Pannon Egyetem
University of Pannonia

Regulation of Powers and Competence Relating to Financial Management

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The Regulation of Powers and Competence Relating to Financial Management (hereinafter referred to as: “Regulation”) issued by the University of Pannonia (hereinafter referred to as: ”University”) on the basis of the University’s Organisational and Operational Rules (hereinafter referred to as: “OOR”), Part I Organisational and Operational Rules of Procedure (hereinafter referred to as: “OORP”) approved by the Senate of the University of Pannonia and adopted by the Foundation for the University of Pannonia acting as the operator exercising founders’ and ownership rights (hereinafter referred to as: “Operator”) and on the basis of the resolution by the Board of Trustees on the rules of procedure for adopting the regulations of the University of Pannonia by the Board of Trustees are as follows:

I. Chapter I

GENERAL PROVISIONS

1.§

Preamble

(1) As of 1st September 2021, the University is a higher education institution maintained by a public interest asset management foundation performing public duty, operating and managing its assets independently, and recognised by the state, which performs its tasks and activities as defined in its Deed of Foundation within the framework of the Institutional Budget approved for the given year.

(2) With regard to financial management processes, there is a need to establish ex-ante and in-process controls to ensure that revenue is properly received, expenditures are paid and costs are validated in compliance with regulations.

(3) Tasks relating to receipt of revenues, payment of expenditures and the validation of expenses are carried out by exercising the powers and competencies in relation to financial management.

(4) The regulation of the powers and competence relating to financial management shall be understood to mean, in particular, the way in which the

right to undertake commitments, exercise financial countersignature, certify performance, carry out validation, authorise remittance and approval is exercised and the arrangements for designating the persons who are to exercise these rights.

(5) The obligation to make a declaration of assets and liabilities is a prerequisite for undertaking commitment, authorising remittance or exercising the right to financial countersignature.

2.§

Legal Environment, Related Regulations

(1) Act C of 2000 on Accounting (hereinafter: 'Accounting Act');
(2) Act CLXXV of 2011 on the Freedom of Association, Non-profit Status and the Operation and Support of Civil Organisations (hereinafter: 'Civil Act');
(3) Act CCIV of 2011 on National Higher Education a Education (hereinafter: 'NHEA');
(4) Act I of 2012 on the Labour Code (hereinafter: 'Mt.');
(5) Act CXLIII of 2015 on Public Procurement (hereinafter: 'PPA')
(6) Act CLII of 2007 on Certain Obligations to Make Statements of Assets;
(7) Act V of 2013 on the Civil Code (hereinafter: 'Civil Code');
(8) Other legislation according to the type and subject matter of the contract;
(9) In the case of contracts to be concluded on the basis of a tender, the legal requirements, calls for proposals and financial accounting guidelines related to the specific tender scheme;
(10) Chancellor's Directive and Rector's Directive on the procedure for the exercise of employer's rights and the rules for the delegated exercise of employer's rights;
(11) Chancellor's Directive on the procedure for authorising posting of employees domestically, official and business trips and the use of related services;
(12) Asset Management Policy;
(13) Regulation on the Conclusion of Contracts;
(14) Regulation on the Management of Intellectual Property;
(15) Regulation on the Management of Services Commissioned by External Parties.

3.§

Purpose of the Regulation

(1) To define the powers, competences and responsibilities related to the financial management of the University in order to ensure that the University carries out the tasks set out in its Deed of Foundation efficiently, economically and effectively with the available funding.

(2) To comply with the rules of financial management, to prevent undertaking commitments irregularly, to maintain the financial stability of the University, to strengthen record keeping and administrative discipline, to strengthen financial management responsibility, to use funds in a planned and efficient manner, to maintain the solvency of the University, to observe the available financial limits.

4.§

Scope of the Regulation

(1) The scope ratione materiae of the Regulation includes all commitments, financial countersigning, certification of performance, validation, and authorisation of remittance made on behalf of the University.

(2) The scope ratione personae of the Regulation extends to all organisational units and employees of the University, regardless of whether they are employed by or work in another capacity for the University, as well as to students of the University. The scope of this Regulation especially extends to all employees of the University who have the power to undertake commitments, exercise the right to financial countersignature, certify performance, carry out validation, authorise remittance and carry out documentation, record-keeping and data reporting duties.

II.

UNDERTAKING COMMITMENTS

5.§

Definition of Commitment, Its Basic Forms and Documents

(1) Commitment is a written legal declaration duly made by the University as a legal person, which gives rise to an obligation to make a payment by the University, to receive income for the University or to any other obligation with economic consequences.

a) A commitment on expenditure involves the use, within the limits of the budget lines set out in the University's Institutional Budget, of the surplus revenue generated and received during the year, for the purpose of entering into an employment relationship, concluding a contract, placing an order, acquiring services or goods of monetary value, or carrying out an investment or renovation project.

b) A revenue generating commitment is a duly executed legal statement, including in particular quotations made on behalf of the University, services provided by the University, contracts for the sale of products, grant agreements, grant documents, and other agreements.

(2) Basic forms of commitments:

a) A commitment on employment is considered to be any commitment on entering into an employment relationship, which involves the conclusion of an employment contract and its amendment. The rules governing contracts for the creation and modification of employment relationships are set out in the Employment Requirement System (hereinafter: 'ERS'), the details of which are not covered by this Regulation. We also define as employment-related commitments the commitments arising from the tasks assigned to the payroll administrator and work manager in the Rector's Directive and the Chancellor's Directive on the procedures for the exercise of employer's rights and the rules for the exercise of delegated employer's rights.

b) All commitments other than those under (a) that are entered into within the framework of an employment relationship (e.g. agency contracts, student employment contracts) and ensure the performance of the activities set out in the Deed of Foundation are considered as other human resources-related personnel expenditure and commitments.

c) Other operation related commitments and material expenses are considered to be the purchase of materials, supplies, goods and services for the performance of the activities set out in the Deed of Foundation.
d) Other expenditures include the transfer of funds received with an obligation to pass it on to the beneficiary (consortium members of projects), the return of the unused part of a grant awarded without an obligation to repay, the return of the unused part of other funds granted but not covered by costs and expenses, as well as fines, penalties, interest on late payments, damages, administrative charges, fees or other administrative considerations, which are payable.
e) Within other expenses, scholarship related commitments are commitments undertaken and performed under the title of scholarship.
f) Commitments to expand and renew the University's stock of tangible assets and intangibles are classified as commitments on investment and renewal.
g) Commitments related to the establishment of a company or an increase in ownership share are classified as commitments pertaining to financial asset investment.
h) Commitments with the aim of receiving revenue means those core activities (for the public benefit) related to the main purpose, ancillary activities (for the public benefit) related to the core activity, and service activities (for the public benefit) related to the core activity, as well as entrepreneurial activities, as defined in the Deed of Foundation, which generate revenue for the University.

(3) Commitment documents
a) documents relating to the employment of an employee, student employment contracts, amendments to employment contracts, agreements on performance of assignments, extraordinary work orders,
b) guest lecturers' contracts,
c) agreements with a volunteer helper,
d) licence/exploitation agreement,
e) inventor remuneration agreement,
f) ordering postings,
g) sales contracts,
h) study contracts,
i) employer housing loan agreements,
j) accommodation contracts,
k) agency agreements,

l) supply contracts,
m) research contracts,
n) service provision contracts,
o) confirmed orders,
p) the notice opening the public procurement procedure pursuant to PPA, the call for proposals, invitation to tender,
q) lease contracts,
r) undertaking public interest commitments/donation contracts,
s) declarations of intent to become a member of a national or international organisation,
t) Grant Agreements, Grant Documents,
u) quotations, bids,
v) any obligation other than those listed above, which gives rise to a liability to make a payment, receive revenue or otherwise have economic effect.

6. §

Determining the Value of the Commitment

(1) For the purpose of determining the value of a commitment, all payment obligations arising from it shall be taken into account, even if the occurrence of a payment obligation is uncertain or depends on a specific future declaration. If the amount of the payment obligation cannot be determined precisely, the realistic maximum amount of the obligation should be assumed on the basis of a careful consideration of the circumstances and the experience of previous years, taking into account the given market, economic and social circumstances.

(2) The value of a commitment entered into for an indefinite period is determined as the sum of the payment obligations arising in the current financial year and over the following three years.

(3) If the commitment is subject to a public procurement procedure, the commitment document shall specify the estimated value in accordance with the provisions of the PPA, which shall be adjusted to the amount of the contract concluded as a result of the public procurement procedure.
If the successful implementation of the procurement procedure requires the mobilisation of more resources than the estimated value, the initial commitment must be corrected after proof of the financial coverage.

(4) The provisions on commitments shall also apply to any modification of the content of a commitment which changes the amount of a previously agreed payment obligation, corrects the duration of the commitment or modifies its distribution across the years.

7.§

Powers and Competence to Undertake Commitments and Responsibility for Commitments

(1) It is the University who has legal personality, the Faculties, comprehensive organisational units and other organisational units do not have legal capacity in their own right in respect of exercising the powers to undertake commitments; all commitments undertaken by them shall be made on behalf of the University.

(2) The Rector and/or the Chancellor shall represent the University in accordance with the NHEA, the Deed of Foundation and the OORP.

(3) In the professional-academic matters related to the operation of the institution as defined in the NHEA, the Rector is the head of the institution acting as the single person responsible, and the Chancellor is the person who undertakes commitments on behalf of the institution in matters related to the operation of the institution and its functional-service duties.

(4) The Rector, the Chancellor or the person, upon whom such powers are bestowed in writing by them and who is employed by the University, shall have the right to enter into commitments, unless otherwise provided for in these Regulations.

(5) The person exercising the power of undertaking commitments delegated by the Rector or the Chancellor may not further delegate this power.

(6) The procedure for the exercise of employer's rights and the rules for the exercise of employer's rights delegated by the Rector and the Chancellor are laid down in the Rector's Directive and the Chancellor's Directive.
The application of this Regulation is governed by the Rector's Directive and the Chancellor's Directive with regard to the relevant subject matter (employer's rights/payroll administration/work management).

(7) The powers deriving from ownership rights to property owned by the University, the rules governing the exploitation of its assets, the powers of authorisation for the conclusion of ad hoc and permanent leases, the rules of sale and the related powers are laid down in the Asset Management Policy. For the purposes of this Regulation, the powers and competencies relating to commitments shall be those laid down in the Asset Management Policy.

(8) The Chancellor exercises the power with regard to establishing companies, increasing or decreasing ownership in companies, undertaking commitments in connection with the granting of a shareholder's loan.

(9) In the case of commitments related to the Rector's work (e.g. postings), the Chancellor is the person exercising the management authority, except for the powers delegated to the competence of the Operator.

(10) In the case of commitments related to the Chancellor's work (e.g. postings), the Director of Economic Affairs is the person exercising the management authority, except for the powers delegated to the competence of the Operator.

(11) In the case of simultaneous commitments relating to the work of the Rector and the Chancellor for the same economic event (e.g. postings), the power to enter into commitments is exercised by the Director of Economic Affairs, except for the powers delegated to the competence of the Operator.

(12) Commitments may be made only in writing, after financial countersignature by the Director of Economic Affairs or by a person designated by him in writing, and before the due date for payment.

Commitments do not need to be made in writing prior to

a) making a payment with a value that does not exceed HUF 200,000 gross (incl. VAT);
b) undertaking a commitment (submission of a quotation, confirmation of order) which will yield a revenue not exceeding HUF 500,000 net (excluding VAT);
c) fees and allowances deducted from payment accounts by the account managing financial institution, exchange rate losses on liabilities in foreign currency;
d) payment obligations based on legislation or a final court or administrative decision.

(13) In the absence of a financial countersignature, the person undertaking the commitment shall be liable for the consequences of the commitment.

(14) Commitments may be entered into to the account of a given cost centre (financial centre) up to the amount set out in the Institutional Budget, less the amount of commitments already undertaken to the account of that cost centre (hereinafter 'uncommitted balance').

(15) The person undertaking a commitment is responsible for:
a) compliance with the relevant legislation and the University's internal regulations,
b) the professional content, relevance, economy of the commitment and the fact that the commitment is in the best interests of the University,
c) adhering to the budgetary limitations within his/her purview.

(16) The Rector or the Chancellor may limit or revoke the powers to undertake commitments or impose value limitations to undertaking commitments in the interest of the financial solvency of the University.

(17) Eligibility to undertake commitments will cease without any further action:
a) in the event of termination of a managerial post,
b) on the last working day in the event of termination of employment,
c) in the event of non-renewal of the declaration of assets, the day following the date specified in the rules governing the declaration of assets.

8.§

Value Limits on Undertaking Commitments

(1) No overall limit on the amount:
Rector
Chancellor
Within the area of responsibility defined by the NHEA, the Deed of Foundation and the OORP.

(2) Up to HUF 5 million:
Head of an organisational unit with management responsibility *(see Annex 1).*

(3) Up to HUF 5 million:
On the recommendation of the Dean of the Faculty or the Director General of the University Centre, one Vice Dean or Deputy Director General per Faculty or University Centre, as delegated in writing by the Rector.

(4) In the case of human resources commitments, the value limits for personnel costs and payroll taxes should be examined separately.

(5) For other operations related commitments and commitments on investment and renovation, the value limit is gross, i.e. including VAT.

(6) For revenue commitments, the value limit is net, i.e. without VAT.

9.§

Special Cases of Commitment

(1) In the case of a contract or order (commitment to a third party) prepared by the Directorate of Legal Affairs and Procurement on the basis of a request for goods, products, equipment, services, works, renovation, etc. (basic document for the preparation of a commitment), committed to by the faculties, the comprehensive organisational units with a commitment undertaken in accordance with the rules (in terms of powers, competence, value limits):

a) the Director of Legal Affairs and Procurement: up to gross HUF 5 million:
   aa) in the case of purchases of goods, products and equipment, on the basis of commitments made by the entities with the powers to undertake such commitments;
   ab) in the case of purchases of services, on the basis of commitments made by the entities with the powers to undertake such commitments;
   ac) in the case of construction works and renovation, on the basis of commitments made by the entities with the powers to undertake such commitments.

b) Head of the Procurement Office: up to gross HUF 5 million:

ba) in the case of purchases of goods, products and equipment, on the basis of commitments made by the entities with the powers to undertake such commitments;
bb) in the case of purchases of services, on the basis of commitments made by the entities with the powers to undertake such commitments;
bc) in the case of construction works and renovation, on the basis of commitments made by the entities with the powers to undertake such commitments.

(2) In case of appropriations, central tasks (including commitments made by the University Library and Knowledge Centre of the University of Pannonia on the basis of the foundation letter of the organisational units), the head of the organisational unit, the head of the comprehensive organisational unit, the Rector or the person designated by the Chancellor to undertake commitment who professionally coordinates the relevant task concerned by appropriation or the task related to the operation of the University: up to gross HUF 5 million.

(3) In the case of commitments made in the Institutional Budget against the scholarship budget which forms part of the public/operator's subsidy (on the basis of the rules for awarding scholarships laid down in the chapter of the Student Requirement System (hereinafter referred to as SRS) on the RULES ON STUDENT BENEFITS AND FEES), the Director of Academic Affairs is the person making the commitment: no overall limit on the amount.

III.

CONSENT

10.§

The Definition and Content of the Exercise of the Right to Approve Commitments

(1) The Chancellor, or a person authorised in writing by the Chancellor, shall have the right of to approve commitments made by the Rector or a person authorised in writing by the Rector.

(2) The person exercising the right to approval shall examine, whether

a) the economic event referred to in the commitment document is compatible with the activities set out in the University's Deed of Foundation;
b) the matter subject to the commitment in the interest of the University;
c) efficiency and effectiveness have been taken into account when the professional content of the commitment was determined and the commitment is therefore justified;
d) the commitment, on the basis of the information available, does not jeopardise the liquidity of the University.

11.§

Value Limits for the Exercise of the Right to Approve Commitments

(1) No overall limit on the amount:
Chancellor
Within the area of responsibility defined by the NHEA, the Deed of Foundation and the OORP.

Vice Chancellor
On the basis of the OORP and the Chancellor's Directive on the Rules of Procedure for the Chancellor's Organisation.

the Rector, or an employee authorised in writing by the Rector to enter into commitments

For domestic postings and official and business travel and the use of related services, on the basis of the Chancellor's directive in force.

No approval by the Chancellor is required for the confirmation of orders within own scope of authority that do not require quotation and do not exceed HUF 500,000 net, and fall within the scope of the Code of Conduct for the provision of services on behalf of an external partner.

(2) up to the amount of HUF 5 million
the Director of Economic Affairs,
Interpreting the overall value limit: pursuant to Article 8 (5), (6).

IV.

FINANCIAL COUNTERSIGNATURE

12.§

The Definition of Financial Countersignature

(1) The financial countersignature is the approval of the commitment from a financial, accounting and taxation point of view, certifying the availability of financial resources.

(2) The financial countersignature is a condition for the validity of the commitment and must be made in writing before the due date of the financial transaction.

(3) The person with financial countersignatory powers must ensure, before the financial countersignature is appended, that

a) the costs or expenses relating to the matter subject to the commitment will be covered by the net proceeds of the sales or other revenues, and sufficient funds (liquid assets) will be available on the planned payment dates;

b) the commitment was undertaken by the person authorised to do so,

c) the commitment does not conflict with the rules on financial management,

d) the commitment can be undertaken based on revenue expected to be received on the basis of a contract, an irrevocable pledge to the University, an 'advance on a tender' in the course of the year and taking into account the liquidity of the University.

(4) The provisions on financial countersignature shall also apply to any modification of the content of a commitment which changes the amount of a previously agreed payment obligation, or modifies its distribution across the years.

13.§

The Right to Financial Countersignature

(1) Financial countersignature is within the competence of the
   a) Director of Economic Affairs or
   b) the person with such delegated powers, employed by the University and designated by him/her in writing.

(2) The financial countersignature shall be evidenced by the signature of the person empowered to append the financial countersignature on the commitment document, and the date of the financial countersignature as well as a reference to the fact of financial countersignature shall be recorded on the commitment document.
   In the case of a Grant Agreement or Grant Document generating revenue, if the nature of the document does not provide a designated space for financial countersignature, the financial countersignature must be executed by the use of a name stamp and signed initials.

(3) The person with financial countersignatory powers may call on the services of experts as necessary to carry out his/her duties.

(4) If the commitment does not comply with the requirements, the person with financial countersignatory powers must inform the Rector and/or the Chancellor and, in the case of delegated powers, the Director of Economic Affairs in writing.

(5) The person who exercises the powers delegated in writing by the Director of Economic Affairs may not further delegate them.

(6) The person with financial countersignatory powers must have a university degree in economics or at least a secondary education and, in addition, a qualification in financial accounting.

14.§

Value Limits for Financial Countersignature

(1) the Director of Economic Affairs: no overall limit on the amount,

(2) the Deputy Director of Economic Affairs: when the Director of Economic Affairs is on leave – no overall limit on the amount,
(3) A staff member of the Directorate for Economic Affairs, with delegated powers: up to the amount of HUF 3 or 5 million.
(4) A staff member of the Directorate of Human Resources Management, with delegated powers: up to the amount of HUF 3 million.
(5) In the absence of the Director and Deputy Director of Economic Affairs, a financial countersignatory may be authorised without limitation of the amount, on a proposal from the Deputy Director of Economic Affairs.
(6) On a proposal from the Director of the Directorate of Human Resources Management, a financial countersignatory may be authorised without any limit on the amount.
(7) Interpreting the overall value limit: pursuant to Article 8 (5), (6).

V.

CERTIFYING PERFORMANCE

15.§

Certifying Performance: Definition, Powers and Responsibility

(1) Performance certification is to be carried out before validation and before the authorisation of the remittance of the expenditure.

(2) Performance certification means the professional control and verification of the legitimacy and of the amount of the payment of the expenditure and of the performance of the service, and is carried out based on verifiable documents.

(3) Performance shall be certified by the signature of the person entitled to certify performance, and by indicating the date of both the performance and the certification, as well as a reference to the fact of performance.

(4) The person entitled to certify performance is the person empowered to enter into commitments, including the powers laid down in the special cases of commitment. If a separate person has been appointed to certify performance by the person, who made the commitment, on the commitment document (contract, order, etc.), the person, who made the

commitment, shall obtain the prior written professional confirmation of the person appointed (thesis topic supervisor, professional manager, etc.) before certifying performance.

Professional confirmation must be provided by the person who has the information on the fact of performance.

(5) The employee responsible for certifying performance must verify the below by the obtained professional confirmation, and must certify to this fact by signing the document and indicating his/her name:

a) the goods, products, equipment, etc. have arrived and been delivered as ordered, in full quantity, in good quality, undamaged and on time,
b) the work has been carried out as required and on time,
c) the service provider has fulfilled its obligations in terms of quality, quantity and timeliness,
d) the performance was made on the basis of the commitment documents

(6) Performance certification is the basis for validation.

(7) Cases exempted from certification of performance:

a) payment obligations based on law or on a judicial or administrative decision that is final or enforceable regardless of the existence of the right to appeal,
b) payment obligations based on a mandatory provision establishing the amount of the payment obligation, the manner in which the amount is to be determined, all the rights and obligations of the parties.

(8) Certification of performance can be provided:

a) In the form of a note, a declaration or a report detailing the professional attestation of performance.
b) By indicating it on the invoice submitted (for utility bills, flat-rate contracts).
c) On other documents: delivery note, handover document, worksheet, consignment note, etc.
d) In the space provided on the remittance letter.

(9) The rules and regulations relating to the various tender accounts may contain more stringent provisions. In such cases, the confirmation of performance shall be carried out in accordance with those requirements.

(10) For cost centres of a technical nature (payments of staff allowances payable on the basis of commitments entered into by persons with commitment undertaking powers, net transfers of salary-related payments, payments of taxes and contributions payable, cash withdrawals for the operation of the petty cash fund, transfers between bank accounts, other specific asset and liability side accounts), the Director of Economic Affairs is the person certifying performance.

VI.

VALIDATION

16.§

Validation: Definition and Powers

(1) In the case of economic events giving rise to costs, expenses or expenditures, validation is carried out on the basis of the certification of performance, before the payment of the expenditure is ordered (remittance is authorised), during which the validator checks the existence of funds, the correctness of the invoice or the document replacing the invoice, their compliance with the required formalities and determines the classification of the economic event in the chart of accounts.

(2) In the case of revenue-generating economic events, the validator examines the acceptability of the revenue on the basis of the relevant basic documents (e.g. confirmation of performance issued to the University, confirmation of the purchase order for invoicing, Grant Agreement, Grant Document) and determines the classification of the economic event in the chart of accounts.

In the case of fees and reimbursements paid by students, the basis for the receipt of revenue is the receivables (notices) provided for in the Neptun system. Categorisation of economic events by chart of accounts is based on the assignment recorded in the ‘financial matrix’.

(3) If the validator detects a problem or a violation of law or regulations during the validation, he/she is obliged to report it to the Director of Economic Affairs.

(4) In addition to including the note ‘érvényesítve’ [validated] on the document, the validation must also contain the amount, the date of validation, the signature of the validator and the general ledger account number for bookkeeping purposes.

(5) The person with validation powers must have a university degree in economics or at least a secondary education and, in addition, a qualification in financial accounting.

(6) Validation tasks at the University may be carried out by a person employed by the University and designated in writing by the Director of Economic Affairs.

VII.

AUTHORISATION OF REMITTANCE

17.§

Definition of the Authorisation of Remittance

(1) Outgoing payments from the University's bank accounts may be ordered on the basis of an authorisation of remittance. Remittance may be authorised after performance has been certified and validated.

18.§

Remittance Order/Account Assignment Form

(1) Remittance can be authorised in the case of a cash payment by indicating such order on the validated cash document, and in other cases by issuing a separate written order (remittance order).

(2) The following must be indicated on the separate written order (remittance order):
a) The word ‘utalvány’ [remittance order],
b) the financial/business year,

c) the registration number of the commitment in the commitment register (for commitments initiated with SAP-EiiR-MM),
d) the name and address of the recipient, the date, method and amount of payment, and the currency,
e) the recipient's account number and name,
f) the certificate of performance (professional attestation) (pursuant to Article 15(8) (d) of Chapter V.),
g) the account number of the cost or expense in the general ledger,
h) the validation,
i) the date and the signature of the person authorising remittance.

19.§

Right to Authorise Remittance

(1) Authorisation of Remittance may be ordered in writing by
a) the Chancellor or
b) the person with such delegated powers, employed by the University and designated by him/her in writing.

(2) In the case of payments related to the work of the Rector (e.g. postings), the person authorising remittance is the Chancellor, the Director of Economic Affairs or a person employed by the University and authorised in writing by the Chancellor.

(3) In the case of payments related to the work of the Chancellor (e.g. postings), the person authorising remittance is the Director of Economic Affairs or a person employed by the University and authorised in writing by the Chancellor.

(4) In the case of payments related to the work of the Rector and Chancellor with regard to the same economic event (e.g. posting), and executed simultaneously, the person authorising remittance is the Director of Economic Affairs or a person employed by the University and authorised in writing by the Chancellor.

20.§

Authorisation of Remittance: Powers, Value Limits

(1) No overall limit on the amount:
   a) Chancellor
   b) the Director of Economic Affairs,
   c) a member of staff from the Directorate for Economic Affairs, proposed by the Director of Economic Affairs and appointed by the Chancellor.

VIII.

CONFLICTS OF INTEREST

21.§

Definition of Conflicts of Interest

(1) The person undertaking the commitment and the financial countersignatory may not be the same person for the same transaction.

(2) The validator may not be the same person as the person undertaking the commitment, certifying the performance or authorising the remittance in respect of the same transaction.

(3) No person who would perform such an activity for the benefit of a close relative within the meaning of the Civil Code or for his/her own benefit may undertake a commitment, carry out validation, authorise remittance, countersign financially, or certify the performance of an obligation.

(4) If a person has a conflict of interest, depending on the amount, the direct superior is sanctioned to undertake the commitment, authorise remittance and certify performance.

IX.

REGISTRATION OF MANDATES, AUTHORISATIONS, SPECIMEN SIGNATURES, STATEMENTS

22.§

Mandates, Statements

(1) The ‘Delegation of Management Authority’ form and the ‘Statement of Acknowledgement of Delegation of Management Authority’ are attached in Annexes 2, 3 and 4.

23.§

Registration of Specimen Signatures

(1) The Directorate for Economic Affairs shall keep a register of the persons authorised to enter into commitments, countersign financially, certify performance, carry out validation and authorise remittance, and specimens of their signatures. (By this is meant: the record of the mandates – see Annexes 2, 3, 4 – including the signature of the person with the delegated management authority.)

X.

APPOINTING PROXIES

24.§

Rules of Procedure for Proxies

(1) The appointment of proxies for persons authorised to enter into commitments, authorise remittance or countersign financially may be authorised only on a case-by-case basis and in writing, specifying the time and extent of the mandate.

(2) The appointment (mandate) of proxies shall be approved by the Rector, the Chancellor or the Director of Economic Affairs, depending on the type of the proxy (for undertaking commitment/authorising remittance/financial countersignature).

(3) The mandate for the proxy shall be sent to the Directorate for Economic Affairs, together with a specimen of the proxy's signature.

(4) The proxy must meet all the requirements that apply to the person being substituted.

(5) In the absence of the person with commitment undertaking powers, and where no provision has been made for a proxy, the powers of management shall be exercised by the superior manager in line.

(6) The Rector and the Chancellor shall, during their absence, provide for ad hoc authorisation to execute commitments without value limits. In the event of the absence of the Chancellor, the Rules of Procedure for the Chancellor's Organisation set out further procedures.

(7) During the absence of the Director of Economic Affairs, the Deputy Director of Economic Affairs, or a staff member of the Directorate for Economic Affairs, with delegated powers shall be empowered to exercise financial countersignatory powers without value limits (Article 14 (2) and (5) in Chapter IV).

(8) A model authorisation for the ad hoc delegation of powers in the absence of persons with management powers is provided in Annexes 5, 6. Annexes 5 and 6 are part of the register of specimen signatures.

XI.

PROVISIONS WITH REGARD TO ENTRY INTO FORCE

(1) The University promulgates and publishes this Regulation on its website (www.uni-pannon.hu).

(2) By virtue of Resolution No. 112/2026. (V.21.), this Regulation has been adopted by the Senate at its meeting on the 21st May 2026.

(3) This Regulation shall enter into force on 1st June 2026.

(4) This Regulation shall remain in force until further notice.

(5) Simultaneously to this Regulation entering into force, the 'Regulation of Powers and Competence Relating to Financial Management' adopted by the Senate with Resolution No. 82/2024. (IV.18.) shall cease to have effect.

(6) Annexes to this Regulation:

Annex 1: Organisational Units with Management Responsibilities
Annex 2: Mandate for Delegated Powers to Undertake Commitments, Certify Performance
Annex 3: Mandate for Delegated Financial Countersignatory Powers
Annex 4: Mandate for Validating Performance
Annex 5: Ad Hoc Mandate for Delegated Powers to Undertake Commitments in the Area of Competence of the Rector
Annex 6: Ad Hoc Mandate for Delegated Powers to Undertake Commitments in the Area of Competence of the Chancellor

Veszprém, 21st May 2026

Dr. János Abonyi	Zsolt Csillag
Rector	Chancellor

ANNEXES

Annex 1

Organisational Units with Management Responsibilities

I.
Area of Competence of the Rector (Academic Field)

Faculties, and University Center

Faculty of Business and Economics
Faculty of Engineering
Faculty of Humanities
Faculty of Information Technology
Faculty of Business Administration Zalaegerszeg
University of Pannonia Nagykanizsa – University Centre for Circular Economy

Comprehensive Organisational Units outside of Faculty Organisation Carrying out Core University Activities

The Institute of Physical Education and Sports
Ajka Campus

Project Organisation outside of any Faculty Organisation under the Direct Supervision of the Rector

Center of Excellence

Service Providing Comprehensive Organisational Units under the Supervision of the Rector

University of Pannonia, University Library and Knowledge Centre
Centre for Dual Training
Centre for Student Services and Career

Organisational Unit Supporting the Exercise of the Rector's Powers

Rector’s Office

II.
Chancellor’s Area of Competence

Comprehensive Organisational Units with Functional Responsibilities

Directorate of Academic Affairs
Directorate for Development and Projects
Directorate for Information Technology
Directorate for Economic Affairs
Directorate of Human Resources Management
Technical and Operational Directory
Directorate of Legal Affairs and Procurement
Directorate of Communication
Chancellor’s Office

Service Providing Comprehensive Organisational Unit

Dormitory Directorate

Other Organisational Unit performing special tasks

Department of Internal Audit

III.
With Regard to the Interpretation of Management Powers, the Same Powers as those Set Out in Article 8(2) of Chapter II.

SUUP and DSUUP – Rector’s and Chancellor's commissioner for Student Affairs

Annex 2

University of Pannonia

Mandate for Delegated Powers to Undertake Commitments, Certify Performance

.....
mandate recipient

Pursuant to Article 7(4) of the 'Regulation of Powers and Competence Relating to Financial Management', as of ..... for an indefinite period or until revoked (*)

I hereby give you the mandate

to undertake commitments and certify performance on behalf of the University of Pannonia.

The authorisation covers the cost centres (*) assigned to the faculty/comprehensive organisational unit/organisational unit/unit you manage and the special cases set out in Article 9 of this regulation [(1)(a), (1)(b), (2), (3)] (*), subject to the value limits set out in the 'Regulation of Powers and Competence Relating to Financial Management'.

* underline as appropriate

Veszprém, ...

Rector / Chancellor
mandate giver

I acknowledge that I have been authorised to exercise the powers of undertaking commitments and professional performance certification, and that I am aware of my duties and responsibilities in this respect.

Date:

.....
mandate recipient

Annex 3

University of Pannonia

Mandate for Delegated Financial Countersignatory Powers

.....
mandate recipient

Pursuant to Article 13(1) of the 'Regulation of Powers and Competence Relating to Financial Management', as of ..... for an indefinite period or until revoked (*)

I hereby give you the mandate

to exercise **financial countersignatory powers** for commitments undertaken on behalf of the University of Pannonia.

Value Limit for Financial Countersignature: HUF .....

* underline as appropriate

Veszprém, ...

Director of Economic Affairs
mandate giver

I acknowledge that I have been authorised to exercise the powers of financial countersignature, and that I am aware of my duties and responsibilities in this respect.

Date:

.....
mandate recipient

Annex 4

University of Pannonia

Mandate for Validating Performance

.....
mandate recipient

Pursuant to Article 16(6) of the 'Regulation of Powers and Competence Relating to Financial Management', as of ..... for an indefinite period or until revoked (*)

I hereby give you the mandate

to carry out validation.

* underline as appropriate

Veszprém, ...

Director of Economic Affairs
mandate giver

I acknowledge that I have been authorised to exercise the powers of financial validation, and that I am aware of my duties and responsibilities in this respect.

Date:

.....
mandate recipient

University of Pannonia

Ad Hoc Mandate for Delegated Powers to Undertake Commitments in the Area of Competence of the Rector

In accordance with the 'Regulation of Powers and Competence Relating to Financial Management', undertaking commitments on behalf of the University of Pannonia falls within the competence of the Head of the University of Pannonia or a person employed by the University of Pannonia designated by the Head of the University of Pannonia in writing.

In accordance with the Deed of Foundation of the University of Pannonia, the Rector is the primary leader and representative of the University, and shall act and take decisions in all matters which are not referred to the competence of any other person or body by law, the Deed of Foundation, the OOR or the Collective Agreement.

Pursuant to Article 7(4) of the 'Regulation of Powers and Competence Relating to Financial Management', the person with the delegated powers to execute commitments **in the absence of** the Head of the ..... *Faculty/Comprehensive organisational unit/ Organisational unit responsible for carrying out and coordinating central tasks / Organisational unit responsible for executing special cases of commitment** is the following:

Name	Cost centre	Value limit
	Cost centres within the purview of the ..... Faculty/Comprehensive organisational unit/ Organisational unit responsible for carrying out central tasks / Organisational unit responsible for executing special cases of commitment *	HUF 5,000,000

** fill in and underline as appropriate*

Duration of Mandate: From ..... 20... until ..... 20....

Person to propose delegation of mandate when he/she is absent:

Veszprém, ... (day) ..... (month) 20..... (year)

Dean of the Faculty/Head of the comprehensive organisational unit/ Head of the organisational unit / Head of organisational unit responsible for carrying out central tasks / Head of the

organisational unit responsible for executing special cases of commitment

The mandate giver regarding the delegate powers for commitments:
Veszprém, ... (day) ..... (month) 20..... (year)

Rector

I accept the mandate:
Veszprém, ... (day) ..... (month) 20..... (year)

mandate recipient

University of Pannonia

Ad Hoc Mandate for Delegated Powers to Undertake Commitments in the Area of Competence of the Chancellor

In accordance with the 'Regulation of Powers and Competence Relating to Financial Management', undertaking commitments on behalf of the University of Pannonia falls within the competence of the Head of the University of Pannonia or a person employed by the University of Pannonia designated by the Head of the University of Pannonia in writing.

In accordance with the University of Pannonia's Deed of Foundation, the Chancellor is the responsible head of the University with regard to the responsibilities defined in the Deed of Foundation and the OOR. The Chancellor shall act as the head of the University of Pannonia with regard to the responsibilities set out in these documents. In matters relating to the functioning of the institution, the Chancellor is the person authorised to enter into commitments at the University of Pannonia.

Pursuant to Article 7(4) of the 'Regulation of Powers and Competence Relating to Financial Management' and by taking into account the legal provisions, the person with the delegated powers to undertake commitments **in the absence of** the Head of the ..... *Faculty/Comprehensive organisational unit/ Organisational unit responsible for carrying out and coordinating central tasks / Organisational unit responsible for executing special cases of commitment** is the following:

Name	Cost centre	Value limit
	cost centres within the purview of the ..... Comprehensive organisational unit/ Organisational unit responsible for carrying out central tasks / Organisational unit responsible for executing special cases of commitment *	HUF 5,000,000

** fill in and underline as appropriate*

Duration of Mandate: From ..... 20... until ..... 20....

Person to propose delegation of mandate when he/she is absent:

Veszprém, ... (day) ..... (month) 20..... (year)

Head of the comprehensive organisational unit/ Head of the organisational unit / Head of organisational unit responsible for carrying out central tasks / Head of the organisational unit responsible for executing special cases of commitment

The mandate giver regarding the delegate powers for commitments:

Veszprém, ... (day) ..... (month) 20..... (year)

Chancellor

I accept the mandate:

Veszprém, ... (day) ..... (month) 20..... (year)

mandate recipient