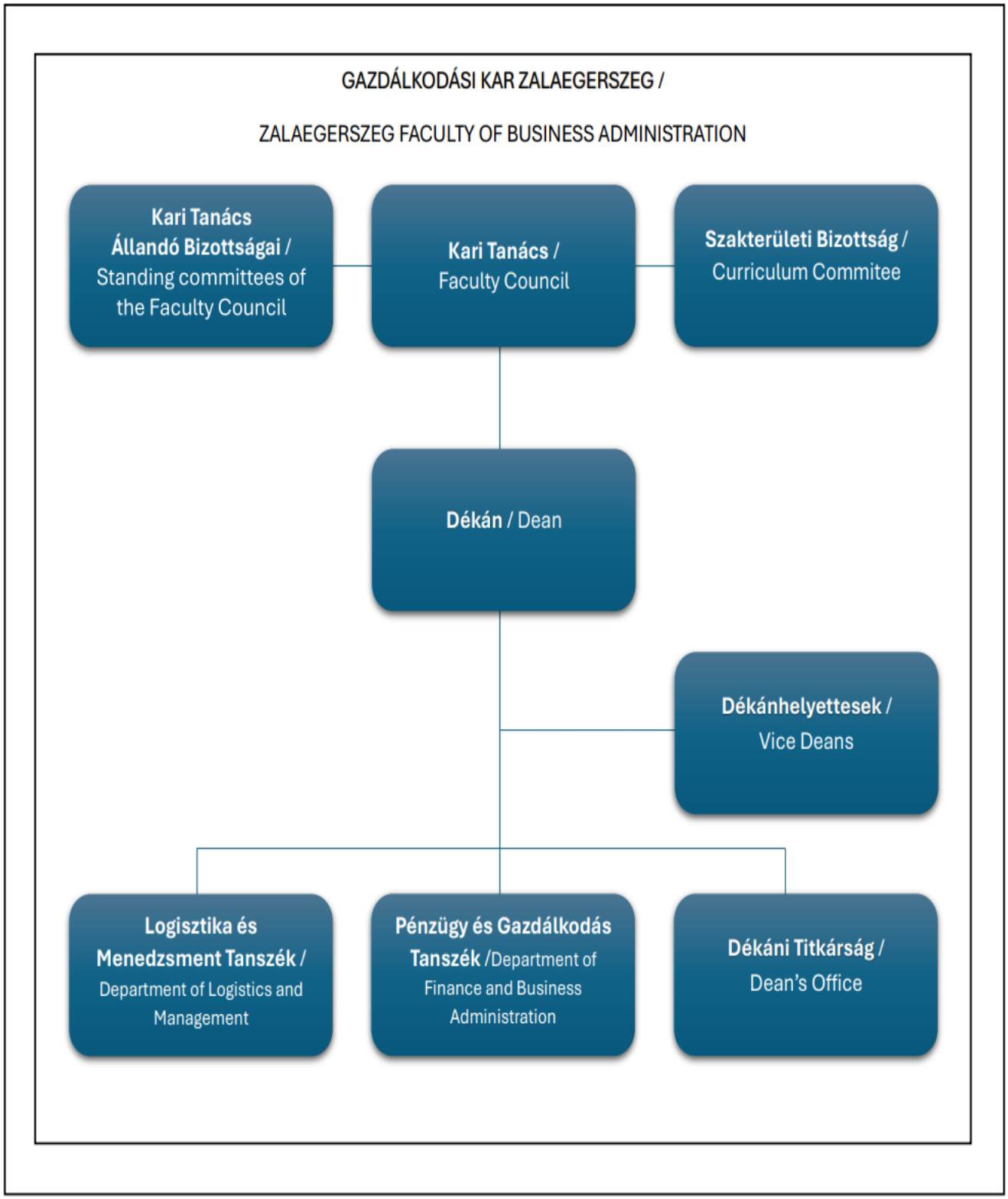
Zsolt Csillag
Chancellor

Approved on behalf of the Foundation for the University of Pannonia, as the operator:

Place and date: Veszprém, 30th April, 2026

Dr. Péter Bartus
Executive Director

Annex 1: Organisational chart of the Faculty of Business Administration Zalaegerszeg



Annex 2: Awards

Awards of the Faculty of Business Administration Zalaegerszeg

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

Outstanding Student of the Faculty of Business Administration Zalaegerszeg Commemorative Plaque:
The Faculty of Business Administration Zalaegerszeg awards the "*Outstanding Student of the Faculty of Business Administration Zalaegerszeg Commemorative Plaque*" to students who have significantly contributed to the establishment and enhancement of the reputation of the Faculty through their outstanding achievements, based on the recommendation of the staff community of the Faculty of Business Administration Zalaegerszeg. The award may be granted to a maximum of three students per year. Nominations are evaluated by the Faculty Council and approved by the Dean of FBAZ. The award is presented at the term opening or the graduation ceremony. The costs associated with the award shall be borne by FBAZ.

Dean's Commendation for Exceptional Performance
The Dean may award a Dean's Commendation certificate to full-time non-teaching/non-research staff of the FBAZ who perform their work to a high standard, support their colleagues and achieve the satisfaction of FBAZ stakeholders.
Any full-time employee of the FBAZ may submit a nomination for the award. The President of the Students' Union of the FBAZ may also submit nominations. Nominations are evaluated by the Faculty Council and approved by the Dean of FBAZ. Acceptance of a nomination requires at least a two-thirds majority vote of the members present. The award may be granted to a maximum of 1 person per year. In the absence of a suitable candidate, the award will not be presented. The award is presented at the term opening or the graduation ceremony. The amount of the award is 60% of the current minimum monthly wage, the costs associated with the award shall be borne by FBAZ.

Outstanding Lecturer/Researcher Award
The FBAZ Outstanding Lecturer/Researcher Award is given to full-time lecturers and researchers who have earned it through their professional competence and recognition, high quality teaching and research, active publication activities and their work for the FBAZ. Any full-time employee of the FBAZ may submit a nomination for the award. Nominations may also be submitted by the FBAZ student representative body. The

submitted nominations may be presented by the Dean at the Faculty Council meeting. Acceptance of a nomination requires at least a two-thirds majority vote of the members present. The award may be granted to a maximum of 1 person per year. In the absence of a suitable candidate, the award will not be presented. The award is presented at the term opening or the graduation ceremony. The amount of the award is 60% of the current minimum monthly wage, the costs associated with the award shall be borne by FBAZ.