Pannon Egyetem

University of Pannonia

UNIVERSITY OF PANNONIA

FACULTY OF BUSINESS AND ECONOMICS

ORGANISATIONAL AND OPERATIONAL RULES OF PROCEDURE

Adopted by the Senate on: 21 May 2026

Senate Resolution number: 104/2026.(V.21)

Effective date: 1 June 2026

Document owner: Dean of the Faculty of Business and Economics

Version: 01

version number	date of publication	effective date	date of repeal	Senate Resolution number, Board of Trustees Resolution number*
00	02.12.2024	01.12.2024	01.06.2026	207/2024.(X.31.) Senate resolution
01	01.06.2026	01.06.2026	-	104/2026.(V.21.)Senate resolution

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

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The Organisational and Operational Rules of Procedure (hereinafter referred to as: "Faculty OORP") of the Faculty of Business and Economics 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:

Chapter I

GENERAL PROVISIONS

1.§

(1) The Faculty OORP, taking the provisions of the Deed of Foundation of the University, includes and defines the educational and scientific tasks of the Faculty, the functional responsibilities and scope of authority of the management of the Faculty, including the Faculty Board, its managers and the faculty bodies, the rules of representation and election, the organisational structure of the Faculty, the distribution of tasks and authority within the Faculty, the organisational units under the management of the Faculty, the rules of operation and cooperation with other institutes, the rules of performing other tasks specified by the Faculty and other provisions that must be included in the Faculty OORP according to the law. The Faculty OORP is adopted by the Senate on the basis of the supporting proposal of the Faculty Board and approved by the Director of Operations of the Foundation for the University of Pannonia.

2.§

(1) Name of the Faculty: Faculty of Business and Economics, University of Pannonia.

In German: Pannonische Universität, Fakultät fürWirtschaftswissenschaften.

(2) Identification data of the Faculty:

a) abbreviated name: UP-FBE
b) registered address: 8200 Veszprém, Egyetem street 10.

(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:

a) the coat of arms of Hungary in the middle,
b) upper outer circle: "Pannon Egyetem" (University of Pannonia)
c) upper inner circle: "Gazdaságtudományi Kar" (Faculty of Business and Economics)
d) lower outer circle: "Veszprém"
e) lower inner circle: "Dékán" (Dean).

(5) Legal status of the Faculty: organisational unit with a decentralised management structure and an elected self-governing body.

(6) The mission of the Faculty is to ensure a supporting academic environment that promotes interactivity in light of ethical conduct, diversity and openness. With practice-oriented teaching and high quality research activities, combined with the related services, it contributes to sustainable social and economic development and improves competitiveness in Hungary and abroad.

(7) The Faculty is represented by the Dean.

(8) The coat of arms of the Faculty: A golden yellow coin with the book used in the coat of arms of the University in the centre, with the letters V.P. in it. Text: white

letters on a dark blue background: “Facultas Mercatoria et Oeconomica”. The coat of arms of the Faculty is included in Annex 1.

Chapter II

THE RESPONSIBILITIES AND ORGANIZATIONAL STRUCTURE OF THE FACULTY

3.§

(1) The Faculty’s responsibilities include the performance of educational, research, project and consultation activities in the fields of business sciences and engineering, including business management, economics and human and engineering management. As part of this, it has been tasked with training experts who are able to create, run and manage state-of-the-art systems at corporate level and on a national scale. The teachers and students take part in scientific and applied research.

(2) The Faculty considers scientific research as well as project and consultation activities dealing with solutions to theoretical and practical problems as a duty that is of equal rank with providing degree and training programmes.

(3) Educational, research, project and consultation tasks:

a) bachelor’s and master’s degree programmes,

b) higher-level vocational education,

c) postgraduate specialist training courses,

d) PhD programmes,

e) conveying professional knowledge,

f) research and experimental development,

g) consultation,

h) preparing students for a life as intellectuals,

i) cultivation and development of sciences and culture,

j) establishment and management of research institute(s), industrial park(s) and professional consultation enterprise(s) for research and development purposes, independently or in cooperation with other institutes,

k) ensuring an array of tools for scientific research activities, providing and maintaining instrumentation and ensuring their availability,

l) facilitating activities of a scientific value by organising scientific events, establishing and maintaining professional and scientific relations in Hungary and abroad, publishing scientific publications and in other forms,

m) establishing, maintaining and cultivating international relations,

n) entrepreneurial activities, services, intellectual property and certification relevant to the basic responsibilities of the University,

o) non-profit services relevant to the basic responsibilities of the University.

p) conducting adult education activities as specified in Section 4.

(4) Financial management and other duties:

a) The relevant statutory and university regulations apply on the financial management of the Faculty.

b) When fulfilling its duties, the Faculty cooperates with other Hungarian and foreign university, other educational, scientific research, development, planning and other institutes, economic organisations and enterprises.

4.§

(1) Any training programme falling within the scope of adult education may be initiated by the Faculty. The Dean shall consult with the Director of Academic Affairs in advance and on a continuous, comprehensive basis regarding any training programme falling within the scope of adult education. In the case of vocational education and training and professional training programmes defined under Act LXXX of 2019 on Vocational Education and Training and, pursuant to Act LXXVII of 2013 on Adult Education (hereinafter referred to as the "Adult Education Act"), that may be provided by an adult education provider and are subject to authorisation, the Department of Lifelong Learning of the Directorate of Academic Affairs shall provide support for the development of the programme requirements and the training programme, as well as for obtaining the necessary expert certification, and shall fulfil the required data reporting obligations.

(2) The Faculty decides on the launch of the training programme and appoints a coordinator responsible for maintaining contact with the participants of the training programme and with the Department of Lifelong Learning of the Directorate of Academic Affairs to ensure the lawful implementation and proper administration of the training programme. The documents required for administration that comply with the adult education quality management system shall be prepared and made available by the Department of Lifelong Learning of the Directorate of Academic Affairs. With respect to any adult education activity falling within the scope of the applicable adult education legislation, the Faculty, or – in the case of training programmes implemented within the framework of a project – the Directorate for Development and

Projects participating in the implementation of the training programme, shall provide the Department of Lifelong Learning of the Directorate of Academic Affairs with all data necessary for adult education data reporting no later than the third working day preceding the launch of the training programme, to enable the Department of Lifelong Learning of the Directorate of Academic Affairs to fulfil the University's mandatory adult education data reporting obligations (for statistical purposes) in accordance with the relevant legislation.

5.§

(1) With its professional independence as well as an independent administration and a decentralised system, the Faculty is a unit of the University which performs its duties specified in the statutory regulations, the University OOR and other university regulations.

(2) Over the Dean, the primary employer's rights, wage management rights and the right to give instructions are exercised by the Rector. Over the Vice Dean and the heads of the teaching and/or research organisational units of the Faculty, the primary employer's rights are exercised by the Rector, while the wage management rights and the right to give instructions by the Dean. Over the head of the faculty organisational unit operating at the university centre, the primary employer's rights are exercised by the Rector, the wage management rights by the Rector, the right to give instructions by the Director General according to the professional guidelines of the Dean.

(3) Primary employer's rights over the employees of the faculty organisational units responsible for teaching and/or research, functional and/or service

duties are exercised by the Rector, the wage management rights by the Dean and the right to give instructions by the head of the given organisational unit.

(4) The organisational units of the Faculty are included in the organigram of the Faculty of Business and Economics, found in Annex 3 of the present Faculty OORP.

(5) The Faculty performs its teaching, research, project-related and consultancy duties in a system consisting of a research institutes.

(6) The Dean may set up temporary project organisations for preforming cross-organisational activities. The appointment to manage a temporary project organisation shall not constitute a managerial appointment under the ERS. The functional responsibilities and the scope of authority of the heads of temporary project organisations are separately defined.

(7) Institutes are responsible for faculty educational and research activities which could belong to the competence of several departments. Institutes are educational and research organisational units with budgetary responsibilities.

(8) Institutes are managed by institute directors who qualify as executive employees as defined in the ERS.

(9) Institute departments are units responsible for training, scientific research and educational management tasks. Institute departments are managed by institute department heads. The appointment to head an institute department shall not constitute a managerial appointment under the ERS.

(10) Within the institutes, research institutes that are not considered as organisational units may be set up. The head of a research institute does not qualify as an executive employee as defined in the ERS.

(11) A faculty centre and a research centre may be set up at the Faculty for the performance and coordination of comprehensive tasks that affect the entire

Faculty. The head of the centre and the research centre does not qualify as executive employees as defined in the ERS.

(12) Additional organisational units may be set up at the Faculty for participation in teaching and research activities.

Chapter III

MANAGEMENT OF THE FACULTY

6.§ General provisions

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

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

a) the Faculty Board,

b) the Dean, the Vice Deans and the appointed deputies of the Dean.

(3) The following entities are empowered with the right to make proposals and comment in connection with the tasks and duties

a) Professors' Council

b) Faculty Senior Board

c) faculty committees

d) SUUP FBE (Students' Union of the University of Pannonia, Faculty of Business and Economics)

e) heads of the faculty organisational units

(4) The management of the Faculty informs the employees of the Faculty of their activities on a regular basis at the Townhall Meeting of the Faculty.

7.§ Faculty Board

(1) The Faculty Board is the management body of the Faculty empowered by the Senate with the right to make decisions, make proposals, comment and supervise. The Dean is the Chairman of the Board.

(2) The Faculty Board makes decisions, forms opinions, makes proposals and has the right to supervise in issues that are relevant to the Faculty and fall within the functional responsibilities and scope of authority of the Senate or the Dean.

(3) The number of the members of the Faculty Board with voting rights: 13 members.

(4) The members of the Faculty Board with voting rights:

a) Ex officio:

Dean (who is the Chairman of the Board at the same time): 1 member
President of the SUUP FBE: 1 member

b) Elected members:

Teacher, researcher:

Institute of Business Studies, total: 2 members

Institute of Economics, total: 2 members

Institute of Management, total: 2 members

Institute of Applied Management Sciences Nagykanizsa: 1 member

Other than teachers (other employees): total 1 member

c) PhD student delegated by the Doctoral Students' Union: 1 member

d) Student delegated by the SUUP FBE: 2 members

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

a) for teachers and researchers: per institute

b) for others than teachers (other employees): one electoral district at faculty level.

(6) At least twenty and at most twenty-five percent of the voting members of the Faculty Board shall consist of student representatives delegated by the Students' Union.

(7) Non-voting members of the Faculty Board (with a right to consultation):

a) Vice Deans, person(s) appointed by the Dean

b) Chairman of the Professors' council,

c) heads of degree programmes or institutes which are members of the Faculty Board without voting rights,

d) the University's Director of Financial Affairs,

e) head of the Directorate of Academic Affairs,

f) representatives of the trade unions operating at the Faculty,

g) Chairman of the Works Council or the person delegated by him/her,

h) Rector,

i) Chancellor,

j) a representative of the Foundation for the University of Pannonia.

(8) Invitees to the meetings of the Faculty Board:

a) Deans of the other Faculties,

b) Director General of the University Centre.

(9) On an ad-hoc basis, if the agenda to be discussed requires so, the Dean may invite other people to the meetings with or without a right to consultation.

(10) The non-student members of the Faculty Board are elected for four years in accordance with the provisions of the Regulation on Elections.

(11) The students' representatives with voting rights (Board members) are elected in accordance with the provisions of the Statutes of the Students' Union and those of the Doctoral Students' Union. The members of the Faculty Board may only include students who have enrolled in the current academic term.

(12) The voting right of the elected members of the Faculty Board is personal, as a result, it may be exercised by a delegated substitute only for ex officio members (Dean and the President of the SUUP FBE). Substitutes shall exercise the full rights of the persons they replace. In the case of substitution, the substitute must receive a written mandate on the substitution and the exercising of the voting right, which shall be presented to the person presiding over the meeting at the beginning of the meeting. No authorisation to exercise voting rights may be given to a person who is a voting member of the Faculty Board. The voting right may only be exercised in person and only at the time of the voting.

(13) Membership in the Faculty Board ceases if

a) the employment relationship of a Board member is terminated, including the period when this member is released from work duties,
b) the Board member's student status is terminated or suspended,
c) the Board member's mandate expires,
d) the term of appointment expires,

e) the Board member resigns from his or her seat,

f) the Board member is recalled from his or her post,

g) the Board member is placed into another electoral layer,

h) the Board member is placed into another electoral district,

i) the Board member passes away,

j) the electoral layer ceases to exist,

k) the electoral district is modified or ceases to exist,

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

(14) Elected members can be recalled by those who are authorised to elect, while delegated members by the delegating organisation.

8.§ The operational rules of the Faculty Board

(1) The Faculty Board holds at least two operative meetings in every six months. The Faculty Board follows a work plan when holding their meetings; however, the Dean may convoke the Board for an extraordinary meeting as well. Generally, the Faculty Board holds their meetings during term time; however, this may be departed from in exceptional cases.

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

(3) The meetings of the Faculty Board are chaired by the Dean or, in his or her absence, by a Vice Dean appointed by the Dean for this purpose.

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

(5) The agenda and the written submissions for the Faculty Board must be sent to the members of the Board 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 Board. Proposed amendments may be submitted in writing until the day preceding the meeting of the Faculty Board to the Dean's Office which will take care of informing those concerned.

(6) The members of the Faculty Board and the members of the standing and temporary committees set up by the Faculty Board as well as the chairs of the committees elected by the Faculty Board or set up by the Dean have a right to inspect documents owned by any organisational units of the Faculty, following the proper chain of command, if that is necessary to perform their tasks assigned to them in their positions or as board members. The must treat any and all information and data they obtain as confidential.

(7) The meetings of the Faculty Board are public meetings for the citizens of the Faculty, however, the Faculty Board may decide to hold a private meeting if a simple majority of the Faculty Board's members present vote for it upon the motion of any of its members with a voting right. A private session may be attended only by the members of the Faculty Board and its non-voting members (those with a right to consultation). The people present at a private meeting are obliged to treat everything they hear or are informed of at the meeting as confidential.

(8) The Dean may convene the Faculty Board also for a ceremonial meeting.

(9) The Faculty Board, except for the cases of electronic voting, has a quorum if at least 60% of the members with a valid mandate are present at the meeting. The Faculty Board adopts its resolutions, except for cases under Subsection (10), by simple majority of the votes cast by its members present at the meeting.

(10) A two-thirds majority of the Faculty Board's members with a voting right present at the meeting is required for the following:

a) initiating the approval or the amendment of the Faculty OORP,

b) adoption of the report on annual budget and the implementation of the previous year's budget.

(11) Normally, the Faculty Board adopts its resolutions in an open vote, however, the Dean is obliged to ensure that a secret vote is conducted when the Board makes a decision or forms an opinion on proposals relating to personal matters (employment contracts, appointments, etc.) or if the majority of the members with a voting right present at the meeting require a secret vote. The Dean may decide to have a roll-call voting if the majority of the members with a voting right support the idea.

(12) The people concerned may not take part in votes held on personal matters. Members of the Board submitting applications must restrain from participating in the assessment of applications affected by their own applications.

(13) The Faculty Board, except for cases relating to personal matters, may use electronic voting in cases and in the manner specified in the Regulations of the Senate.

(14) Minutes are taken at the meetings of the Faculty Board. The minutes must be made available at the Dean's Office to the members of the Faculty Board and the

citizens of the Faculty within 15 days following the meeting. The minutes are signed by the Dean and attested by two members of the Faculty Board with voting rights. The attesters of the minutes are elected by the Faculty Board.

(15) The resolutions of the Faculty Board must be documented, marked and filed with an identification number. The submissions to the meetings, the minutes and the resolutions must be made available to the members of the Faculty Board as well as the employees and students of the institute.

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

9.§ The functional responsibilities and scope of authority of the Faculty Board

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

a) establishing and conferring faculty awards,
b) determining its work plan,
c) setting up and dissolving faculty boards and committees,
d) decisions on the allocation of appropriations made available to the Faculty from the budget of the University,
e) theoretical issues relating to the educational and scientific activities of the Faculty and the training programmes organised by the Faculty,
f) defining the scientific research duties of the Faculty, assessing its scientific results and achievements,
g) adopting the reports on the work carried out by the organisational units of the Faculty,

h) introduction and supervision of the measures taken to ensure the quality of educational, research, project and consultation activities carried out at the Faculty,
i) approving, commenting on and modifying curricula,
j) adopting and modifying the strategy of the Faculty,
k) defining the organisational and human resources principles of the Faculty,
l) adopting the report on the allocation of the previous year's budget of the Faculty,
m) principles of the utilisation of assets available to the Faculty,
n) proposals for the economic activities of the Faculty,
o) participation or partnership in university or other higher education associations,
p) all the issues which are referred to its competence by the law or a university or faculty regulation.

(2) The Faculty Board makes a proposal for the Senate in the following matters:
a) adoption or modification of the OORP of the Faculty,
b) the part of the University's training programme overseen by the Faculty; as part of the training programme: launching new trainings and discontinuing existing trainings,
c) submitting and evaluating 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 evaluating applications for the managerial and senior teacher, senior researcher positions of the Faculty,

f) conferring other awards and titles.

(3) The Faculty Board may form an opinion on:

a) budgetary and development proposals relevant to the Faculty,

b) applications submitted for certain teacher, researcher or managerial positions in accordance with the ERS,

c) all the issues where decision-making falls within the scope of authority and competence of the Senate.

(4) Within its own sphere of competence and authority, the Faculty Board may require reports:

a) from the Dean, the Vice Dean(s), the appointed deputy/deputies of the Dean, the heads of the organisational units within the Dean's sphere of authority and competence and other people in managerial positions,

b) from each organisational unit, unit and person present at or employed by the Faculty, following the proper chain of command.

10.§ Dean

(1) The Dean is responsible for the management and representation of the Faculty. The Dean is appointed for a period specified in the relevant provisions of the law; however, this period can be extended several times through application for a period specified in the relevant provisions of the law.

(2) The functional responsibilities and scope of authority of the Dean include the following in particular:

a) representing the Faculty before the university and other faculty bodies and executives and also outside the institute upon authorisation,

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

c) managing the educational, research, project, consultation and other activities of the Faculty,
d) coordinating, managing and supervising the activities of the faculty organisational units,
e) supervising the financial management of the Faculty,
f) keeping in touch with the SUUP FBE, the Union of Doctoral Students and the head of the trade union operating at the Faculty,
g) conferring faculty awards,
h) making preparations for the meetings of the Faculty Board and executing the resolutions adopted at the meetings,
i) performing other tasks and duties and exercising the powers specified in the relevant laws, university regulations and other university policies.

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

11.§ Vice Deans

(1) The work of the Dean is assisted by no more than three Vice Deans.
(2) When the Dean is absent, the Vice Dean assigned by the Dean substitutes for him or her.
(3) The Vice Deans are appointed for the same period as the Dean.

(4) The distribution of work and duties among the Vice Deans is detailed in their job descriptions.

12.§ Institute Directors

(1) They are responsible for representing their institutes.
(2) They have functional responsibilities and a scope of authority specified in the OORP.
(3) They manage, coordinate and supervise the teaching, research, project and consultation activities carried out at their institutes.
(4) They manage and supervise the institute's financial and human resources activities and expand the institute's range of international relations.
(5) They manage the institute's administration activities.

13.§ Heads of the institutes' departments

(1) They are responsible for representing their institute departments.
(2) They manage, coordinate and supervise the teaching, research, project and consultation activities carried out at their institute departments according to the guidance of the Institute Director.
(3) They manage the institute department's administration activities.

14.§ Degree programme coordinators

(1) The degree programme coordinators are appointed by the Rector. They manage the professional activities of the degree programmes and they are responsible for the updating and development of the curricula of the degree programmes.

(2) They are responsible for performing the quality assurance tasks related to the degree programmes.

(3) They organise and manage the work of the special boards whose teacher members are appointed by the Dean and whose student members are delegated by the SUUP FBE.

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

Chapter IV

STRUCTURE OF THE FACULTY

15.§ The Senior Board of the Faculty of Business and Economics

(1) The Faculty Senior Board is an advisory board which is made up of the management of the Faculty, is vested with the right to make proposals and is tasked with helping the Dean with his or her activities and aligning the implementation of the tasks relating to the management of the Faculty. The Board does not have the right to make decisions and its work schedule is determined by the Dean.

(2) Its main task is to form an opinion on faculty-level educational, research, personnel, business and management measures planned to be taken.

(3) The Faculty Senior Board is chaired by the Dean. Its members:

a) Vice Deans,

b) appointed deputy/deputies of the Dean,

c) the President of the SUUP FBE as an invited member in matters relevant to the students,

d) the people invited by the Dean.

16.§ The Professors' Board of the Faculty of Business and Economics

(1) The members of the Board include the professors of the Faculty and professor emeriti employed by the Faculty in the past, while the Dean of the Faculty is a standing invitee. The Chairman of the Professors' Board is a professor who is employed full time by the University, has a valid Declaration of Exclusivity (Accreditation) issued for the University and elected by the members from among the members of the Board for a period of two years.

(2) The Professors' Board is an advisory and consultative body that is competent mainly in strategic issues. The Board may form an opinion on every issue relating to education, research and the future of the Faculty where they believe their initiative is needed or where they are requested to take a standpoint. The Board has the right to evaluate the activities of the university professors, develop concepts and make proposals to the management and various bodies of the Faculty. The operational rules of the Board are defined by the Board itself.

17.§ The Advisory Board of the Faculty of Business and Economics

(1) The Faculty Advisory Board is an organisation that supports the teaching, research and innovation activities of the Faculty.

(2) The Faculty Advisory Board is made up of external experts appointed by the Dean.

(3) The operation of the Faculty Advisory Board is regulated by its operational rules.

18.§ Centre for Communication and International Affairs at the Faculty of Business and Economics

(1) The Centre for Communication and International Affairs (hereinafter referred to as: "Centre") is a unit managed by the Head of the Centre and directly controlled by the Dean. The Head of the Centre does not qualify as an executive employee as defined in the ERS.

(2) The Centre is responsible for the marketing, customer services, advertising, enrolment, international relations and communications tasks of the Faculty as follows:

a) development of the Faculty's marketing strategy, representing the Faculty in the University's marketing activities,

b) managing enrolment activities, keeping in touch with secondary schools,

c) making preparations for organisation and administrative activities necessary for the implementation of professional practice, drafting cooperation agreements,

d) cultivating company relations,

e) maintenance of the social media platforms of the Faculty, organising faculty events,

f) drafting international cooperation agreements,

g) coordinating international student exchange programmes and scholarship programmes, enrolment of international students.

19.§ Business Research Institute for Data-Driven Growth and Economics

(1) The Business Research Institute for Data-Driven Growth and Economics, operating as a research institute within the Faculty, is responsible for expanding the Faculty's research methodology capacity and promoting the broader application of the existing research infrastructure.

(2) The objectives of the Research Institute are:

a) Resource acquisition
b) High-quality publishing
c) Interdisciplinarity
d) Talent management
e) International networking
f) Research methodology

(3) The Head of the Research Institute:

a) in accordance with the dean's instructions, in compliance with regulations, and in accordance with cost-effectiveness requirements, directs, coordinates, and supervises the research, project, and consulting work carried out within the unit,
b) cooperates with other organizational units in accordance with the relevant regulations.

(4) Units of the Research Institute:

a. Balaton Tourism Research Centre
b. Methodology Research Group
c. Research Centre for Business and Management Science
d. Editorial Board of the Pannon Management Review journal

(5) The operations of the unit are regulated by its own operational rules.

20.§ Dean's Office of the Faculty of Business and Economics

(1) The Dean's Office is an organisational unit directly reporting to the Dean.

(2) The Dean's Office is an organisational unit which is operating at the Faculty and is responsible for the management, project administration and other administration duties of the Faculty.

(3) The functional responsibilities and scope of authority of the staff of the Dean's Office are detailed in their job descriptions.

21.§ Business Knowledge Centre

(1) Responsible for

a) keeping in touch with companies and institutes,
b) offering training and development programmes
c) professional support for businesses with tailored training offerings, available in-person, online or in a hybrid format.

22.§ Management Meeting

(1) The Meeting is convened and chaired by the Dean of the Faculty. The members include the heads of the faculty institutes, the institute departments, the research institutes and the degree programmes as well as the Vice Deans and the appointed deputies of the Dean. In matters relevant to the students, the President of the SUUP FBE may also take part as an invitee.

(2) The Management Meeting is convened one week before the meeting of the Faculty Board but at least once in every six months. An extraordinary meeting of the Faculty Board may be convened without having a Management Meeting beforehand.

23.§ Townhall Meeting

(1) The Townhall Meeting is convened by the Dean as necessary but at least once in every six months.
(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 Board.
(3) The Townhall Meeting is open to all the employees of the Faculty.

24.§ Special committees

(1) To facilitate its own operations, the Faculty sets up standing and temporary committees with the following responsibilities:
    a) forming an opinion on proposals relevant to their field of specialisation,
    b) formulating and submitting proposals,
    c) executing resolutions relevant to their field of specialisation,
    d) performance of all the tasks assigned to them by the Faculty Board.
(2) The operational practices of the special committees are described in detail in their own rules of procedure.
(3) Ad hoc committees may also be set up for specific faculty tasks.
(4) Standing boards of the Faculty:
    a) Quality Improvement Committee
    b) Educational and Credit Transfer Committee
    c) Disciplinary and Compensation Board
    d) Award Committee
    e) Faculty Council of Student Research Societies

f) Committee for Students' Social Affairs

g) Faculty Scholarship Committee

h) Economic Committee

(5) Quality Improvement Committee

a) The Committee is chaired by the Vice Dean appointed by the Dean for this or an appointed deputy of the Dean and its members include the persons appointed by the heads of the faculty institutes (1 member per institute) and the person delegated by the SUUP FBE (1 member).

b) The Committee is responsible for the operation of the quality management system of the Faculty and coordinating accreditation-related tasks at organisational unit level.

(6) Educational and Credit Transfer Committee

a) The Committee is chaired by the Vice Dean responsible for academic affairs, and its members include the delegates of the Faculty's organizational units (1-1 representative per institute) and the delegates of the SUUP FBE.

b) When study-related matters are discussed, 25% of the members of the Committee are made up of those delegated by students.

c) The functional responsibilities and scope of competence of the Committee includes matters to be dealt with in accordance with the OOR, Part III Student Requirement System (hereinafter referred to as: "SRS").

(7) Disciplinary and Compensation Board

a) The Disciplinary and Compensation Board (hereinafter referred to as: “Board”) is made up of 6 members. The teacher members and its Chair are appointed by the Dean, while the student members are delegated by the Students’ Union in accordance with the relevant provisions of its own policy.

b) In specific disciplinary cases, the Disciplinary and Compensation Committee comprising the Chair and two members of the Board has competence. The Chair and members of the acting Committee are appointed by the Chair of the Board from among the Board in a way that one of the members must be the representative of the SUUP FBE.

c) The Committee is responsible for

conducting disciplinary proceedings and adopting disciplinary decisions in the event a student commits a disciplinary offence. The responsibilities are detailed in the SRS.

(8) Award Committee

a) The Dean is the Chair of the Committee,

members: - persons appointed by the heads of the institutes of the Faculty (1 member per institute) and the delegate of the SUUP FBE (1 member)

b) The Committee is responsible for making preparations for the establishment and conferral of faculty awards as well as making proposals for the conferral of institute-level and national awards.

(9) Faculty Council of Student Research Societies

a) Chairman of the committee: person appointed by the Dean,

Secretary: person appointed by the Dean,

Members: persons appointed by the heads of the faculty institutes (1 member per institute) and the delegates of the SUUP FBE (3 members).

b) The Council is responsible for

carrying out organisation, coordination, development and supporting activities in connection with work within student research societies at the Faculty.

(10)Faculty Scholarship Committee

a) The Committee is chaired by the person appointed by the Dean and its members include the Vice Deans of the Faculty, the appointed deputy/deputies of the Dean, the representative of the unit announcing the application and a student delegated by the Students' Union of the Faculty.
b) The Faculty Scholarship Committee performs its duties in accordance with the SRS.

(11)Committee for Students' Social Affairs

a) The Committee is chaired by the Dean or a Vice Dean appointed by the Dean for this purpose, and its members include a teacher appointed by the Dean, 3 students delegated by the SUUP FBE.
b) The Committee performs its duties in accordance with the SRS.

(12)Economic Committee

a) The Committee is chaired by the Dean and its members include the Vice Deans, the appointed deputy/deputies of the Dean and the heads of the institutes.
b) The Committee is responsible for developing the wage strategy of the Faculty and the budget of the Faculty.

25.§ Rules of contact and communication

(1) Contact between the Faculty and its organisational units is kept in the form of boards, committees and meetings specified in the Faculty OORP.
(2) The management and employees of the Faculty keep contact with the organisational units of the Faculty and the University in accordance with their job descriptions.

Chapter V

TRANSITIONAL AND FINAL PROVISIONS

26.§ The scope of these Organisational and Operational Rules of Procedure

(1) The scope of these Organisational and Operational Rules of Procedure covers

a) the Faculty,

b) the teachers, scientific researchers and students of the Faculty, as well as employees, and persons engaged under an employment-related legal relationship, who directly participate in teaching, scientific research activities or the implementation of the tasks of the Faculty.

(2) The Faculty OORP was adopted by the Faculty Board through its Resolution 8/ 2025-2026 (V.13.) GTK.KT.

(3) The Faculty OORP enters into force on 1st June 2026 following its adoption by the Senate and approval by the Director of Operations of the Foundation for the University of Pannonia. At the same time, the Faculty OORP adopted by Senate Resolution 207/2024 (X.31.) ceases to have effect.

(4) Annexes to this regulation:

Annex 1: LOGO

Annex 2: AWARDS AND HONOURS

Annex 3: ORGANIGRAM

Place and date: Veszprém, 13 May 2026

Dr. Beáta Fehérvölgyi
Dean

Adopted by the Senate through its Resolution 104/2026 (V.21.):

Dr. János Abonyi
Rector

Zsolt Csillag
Chancellor

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

Place and date: Veszprém, 28 May 2026

Dr. Péter Bartus
Director of Operations

ANNEXES

Annex 1



The coloured coat of arms of the Faculty of Business and Economics



The black&white coat of arms of the Faculty of Business and Economics

Annex 2

The Awards of the Faculty of Business and Economics

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

János Harsányi Award

The Faculty Board grants the János Harsányi Award to its full-time teachers and researchers who the employees of the Faculty look up to because they deserve respect due to their expertise, recognition, benevolence, integrity, commitment to the Faculty and activities carried out for the benefit of the Faculty.

Any full-time employee of the Faculty may submit a nomination for the award.

The President of the SUUP FBE may also submit a nomination.

The nominations submitted are assessed by the body comprising the heads of the educational organisations of the Faculty and brought before the Faculty Board by the Dean. At least two-thirds of the votes cast by the members present are needed for the approval of a nomination.

The János Harsányi Award is a nicely-decorated Herend porcelain vase, with the inscription “Harsányi János-díj” (János Harsányi Award) on the one side and the coat of arms of the Faculty in a golden frame on the other side. The name of the person receiving the award is written on the bottom side of the vase.

The award may be granted to no more than one person a year. If no appropriate nominee is found, the award is not conferred.

The award is presented at the graduation ceremony of the Faculty. The costs associated with the award are borne by the Faculty.

Amália Kollarik Award

The Faculty Board grants the Amália Kollarik Award to those students who, in addition to their study duties, contribute to the enhancement of the reputation of the Faculty with their excellent scientific achievements and provided a great help to the educational and scientific work carried out at the Faculty. The person to be awarded must have an active student status with the Faculty at the time of granting the award or, if this criterion is not met, then the student status had to be active one year before the date the award is conferred.

Any employee or student of the Faculty may submit a nomination for the award.

The nominations submitted are assessed by the body comprising the heads of the educational organisations of the Faculty and brought before the Faculty Board by the Dean. At least two-thirds of the votes cast by the members present are needed for the approval of a nomination.

The Amália Kollarik Award is a nicely-decorated Herend porcelain vase, with the inscription "Kollarik Amália-díj" (Amália Kollarik Award) on the one side and the coat of arms of the Faculty in a golden frame on the other side. The name of the person receiving the award is written on the bottom side of the vase.

The award may be granted to 2 persons a year and can be shared by several students in the case of joint projects. If no appropriate nominee is found, the award is not conferred.

The award is presented at the term opening ceremony of the Faculty. The costs associated with the award are borne by the Faculty.

Excellence in Teaching Award

The Faculty Board grants the "Excellence in Teaching Award of the Faculty of Business and Economics" to full-time teachers (i) who have significantly contributed

to improving the quality of the educational activities of the Faculty and to the widespread propagation of the practical utilisation of the scientific research results, (ii) whose teaching activities are rated as excellent by the students, (iii) who agrees to give a presentation and share his or her teaching-related experience and best practices with their colleagues showing interest at an event organised by the Faculty during the year following the conferral of the award, (iv) agrees to give an educational lecture during the year following the conferral of the award at an event organised by the Faculty.

Any *employee or student* of the Faculty of Business and Economics may submit a nomination for the award. Nominations for the "Excellence in Teaching Award of the Faculty of Business and Economics" include the name of the nominee, his or her subject(s) taught and a short explanation.

The nominations submitted are assessed at the Management Meeting of the Faculty and brought before the Faculty Board by the Dean. At least two-thirds of the votes cast by the members present are needed for the approval of a nomination.

The award may be granted to a person once in every five years and to no more than one person a year. The award is presented at the graduation ceremony of the Faculty by the Dean and the President of the SUUP FBE. If no appropriate nominee is found, the award is not conferred.

The "Excellence in Teaching Award of the Faculty of Business and Economics" certificate is accompanied by a monetary prize in an amount that is equal to twice the current minimum wage. The costs associated with the award are borne by the Faculty.

Excellent Researcher Award

The Faculty Council shall confer the "Excellent Researcher Award" upon early-career researchers who demonstrate outstanding performance. The purpose of the award is to encourage and recognize innovative thinking, high-quality research work, and active contribution to the scientific community. During the evaluation process, publication achievements, the novelty and impact of the research, participation in international collaborations, and future scientific potential shall be taken into consideration.

Any student or staff member of the Faculty of Business and Economics may submit a nomination for the award. Nominations for the "Excellent Researcher Award of the Faculty of Business and Economics" shall include the nominee's name, the research topic, and a brief justification.

The nominations received shall be reviewed by the Management Meeting of the Faculty, and the Dean shall submit them to the Faculty Council. The approval of a nomination requires at least a two-thirds majority vote of the members present.

The award may be granted to the same person only once within any five academic years. One award may be conferred per academic year and shall be jointly presented by the Dean and the President of the SUUP FBE (Students' Union of the Faculty of Business and Economics) at the Faculty's graduation ceremony. In the absence of a suitable candidate, the award shall not be conferred.

The "Excellent Researcher Award of the Faculty of Business and Economics" certificate is accompanied by a monetary prize in an amount that is equal to twice the current minimum wage. The costs associated with the award are borne by the Faculty.

Most Innovative Course Award

The Faculty Council of the Faculty of Business and Economics awards the Most Innovative Course Award to full-time and part-time lecturers and researchers who, during the academic year, use novel, innovative approaches; innovate their courses in terms of philosophy, methodology and student-generated content in order to foster the development of students and lecturers involved in the course. The award is open to any full-time or part-time faculty member or researcher. The applications received will be evaluated by a committee composed by the Faculty's senior management and chaired in each case by an external expert in innovative solutions holding a senior position in a national professional organisation, with representatives from all the Faculty's institutes and from the students of the courses concerned. The nominations for the award are presented by the Dean at the Faculty Council meeting. At least two-thirds of the votes of the members present is necessary for to gain the award. A maximum of 2 persons per year may be awarded the Certificate of Recognition. In the absence of a suitable candidate, the award will not be granted. The award of the Most Innovative Course of the Faculty of Business and Economics is be presented at the Faculty's summer graduation ceremony. The prize for the Most Innovative Course of the Faculty of Economic Sciences is 500.000.- HUF gross. The additional (tax) costs of the prize are borne by the Faculty.

The Dean’s Honourable Mention

The Faculty Board grants the Dean’s Honourable Mention certificate to those full-time non-teacher and non-researcher employees of the Faculty who are always highly and affectionately thought of by their colleagues because

- they provide help to their colleagues to everybody’s greatest satisfaction,
- they support their colleagues in reaching the contentment of the stakeholders of the Faculty,

- they boost the desired work morale with their attitude,
- they take an active role in building a culture of quality.

Any full-time employee of the Faculty may submit a nomination for the award. The President of the SUUP FBE may also submit a nomination.

The nominations submitted are assessed by the body comprising the heads of the educational organisations of the Faculty and brought before the Faculty Board by the Dean. At least two-thirds of the votes cast by the members present are needed for the approval of a nomination.

The certificate may be granted to no more than 2 persons a year. If no appropriate nominee is found, the award is not conferred.

The Dean’s Honourable Mention certificate is presented at the graduation ceremony of the Faculty.

The Dean’s Honourable Mention certificate is accompanied by a monetary prize in an amount that is equal to twice the current minimum wage.

The costs associated with the award are borne by the Faculty.

Pro Facultate Award

The Faculty of Business and Economics grants the PRO FACULTATE Award to external colleagues with no legal relationship with the University of Pannonia who have earned the appreciation and respect of the employees of the Faculty with their research, teaching or supporting activities carried out for the benefit of the Faculty or active participation in the work of the Doctoral School. With their commitment to the Faculty and behaviour consistently modelling positive values and morals, they are reliable promoters of universal European values.

Any full-time employee of the Faculty may submit a nomination for the award. The President of the SUUP FBE may also submit a nomination.

The nominations submitted are assessed at the Management Meeting of the Faculty and the Faculty Senior Board and brought before the Faculty Board by the Dean. At least two-thirds of the votes cast by the members present are needed for the approval of a nomination.

The PRO FACULTATE Award is a bronze medal with the text “PRO FACULTATE DÍJ” (PRO FACULTATE Award) and the year of conferral on the one side and the logo of the Faculty on the other side. The Award is accompanied by a certificate.

The Award may be granted to no more than 2 persons a year. If no appropriate nominee is found, the award is not conferred. The award is presented at the graduation ceremony of the Faculty.

Annex 3: The Organisational Chart of the Faculty of Business and Economics

