UNIVERSITY OF PANNONIA
FACULTY OF ENGINEERING
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 Faculty of Engineering issued by the University of Pannonia (hereinafter referred to as: "University") based on 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 based on 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.§

(1) Name of the Faculty: Faculty of Engineering, University of Pannonia

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

(3) Per 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 his or her official documents.

(4) The Dean's round seal:
the coat of arms of Hungary in the middle,
upper outer circle: "Pannon Egyetem" (University of Pannonia)
upper inner circle: "Mérnöki Kar" (Faculty of Engineering)
lower outer circle: "Veszprém"
lower inner circle: "Dékán" (Dean).

(5) The Legal status of the Faculty is that it is an organisation with a decentralised management structure and an elected self-governing body.

(6) The Faculty is represented by the Dean.

(7) The brand identity colour of the Faculty is: burgundy.
The coat of arms of the Faculty is included in Annex 1.

II. The Faculty's Responsibilities and Organisational Structure

2.§

(1) The Faculty is an organisation performing teaching and research activities related to training programmes in engineering, natural sciences, and other disciplines. The Faculty is managed by the Dean.

(2) Organisational units of the Faculty:

Organisational units responsible for teaching and research duties:

(a) research institute

(b) research and development centre

(c) management centre

The unit responsible for administrative duties:

(d) Dean's Office

(3) The Faculty carries out its educational and research activities within the framework of research institutes, research and development centres and management centres.

(4) The research institute, the research and development centre, and the management centre are organizational units responsible for carrying out multidisciplinary activities, as well as educational and research tasks. These organizational units are headed by directors, who qualify as managerial employees as defined in the ERS. Within the organizational units, additional professional groups, work groups, cooperating research centres and research groups, institute departments, and industrial departments may operate to support the work of the director; however, the heads of these units shall not be considered managerial employees, as defined in the ERS. An Industrial Department may be established under an agreement between the corporate partner and the University, which sets out its operational framework.

(5) The Dean's Office exercises the administrative and management powers directly relating to the teaching and research activities carried out at the Faculty as specified in the relevant regulations of the University and the relevant Chancellor's Directives, and is responsible for other organisational tasks of the Faculty. The Dean is the Head of the Dean's Office.

(6) 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 a managerial employee as defined in the ERS.

(7) The employer's rights over the staff employed at the Faculty are exercised by the Rector.

(8) Over the Dean and the heads of comprehensive organisational units carrying out activities other than the basic activities of the Faculty, 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 Dean exercises the wage management rights and the right to give instructions. Over the head of the organisational unit operating at

the university centre, the primary employer's rights are exercised by the Rector, while the Director General exercises the wage management rights, and the right to give instructions is exercised by the Dean and the Director General, collectively.

(9) 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.

(10) The organisational units of the Faculty are included in Annex 2.

3.§
Adult education

(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: 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 perform 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.

III. Faculty-Level Management Bodies and Positions

4.§
Faculty Council

(1) The Faculty Council 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 Council.

(2) At least twenty but no more than twenty-five per cent of the members of the Faculty Council with voting rights are made up of the students' representatives delegated by the Students' Union.

(3) The number of members of the Faculty Council with voting rights: 22
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 SUUP FE (Students' Union, University of Pannonia, Faculty of Engineering)	1 member

b) Elected members:

Senior teacher, senior researcher	11 members
Non-senior teacher, non-senior researcher	1 member
Lecturer, Researcher at the Department of Mechatronics	1 member
Lecturer, Researcher at the Soós Ernő Research and Development Center	1 member
other employees, teachers	1 member

c) Through delegation

Students delegated by the SUUP FE	4 members
PhD students delegated by the Doctoral Students' Union	1 member

(4) Non-voting members of the Faculty Council:
a) Vice Dean(s),
b) directors of the organisational units,
c) degree programme coordinators,

d) Head of the Directorate of Human Resources Management of the University,
e) former Dean (for one electoral period),
f) representative of the trade union operating at the Faculty,
g) Chairman of the Works Council,
h) Rector,
i) Chancellor,
j) representative of the Foundation for the University of Pannonia

(5) Invitees to the meetings of the Faculty Council:
a) Deans of the other faculties,
b) Director General of the university centre.

(6) If the agenda to be discussed at the meeting requires so, the Dean may invite other people to the meetings of the Faculty Council.

(7) The members of the Faculty Council, except for the student members, are elected for four years by the effective Regulation on Elections.

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

(9) The elected members of the Faculty Council perform their duties in their capacity; the rights and obligations of the Faculty Council members may not be transferable, which means that these rights and obligations may not be exercised by a proxy. Voting rights may be exercised by a proxy only in the case of the ex-officio member Dean and the President of the SUUP FE. Proxies may substitute for proxy voters with full powers.

(10) Membership in the Faculty Council ceases if:
a. the member's term of office expires,
b. the member resigns,
c. the member is recalled,
d. the member passes away,
e. the employment relationship of the member is terminated, including the period when this member is released from work duties,
f. the member's term of appointment expires,
g. the electoral constituency is terminated or amended,
h. the student status is suspended,
i. the student status is terminated,
j. the member is assigned to a different electoral constituency or electoral district,
k. for other reasons specified by the law or the OOR.

(11) When someone's membership ceases: if it is an elected member, then the body that elected this member is obliged to elect another member and if it is a delegated member, then another member must be delegated in accordance with the effective Regulation on Elections. The term of office of the new member is for the rest of the former member's term of office. In every other case, the provisions of the effective Regulation on Elections apply.

(12) The Faculty Council holds its meeting as necessary during the academic year; however, at least twice in each term. In justified cases, the Dean may convene the Faculty Council for an extraordinary meeting at any time. 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 Council must be convened within 15 days.

(13) The agenda of the Faculty Council is determined by the Dean, taking the proposals submitted into consideration. It is the Dean's Office that sends the invitation and the agenda of the Faculty Council in an electronic form to the members of the Faculty Council seven days before the meeting. The submitter sends the submission in one signed original, in an electronic way to the Dean's Office which then forwards it to the members of the Faculty Council in an electronic form at least three days before the meeting. If necessary, the relevant standing committee of the Faculty Council must be requested to form an opinion on the submissions.

(14) The meetings of the Faculty Council are chaired by the Dean or, in his or her absence, by the Vice Dean who is appointed by the Dean for this purpose upon written authorisation and vested with voting rights. The Vice Dean cannot have voting rights without a dedicated authorisation for this purpose. In such a case, his or her presence must be ignored when determining quorum. The Faculty Council, except for electronically casting votes, has a quorum when at least sixty percent of the members with voting rights are present at the meeting.

(15) The Faculty Council adopts its resolutions in an open vote, by a simple majority of the votes cast by its members with voting rights present at the meeting.

(16) At least a two-thirds majority of the votes cast by the Faculty Council's members with voting rights present at the meeting is required for initiating the adoption or modification of the Organisational and Operational Rules of Procedure and for the adoption of the report on the annual budget and the implementation of the previous year's budget.

(17) The Dean is obliged to ensure that a secret vote is conducted when the Faculty Council makes a decision on personal matters or if more than fifty per cent of the members with voting rights present at the meeting require a secret vote.

(18) The Faculty Council may use electronic voting in cases and by the means specified in the OORP.

(19) The resolutions of the Faculty Council must be documented, marked, and filed with an identification number in an electronic form.

(20) Audio recordings and minutes are taken at the meetings of the Faculty Council. Audio recordings must be kept for five years. The minutes must be made available to the members of the Faculty Council and the citizens of the Faculty at the Dean's Office within fifteen days after the meeting. The minutes shall include the date and place of the meeting; a list of attendees and absentees, classified as members, participants with the right to consult, and invitees; the topics discussed; the comments; and the resolutions adopted for each agenda item, indicating the voting ratio. The minutes are signed by the Dean and authenticated by two voting members of the Faculty Council. The meeting submissions, audio recordings, and resolutions are accessible to all members of the Faculty.

5.§
The functional responsibilities and scope of authority of the Faculty Council

(1) The Faculty Council may decide on the following:
a) establishing and conferring faculty awards;
b) determining its work plan, taking the relevant laws in effect into consideration;
c) setting up faculty boards and committees;
d) decision on the use of the budgetary allocations made available to the Faculty from the University's budget;
e) approving, commenting on and modifying degree programmes and curricula;
f) development of the research and development strategy of the Faculty;
g) decisions on all the matters referred to its competence by the law or a university or faculty regulation.

(2) The Faculty Council makes a proposal for the Senate in the following matters:
a) approval or modification of the organisational and operational rules of procedure of the Faculty;
b) the part of the University's training programme overseen by the Faculty, as part of the training programme: launching new training and discontinuing existing training;
c) submitting and providing an opinion on applications for the position of Dean of the Faculty;
d) initiating the recall of the Dean following the ERS;
e) submitting and providing an opinion on applications for the positions of Vice-Deans,

f) submitting and providing an opinion on applications for senior academic and senior researcher positions at the Faculty,
g) conferring other awards and titles.

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

6.§
The functional responsibilities and scope of authority of the Dean

(1) The Dean is responsible for the management of the Faculty. The Dean's term of office may be up to five years and can be extended multiple times through an application process, each time for a duration specified in the applicable legislation.

(2) The Dean performs his or her duties within the scope of authority conferred to him or her by the Rector; the Dean's functional responsibilities include, in particular:
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 SUUP FE and the Chairman of the trade union operating at the Faculty;
e) making proposals for conferring awards following the ERS;
f) conferring faculty awards under the ERS;
g) making preparations for the meetings of the Faculty Council and executing the resolutions adopted at the meetings;
h) performing other tasks and duties and exercising the powers specified in the relevant laws, university regulations, and other university policies;
i) consulting the heads of the relevant organisational units during the preparatory and implementation phase of projects and funding projects requiring faculty-level coordination to ensure efficient resource management and reduce risks to a minimum;
j) supervising the financial management of the Faculty.

(3) The Dean is obliged to inform the Faculty Council of the implementation of the resolutions made by 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 that deviate from the proposals and the opinion of the Faculty Council.

7.§
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 distribution of work and duties among the Vice Deans is detailed by the Dean in their job descriptions.

(4) The term of office of the Vice Deans corresponds to the duration of the Dean's appointment.

8.§
The functional responsibilities and scope of authority of the heads of the organisational units

(1) The functional responsibility and scope of authority of the heads of the organisational units in general include:
   a) management, monitoring, and supervision of the activities of the organisational unit;
   b) ensuring the optimal use of the resources of the organisational unit;
   c) cooperation with the other organisational units by the relevant regulations.

(2) The head of the organisational unit is responsible for:
   a) ensuring compliance with and enforcement of laws, university regulations, directives, and procedures by the organizational unit;
   b) the use of the resources and assets available to the organisational unit, the alignment of the professional tasks specified by the relevant regulations, and ensuring that the principle of economy is complied with;
   c) the use of financial and human resources and report on them to the Faculty Council upon request.

(3) In addition to what is listed in Subsections (1) and (2) above, the responsibilities of the head of the organisational units include, in particular:
   a) representing the organisational unit;
   b) informing those employed by the organisational unit, managing and supervising their activities;
   c) facilitating and coordinating the teaching activities and scientific research work, and publication activities carried out in the organisational unit;
   d) managing the administration of the organisational unit;
   e) informing the Dean regularly during the preparatory and implementation phase of projects and funding projects relevant to the organisational unit to

ensure efficient resource management and reduce risks to a minimum; full compliance with the criteria specified by the Dean during the preparatory and implementation phase of projects;

(4) If it is not the Dean who bears liability for the financial centre of the organisational unit, then the head of the organisational unit is obliged to
   a) send a report about the management and the funding project activities of the organisational unit to the Faculty Council every six months;
   b) send a report about the economic activities of the organisational unit in the previous year to the Faculty Council on an annual basis;
   c) inform the Faculty Council of the budget drawn up for the current financial year.

9. §
The functional responsibilities and scope of authority of professional coordinators of high-priority projects

(1) High priority projects (hereinafter referred to as: “priority projects”) are projects which are classified as such by the Dean and the implementation of which involves several organisational units of the Faculty.

(2) The faculty-level professional coordinator of priority projects is appointed by the Dean based on nominations by the heads of the organisational units participating in the implementation of the project.

(3) The faculty-level professional coordinator of priority projects is obliged to inform the Dean regularly of all the changes and risks that may occur and cooperate with the management of the Faculty to ensure efficient resource management and reduce risks to a minimum.

(4) The faculty-level professional coordinator of priority projects is obliged to present a summary of the professional and financial status of the project at the meeting of the Faculty Council or a meeting convened for this purpose at least every six months.

10. §
The functional responsibilities and scope of authority of degree programme coordinators

(1) Degree programme coordinators appointed by the Rector to provide for the professional management of degree or training programmes organised at the Faculty:

a) are responsible for the professional content of the programmes and the quality standards of the degree or training programmes;

b) coordinate the teaching activities of the organisational units, which may extend to multiple faculties and university centres;

c) maintain contact with the heads of the teaching organisational units coordinating the classes included in the curriculum of the degree programme they are responsible for. The heads of these organisational units must provide all the information necessary for the organisation and professional supervision of the programme.

d) the work of degree programme coordinators is assisted by a Special Board whose teacher members are appointed by the Dean and whose student members are delegated by the SUUP FE.

e) are responsible for developing the enrolment programme of the degree programme and monitoring the implementation thereof.

f) are responsible for the development and implementation of the quality improvement programme of the degree programme, about which they send a report to the Faculty Council in every academic year.

IV. Structure of the Faculty

11.§
Dean's Council

(1) The Dean's Council is an operational working group that 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.

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

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

a. Vice Deans

b. directors of the organisational units.

(4) The work of the Dean's Council is assisted by the President of the SUUP FE, and a representative delegated by the Doctoral Students' Union is invited in student-related matters, and the employees of the Dean's Office are invited in operational matters.

12. §
Dean’s Office

(1) The Dean's Office is an organisational unit of the Faculty which performs administrative tasks directly related to the educational and research activities of the Faculty, the implementation of the administrative and management tasks of the University, the management of the University, the rules of engagement and other regulations and instructions of the Faculty, as well as the administrative tasks of the administrative, educational organisation, marketing and communication units of the Faculty, and the organisational units of the Faculty at the training site in Veszprém and Zalaegerszeg.

(2) The Clean World Chemical Testing Laboratory operates within the organizational framework of the Dean’s Office and provides measurement services. The head of the Clean World Chemical Testing Laboratory is responsible for the measurement services approved by the National Accreditation Authority and for carrying out the administrative tasks related to accreditation. The head of the Laboratory shall not be considered a managerial employee as defined in the ERS. The operational procedures of the Laboratory shall be established in accordance with the requirements of the National Accreditation Authority.

(3) The Dean’s Office is an organisational unit directly reporting to the Dean.

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

a.) performing operational, administrative, organisational, communication and ceremonial tasks and duties related to the responsibilities of the Faculty Council, the Dean’s Council, the Faculty Council committees, the Dean, the Vice Deans and the degree programme coordinators;

b.) organising and making preparations for faculty events and enrolment programmes;

c.) taking part in the development of faculty regulations;

d.) operates the Clean World Chemical Testing Laboratory in accordance with the provisions set out in paragraph (2).

(5) The functional responsibilities and scope of authority of the staff of the Dean’s Secretariat are detailed in their job descriptions.

13. §
Faculty-level committees and boards

(1) Standing and temporary faculty committees are set up by the Faculty in cases defined in the OOR and for making preparations for the decision-making

process in matters that are of utmost importance for the Faculty. These committees:

a) form an opinion on the proposals relevant to their field of specialisation,

b) formulate and submit proposals,

c) supervise the implementation of resolutions relevant to their field of specialisation.

(2) The following standing committees are established by the Faculty Committee:

a) Quality Improvement Committee

aa.Tasks and responsibilities of the commitee:

The committee is responsible for coordinating measures aimed at improving the educational activities of the Faculty. Its scope of competence includes tasks relating to the management of the quality management system and accreditation at an organisational unit level.

ab. Members of the committee:

(i) Chair: Vice Dean for Education and Accreditation

(ii) Members: representatives of the organisational units of the Faculty, the secretaries of the Doctoral Schools, the president of the SUUP FE, and a representative delegated by the Doctoral Students' Union.

(iii) Members with consultative rights: degree programme coordinators

(iiii) Permanent guests: Dean, Vice-Dean for Science and Strategy, Vice-Dean for Economic Affairs

b) Educational and Credit Transfer Committee

ba. Tasks and responsibilities of the committee:

Its scope of competence includes tasks relating to the modification of the curriculum and the assessment of student applications.

bb. Members of the committee:

(i) Chair: Vice Dean for Education and Accreditation

(ii) Members: degree programme coordinators, those delegated by the SUUP FE, and the Doctoral Students' Union

In study-related matters, the number of members delegated by students makes up 25 per cent of the members of the committee.

In credit transfer-related matters, student representatives may not attend.

c) Economic Committee

ca. Tasks and responsibilities of the committee:

Monitoring the economic activities of the Faculty, reviewing decisions, and overseeing their implementation. Active participation in the development of the Faculty's strategy.
Developing the Faculty's compensation strategy, forming an opinion on the allocation of the faculty budget and the implementation of economic decisions.

cb. Members of the committee:
(i) Chair: Vice Dean for Economic Affairs
(ii) Members of the committee: directors of the organizational units of the Faculty in Veszprém, a representative of the trade union operating at the Faculty, president of the SUUP FE.

d) Disciplinary and Compensation Board

da. Duties and Powers of the Committee

The Disciplinary and Compensation Board (hereinafter referred to as: "Board") is made up of 6 members. The teacher members and the Chair of the Board are appointed by the Dean on the basis of nominations by the Faculty Council. The student members are delegated by the Students' Union under its Statutes.
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 committee are appointed by the Chair of the Board from among the disciplinary Board in a way that one of the members must be the representative of the Students' Union or the Doctoral Students' Union.
The Board is responsible for conducting disciplinary proceedings in the case of disciplinary issues and adopting a disciplinary decision.

db. Members of the Board:
(i) Chair: a senior teacher of the Faculty
(ii) Members: Vice Dean for Education and Accreditation, representatives elected from the senior teachers of the Faculty (the teacher members, including the Chair, make up two-thirds of the members of the Board), representatives of the SUUP FE and the Doctoral Students' Union (one-third of the members of the Board).

e) Award Committee

ea. Tasks and responsibilities of the committee:

The committee is responsible for making preparations for establishing and granting faculty awards and for making proposals for granting institute and state awards.

eb. Members of the committee:
(i) Chair: Dean of the Faculty
(ii) Members: Vice Deans, a senior teacher, a representative of the SUUP FE, and the Doctoral Students' Union.

f) Students' Social Committee

fa. Tasks and responsibilities of the committee:
The committee is responsible for determining the lower credit index for scholarships and the minimum amount of the monthly scholarship per person. In addition, it is entitled to allocate the quarterly budget of students' scholarship allowance (and other benefits), make decisions on the use of a part of the fees paid by the students, and define the eligibility criteria of one-time scholarships.

fb. Members of the committee:
(i) Chair: a senior teacher of the Faculty
(ii) Members: the president of the SUUP FE

g) Faculty Scholarship Committee

ga. Tasks and responsibilities of the committee:
Deciding on the conferral of faculty scholarships at the Faculty

gb. Members of the committee:
(i) Chair: Vice Dean for Economic Affairs
(ii) Members: Vice Deans of the Faculty, the representative of the unit announcing the application process, representatives of the SUUP FE, and the Doctoral Students' Union.

(3) The committees shall lay down the detailed rules of their operation in their own rules of procedure.

(4) Temporary faculty committees may be set up for managing faculty tasks and making preparations for decision-making in matters that are of utmost importance for the functioning of the Faculty. The rules for the establishment, composition, sphere of competence and functioning of such temporary committees are specified in the council resolution in which their set-up is determined. The chairs and members are appointed by the Dean.

(5) A council must be established to support the work of the directors of the various organisational units. The members of this council include the full-time senior

teachers and senior researchers of the organisational unit. The director is obliged to convene the council and inform them of their current tasks at least every six months in term time. The Council must be convened if at least one-third of its members, or all members of the organizational units specified in Section 2(4) of the Faculty, or any members of the institute departments, industrial departments, or research groups operating within them, request it in writing.

(6) All employees of the organizational unit may participate in a meeting convened by the head of the unit. At least once every semester, the director is obliged to hold an organizational unit-level meeting.

14. §
Speciality committees

(1) The primary tasks of the speciality committees are to draft, comment on, monitor, and develop the curricula for the subjects, to prepare changes to the curricula for the subjects, and to develop new curricula.

(2) It is the responsibility of the degree programme coordinator to organise and direct the work of the speciality committees.

(3) Structure of the speciality committee by degree programmes:

a. chair: degree programme coordinator of the given degree programme,

b. members:

i. based on the decision of the Faculty Council, the teaching members are invited by the Dean,

ii. student(s) delegated by the SUUP FE

iii. student delegated by the head of the programme.

(4) The speciality committee holds a meeting at least once a year.

15. §
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.

16. §
Transitional and Final Provisions

(1) The scope of the Faculty OORP extends to the Faculty, its teaching and research staff, and students, as well as to employees and other individuals in an employment relationship with the University who are directly involved in educational and scientific research activities, or in the implementation of the Faculty's tasks.

(2) The Faculty OORP shall enter into force on 1st June 2026, following its adoption by the Senate and approval by the Operative Director of the Foundation for the University of Pannonia. Simultaneously, the Faculty OORP adopted by Senate Resolution No. 195/2025 (XI.27.) and effective as of 1st January 2026 shall cease to have effect.

The Faculty Council, through its MK KT Resolution 85/2025-2026 (V.13.), proposes this Regulation to be adopted.

Place and date: Veszprém, 13th May 2026

Dr. Sándor Németh
Dean

Adopted by the Senate through its Senate Resolution 105/2026 (V.21.).

Place and date: Veszprém, 21st May 2026

Dr. Abonyi János
Rector

Zsolt Csillag
Chancellor

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

Place and date: Veszprém, 21st May 2026

Dr. Péter Bartus
Operative Director

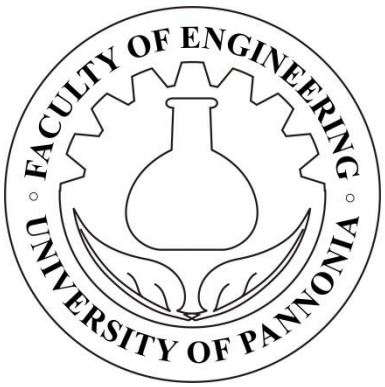
Annexes

1. Annex: The Coat of Arms of the Faculty of Engineering
2. Annex: Organisational Chart of the Faculty of Engineering
3. Annex: The Awards and Honours of the Faculty of Engineering

The Coat of Arms of the Faculty of Engineering





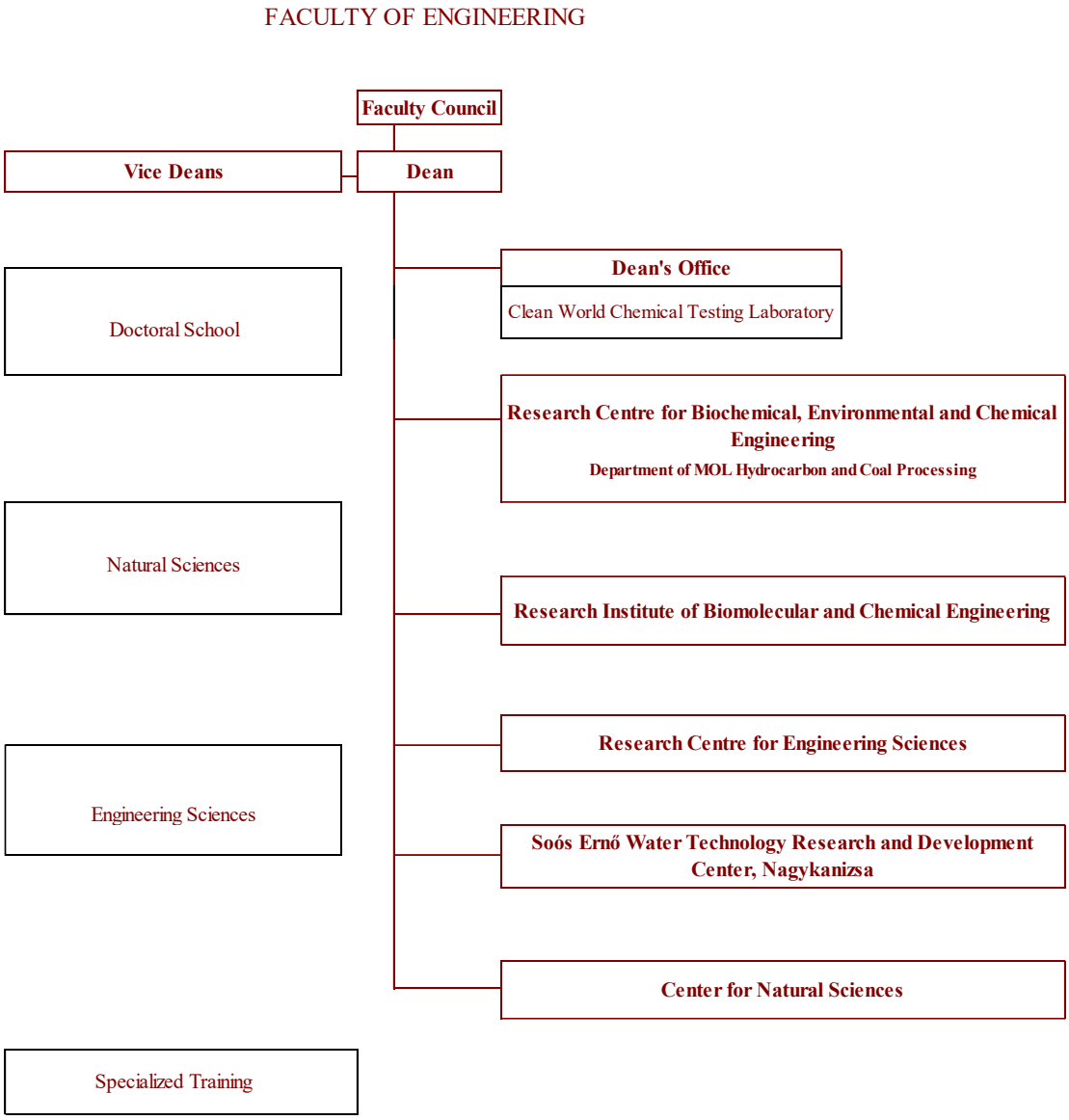




Annex 2

Organisational Chart of the Faculty of Engineering

Effective date: 1st January 2026 Senate Resolution: 195/2025 (XI.27)



Annex 3

The Awards and Honours of the Faculty of Engineering

I. Conditions and procedure for conferring the "Excellence in Teaching Award of the Faculty of Engineering" of the University of Pannonia

(1) The award may be granted to:

- teachers and researchers employed full-time at the Faculty of Engineering:
  - who have significantly contributed to improving the quality of the educational or research activities of the Faculty and to the introduction and widespread propagation of the practical utilisation of the scientific research results;
  - whose teaching activities are rated at least 4.0 by the students;
  - who agree to give a presentation and share their teaching 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;
  - who agree to give educational lectures twice during the year following the conferral of the award at events organised by the Faculty to promote sciences.

(2) The award can be won through an application submitted upon the invitation of the Dean based on the nominations of the heads of the organisational units and the Students' Union operating at the Faculty. Applications may be submitted if the criteria specified in the announcement are met. The conferral of the award is decided on by an evaluation committee in accordance with the criteria specified in the announcement of the application for the award. The evaluation committee comprises: the Dean of the Faculty, the Vice Deans, one senior teacher and the President of the Students' Union operating at the Faculty. The granting of the award is verified by the Faculty Council in a secret vote. Should the Faculty Council not support a nominee when deciding on the award, the evaluation committee makes another nomination from among the other applications submitted.

(3) The award may be granted to a person only once. No more than one award may be conferred a year and it is presented by the Dean at the term opening or the graduation ceremony.

(4) A monetary price of HUF 1,000,000 (gross) may accompany the award.

(5) The text of the certificate of merit:

We,
the Faculty Council of the
Faculty of Engineering, University of Pannonia
grant to Mr. / Mrs. / Ms.

.....

the

Excellence in Teaching Award of the Faculty of Engineering

as a recognition of his/her outstanding contribution to and teaching & research activities for the improvement of the Faculty's scientific, educational and research standards.

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

.....

Dean, Chair of the Faculty Council

II. Conditions and procedure for conferring the "Kálmán Varga Young Researcher Award of the Faculty of Engineering of the University of Pannonia"

(1) The award may be granted to:

- teachers and researchers employed full-time at the Faculty of Engineering:
    - who are under the age of 45 at the time of applying (the 45-year age limit may be extended by child-raising periods and the period of compulsory military service);
    - who play a significant role in the research & development work of the Faculty with their professional and scientific activities;
    - who do not hold a 'Doctor of the Hungarian Academy of Sciences' title when applying;
    - who have reached scientific and professional achievements that are significant at an international level in their discipline within the five years preceding the announcement;
    - who have created significant scientific and/or engineering-intellectual work.

(2) Applications can be submitted according to the criteria specified in the application announcement. The conferral of the award is decided on by an evaluation committee in accordance with the criteria specified in the announcement of the application for the award. The evaluation committee comprises: the Dean of the Faculty, the Vice Deans and the heads of the Doctoral Schools operating at the Faculty. The granting of the award is verified by the Faculty Council in a secret vote. Should the Faculty Council not support a nominee when deciding on the award, the evaluation committee makes another nomination from among the other applications submitted.

(3) A monetary price of HUF 1,000,000 (gross) may accompany the award.

(4) The award may be granted to a person only once. No more than one award may be conferred a year and it is presented by the Dean at the graduation ceremony.

(5) The text of the certificate of merit:

We,
the Faculty Council of the
Faculty of Engineering, University of Pannonia
grant to Mr. / Mrs. / Ms.
.....
the
Kálmán Varga Young Researcher Award of the Faculty of Engineering of the University of Pannonia
as a recognition of his/her professional and scientific activities.

Place and date: Veszprém, (day) (month) (year)
.....
Dean, Chair of the Faculty Council

III. Conditions and procedure for conferring the "Outstanding Associate of the Faculty of Engineering" of the University of Pannonia Award

(1) The award may be granted to:
The most excellent employees of the Faculty other than teachers and researchers for their years-long outstanding activities.

(2) The conferral of the award may be initiated by the heads of the organisational units and the Dean. The conferral of the award is decided on by the Faculty Council in a secret vote.

(3) No more than three awards may be granted a year. The award may be first granted after 5 years of employment with the Faculty. A person may receive the award multiple times, however, not within 5 years.

(4) The award is accompanied by a certificate of merit attesting the conferral of the award and a monetary prize in the amount of HUF 250,000 (gross). The award is presented by the Dean at the term opening or the graduation ceremony.

(5) The text of the award:

We,
the Faculty Council of the
Faculty of Engineering, University of Pannonia
grant to Mr. / Mrs. / Ms.
.....
the
„Outstanding Associate"
Award
for his/her outstanding activities performed at the Faculty.

Place and date: Veszprém, (day) (month) (year)
.....
Dean, Chair of the Faculty Council

IV. Conditions and procedure for conferring the "Certificate of Merit of the Faculty of Engineering" of the University of Pannonia

(1) The award may be granted to:

- natural and legal persons who have significantly promoted the development and expansion of the scientific and educational activities of the Faculty, providing great help to the Faculty.

- those who have significantly contributed to improving the quality of the educational or research activities of the Faculty and the content of the training programmes as well as to the introduction and widespread propagation of the practical utilisation of the scientific research results.

(2) The conferral of the award may be initiated by the heads of the organisational units and the Dean. The conferral of the award is decided on by the Faculty Council in a secret vote.

(3) No more than one award may be granted a year. The award is presented by the Dean at the term opening or the graduation ceremony

(4) A person may receive the certificate of merit only once.

(5) The text of the certificate of merit:

We,
the Faculty Council of the
Faculty of Engineering, University of Pannonia
grant to Mr. / Mrs. / Ms.
.....
the
"Certificate of Merit of the Faculty of Engineering"
Award
for his/her outstanding contribution to improving the scientific and educational activities of the Faculty.

Place and date: Veszprém, (day) (month) (year)
.....
Dean, Chair of the Faculty Council