Pannon Egyetem
University of Pannonia

TENDERING REGULATION

Adopted by the Senate: 21st May 2026
Senate resolution No.: 107/2026. (V.21.)
Effective date: 1st June 2026
Document owner: Head of the Directorate for Development and Projects
Version: 01

version	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	Senate Resolution 211/2024. (X.31.)
01	01.06.2026	01.06.2026	-	Senate resolution 107/2026. (V.21.)

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

Content

Chapter I 4
GENERAL PROVISIONS 4
Applicable Legislation, Other Regulatory Environment 4
Regulation Purpose 5
Scope of the Regulation 5
Definitions 6
Chapter II 9
MONITORING AND CLASSIFICATION OF TENDERS 9
Monitoring of Tenders 9
Classification of Tenders 9
Chapter III 12
INSTITUTIONAL OR STRATEGIC TENDERS 12
Procedure for the Preparation and Submission of Institutional or Strategic Tender Applications 12
Institutional or Strategic Tenders Preparation and Signing of the Grant Agreement 14
Registration of Institutional or Strategic Projects 16
Implementation of Institutional or Strategic Projects 16
Preparation of Reports, Payment Requests and Documentation to Supply Missing Information for Institutional or Strategic Projects 20
Changes Affecting an Institutional or Strategic Project 21
Closure and Maintenance Period of Institutional or Strategic Projects 22
Chapter IV 24
ORGANISATIONAL-UNIT OR OTHER TENDERS 24
Procedure for the Preparation and Submission of Organisational-Unit or Other Tender Applications 24
Organisational-Unit or Other Tenders Preparation and Signing of the Grant Agreement 28
Registration of Organisational-Unit or Other Projects 29
Implementation of Organisational-Unit or Other Projects 30
Preparation of Reports and Financial Accounts for Organisational-Unit or Other projects 33
Changes Affecting Organisational-Unit or Other Project 34
Closure of Organisational-Unit or Other Projects and Maintenance Period of the Project 35
Chapter V 36
SCHOLARSHIP OR MOBILITY TENDERS 36

Procedure for the Preparation and Submission of Scholarship or Mobility Tender Applications 36
Scholarship or Mobility Tenders Preparation and Signing of the Grant Agreement 38
Registration of Scholarship or Mobility Tenders 39
Implementation of Scholarship or Mobility Tenders 39
Preparing Financial and Professional Reports for Scholarship or Mobility Tenders 41
Changes Affecting Scholarship or Mobility Tenders 42
Closure of Scholarship or Mobility Tenders 43
Financing the General Overheads of the Institution (Indirect Costs) 43
Chapter VI 44
PROVISIONS WITH REGARD TO ENTRY INTO FORCE 44
Chapter VII 45
TRANSITIONAL AND FINAL PROVISIONS 45

On the basis of 'Part 1 Organisational and Operational Rules of Procedures' (hereinafter: 'OORP') in the Organisational and Operational Regulations (hereinafter: 'OOR') approved by the Senate of the University of Pannonia (hereinafter: 'University') and adopted by the Foundation for the University of Pannonia acting as operator, exercising founders' and ownership rights (hereinafter: 'Operator'), and on the basis of the resolution of the Board of Trustees on the rules of procedure for adopting the regulations of the University of Pannonia by the Board of Trustees, the University sets out its Tendering Regulation (hereinafter: 'Regulation') as follows:

Chapter I

GENERAL PROVISIONS

1. §
Applicable Legislation, Other Regulatory Environment

(1) The following legislation is of particular relevance to this Regulation:
   a) Act CCIV of 2011 on National Higher Education (hereinafter: 'NHEA')
   b) Government Decree 272/2014 (XI. 5.) on Rules of the Use of Funds from Certain European Union Funds in the 2014-2020 Programming Period;
   c) Government Decree 256/2021 (V. 18.) on Rules of the Use of Funds from Certain European Union Funds in the 2021-2027 Programming Period;
   d) Guidelines on Accounts in the 2021-2027 Programming Period;
   e) Government Decree 373/2022 (IX. 30.) on the Basic Rules and Responsible Institutions for Implementing the Recovery and Resilience Plan of Hungary;
   f) Treaty on the Functioning of the European Union (hereinafter: 'TFEU');
   g) Act LXXVI of 2014 on Scientific Research, Development and Innovation (hereinafter: 'Innovation Act');
   h) Act C of 2000 on Accounting (hereinafter: 'Accounting Act').

(2) The grant application activities defined in these Regulations shall be carried out in accordance with the University's Organisational and Operational Regulations and other regulations of the University.

(3) Regulations, instructions, procedures, information notices issued on and measures taken with regard to specific aspects and functions of tender management, in particular the Grant Agreements, Grant Documents, Calls for Proposals, Tender Guidelines, documents and guidelines issued by the Authorities coordinating the tenders, consortium agreements concluded for the

implementation of proposals subject to tendering and contracts concluded during the implementation of the project, shall have complementary effect to the regulatory elements of this Regulation.

2. §
Regulation Purpose

(1) The purpose of this Regulation is to ensure that scientific, research, educational and other types of tendering activities (institutional development, infrastructure, etc.) are carried out in a uniform and verifiable manner, within the framework of regulated cooperation between the organisational units involved in the preparation and implementation of the tendering.

(2) The Regulation lays down comprehensive provisions on the management of tenders and grants applications submitted on behalf of and awarded to the University, on the procedural rules, and on the duties and obligations of the persons and organisations involved in the process.

3. §
Scope of the Regulation

(1) The scope ratione personae of the Regulation includes all persons participating in the tendering activities of the institution who have an employment relationship – in some cases an agency contract – with the University.

(2) The territorial scope of the Regulation shall cover all the Faculties, comprehensive organisational units and organisational units of the University, including research units operated jointly with other organisations and legal entities as well as units that do not qualify as organizational units.

(3) The scope ratione materiae of this Regulation shall include, regardless of the value threshold, any scientific, research, development, innovation, educational development, infrastructure, researcher mobility, publication and any other proposals initiated by the persons defined in paragraph (1) or awarded to the University, which may generate income for the University, as well as grant applications for research support where the University provides the facilities for the research.

(4) The scope ratione materiae of this Regulation shall also cover compliance with

and amendments to the terms of the Grant Agreements or the Grant Document of the grants awarded and the documents required by the calls for proposals, the guidelines or their annexes during the period of preparation, implementation and maintenance of the projects subject to tendering.

(5) The Rules also cover tenders for which the University provides for the application of specific provisions, in particular mobility applications for student exchange programmes related to educational activities and educational scholarship programmes.

4. §
Definitions

Hosting/Coordinating Organisational unit	The organisational unit in which the professional implementation of the project is ensured.
Participating Organisational unit	The organisational unit involved in the implementation of the project under the direction of the Hosting/Coordinating Organisational unit.
Eligible Expenditure	Costs directly or indirectly related to the objective of the grant, as set out in the call for proposals, the guideline(s), the Grant Agreement or the Grant Document, actually incurred in relation to the project during the period of eligibility and corroborated by supporting accounting documents.
Own Contribution	Own resources provided by the University in the framework of the application.
Proposal, tender, Grant Application documentation (hereinafter together referred to as 'Tender documentation')	The total of the documents prepared and submitted by the applicant to the grant provider or contributory organisation in response to the call for proposals (which may include a description and timeline of the professional content, budget, (public) procurement plan, quotations, CVs of lead researchers and project managers, etc.).
Project	Tender, which was awarded a grant.
Tender Initiator	An employee or organisational unit of the University that intends to apply for a grant or to carry out a project on behalf of and/or with the assistance of the University, either individually or

	in cooperation with other organisational units or external partners.
Signing Order	Signing order means the order in which the information or document is passed from the initiator to the manager with competency for the issue. For a detailed description, see Annex 3.
Project Manager	The employee of the Directorate for Development and Projects (hereinafter: 'DDP'), who is responsible for the implementation of institutional or strategic tenders.
Theme Lead	The employee of the Hosting/Coordinating Organisational unit, who is responsible for the entire implementation (project and professional) of the organisational-unit proposals and other proposals.
Professional Lead	The employee appointed in accordance with this Regulation, who is responsible for the professional implementation of institutional or strategic tenders.
Finance Lead	An employee of the Directorate for Economic Affairs (hereinafter: 'DEA'), who is responsible for the financial accounting of institutional, strategic, organisational-unit and other tenders.
Project Operating Rules	It summarises the rules for the operational implementation of the (faculty-initiated) projects at the level of organisational unit and expectations put forward by the Managing Authority with regard to project implementation.
Project Management Manual (hereinafter: 'PMM')	It summarises the rules for the operational implementation of the institutional or strategic projects and expectation put forward by the Managing Authority with regard to project implementation.
Project Data Repository and Maintenance Application (hereinafter: 'PANKA')	A web-based project registry and data maintenance application developed by the University of Pannonia and operated by the DDP.
Project Team	The team responsible for the preparation and creation of institutional or strategic tenders and the implementation of successful projects, which

	consists of a Project Manager, a Technical Lead and a Finance Lead. If necessary, depending on the size of the tender/project, the size of the team may be increased.
Legal Entity Appointed Representative (hereinafter: 'LEAR')	Representative appointed by the appropriate legal person. The LEAR has the authority: - to manage legal and financial information about the organisation; - to manage access rights for people in the organisation (but not at project level) - to appoint the organisation's representatives who sign the legal and/or financial statements of the Grant Agreements electronically through the tendering portal.
Grant Provider	The authority responsible for publishing calls for proposals and/or coordinating and/or monitoring their implementation.
Budget	An itemised list of the costs necessary for the implementation of the tender/project, as set out in the call for proposals and the guideline(s) and which includes both eligible and non-eligible expenditures.
Programme Officer	Employee of the DDP who is assisting the preparation, creation and implementation of organisational-unit or other tenders.
HR Plan	Plan detailing and corroborating the personnel expenses in the budget. Its purpose is to ensure that employees are available in the right number and composition, in the right job at the right time in order to achieve the tender/project objectives.
Coordinator	An employee of the Directorate of Academic Affairs (hereinafter: 'DAA'), who is responsible for the preparation, creation, implementation and closure of scholarship or mobility tenders.
Procurement Plan	A plan with an itemised list, summary and timetable for the procurement of equipment, services and intangible assets necessary to carry out the tender/project.

Chapter II

MONITORING AND CLASSIFICATION OF TENDERS

5. §
Monitoring of Tenders

(1) The DDP is constantly monitoring national, EU and international tender opportunities published by grant providing and contributory organisations.

(2) The DDP provides information electronically to the University's organisational units on relevant calls for proposals and programmes following their publication.

6. §
Classification of Tenders

(1) A tender is considered an institutional or strategic tender, when
   a) it concerns the University as a whole or several organisational units with management powers and responsibilities;
   b) it implements a targeted development initiative at institutional level of the university
      or
   c) it is declared to be of strategic importance by the Rector or the Chancellor.

(2) An organisational-unit (faculty-initiated) tender is a tender that is initiated by a person, faculty, comprehensive organisational unit, organizational unit, as well as units that do not qualify as organizational units falling under the scope of this Regulation
   a) that does not concern the University as a whole, and which implements a targeted development initiative related to a specific discipline or a specific organisational unit,
      or
   b) which is intended to be implemented by a(n) (comprehensive) organisational unit and for which the Theme Lead designated by the head of the organisational unit concerned assumes responsibility, while the project manager is not provided by the DDP.

(3) All tenders are considered as other tenders/applications for funding,

a) which receives funding on the basis of an individual Grant Application/Programme Strategy/Government Decree/State Budget Act/Innovation Act or which receives funding from a company/civil organisation/private individual;
b) where the applicant does not have an employment relationship with the University, but already carries out the project within the University
or
c) which requires an institutional declaration of acceptance.

(4) All tenders are considered as scholarship or mobility applications,
a) which are tenders announced by the Government of Hungary or by a ministry headed by a member of the Government, including in particular the ministry responsible for energy, culture, innovation, foreign economic affairs or foreign affairs and the legal predecessors and successors of these ministries/Tempus Public Foundation/National Research, Development and Innovation Office/other budgetary institution;
b) which are tenders announced based pursuant to Act CCIV of 2011 on National Higher Education, the Government Decree 87/2015 (IV.9.) on the implementation of certain provisions of the Act CCIV of 2011 on National Higher Education, and to other legislation concerning higher education;
c) which are tenders targeted at University's students, doctoral candidates, lecturers, researchers or employees without teaching or research status.

(5) The objectives of tenders set out in points (a) to (c) of paragraph (4) of this Section are:
a) to support excellence among students and researchers at the University;
b) to promote the internationalisation and quality development of the University, to strengthen the University's international academic relations and to increase the cultural diversity of the institution;
c) to develop language teaching and learning, to promote linguistic diversity and intercultural sensitivity;
d) to enable students to gain educational, linguistic and cultural experience in another higher education institution in another programme country, to promote their academic progress and to develop their personal skills;
e) to help students acquire the skills needed in the labour market of the European Community and gain understanding of the economic and social culture of the host country;
f) mobility of the University's lecturers for the purpose of teaching in partner institutions abroad, as well as the exchange and expansion of expertise and experience, and the enrichment of the offer and content of study

programmes;

g) mobility of the University's teaching, administrative and other non-teaching staff for the purpose of knowledge transfer or skills development (seminars, courses, placements, secondments, etc.) at a partner (higher education institution or company) abroad, in another programme country;
h) support for students of the University, who are athletes in priority sports (mainly Olympic) and have the potential to achieve international sporting success (especially European, World or Olympic medals) during their studies;
i) to further increase the number of employees in the field of research, development and innovation, who wish to enrich their professional knowledge with the latest scientific research results and are committed to utilise their knowledge for social and economic advancement.

Chapter III

INSTITUTIONAL OR STRATEGIC TENDERS

7. §
Procedure for the Preparation and Submission of Institutional or Strategic Tender Applications

(1) For institutional or strategic tenders, the responsibilities of the DDP are:
   a) preparing decisions on tender initiatives;
   b) setting up a project team to prepare the tender application;
   c) the project team, led by the DDP, will prepare the tender application in accordance with the tender guidelines(s);
   d) preliminary agreement of the budget and financial annexes with the DEA;
   e) completing the Tender Registration and Authorisation Form (hereinafter: 'TRF') constituting Annex 2 to this Regulation, acquiring the approval for the tender and registering the tender in PANKA;
   f) submission of the tender once it has been approved and all the annexes required are available;
   g) in the case of tenders in a foreign language, summarising in Hungarian the objectives of the tender, the University's participation, the partners and the budget. Arranging for a full translation of the tender declarations – including the name of the translation program used, if applicable – to be attached as a copy to the statements to be signed.
   h) Reviewing consortium cooperation agreements required for the submission of the Grant Application, in particular with regard to the protection of intellectual property.

(2) For institutional or strategic tenders, the responsibilities of the DEA are:
   a) assisting in the preparation of a liquidity plan in line with the tender budget and the requirements of the call for proposals;
   b) checking the budget (expenditure plan) against the call for proposals, guidelines;
   c) in the case of undertaking the provision of own resources, checking whether the funds for covering expenditures are available pursuant to the information available at the time of submitting the tender;
   d) acquiring financial approval of the tender via the TRF.

(3) In the case of institutional or strategic tenders, the responsibilities of the Directorate of Legal Affairs and Procurement (hereinafter: ‘DLAP’) are:

a) giving an opinion on the procurement plan sent by the DDP when the tender is being drawn up and determining the order of the procurement procedure;
b) providing information on additional costs related to (public) procurement during planning the budget;
c) providing legal and public procurement expertise for the completion of tender documents.

(4) In the case of institutional or strategic tenders, the responsibilities of the Technical and Operational Directory (hereinafter: 'TOD') are:
a) supporting the preparation of the tender by providing specific expertise (in particular technical and investment expertise) within its remit.

(5) In the case of institutional or strategic tenders, the responsibilities of the Directorate of Human Resources Management (hereinafter: 'DHRM') are:
a) providing data and professional assistance in the preparation of tenders to clarify employment and payroll issues.

(6) In the case of institutional or strategic tenders, the responsibilities of the Directorate of Communication (hereinafter: 'DC') are:
a) providing the professional and administrative expertise for the design of the information to be submitted pursuant to the call for proposals.

(7) In the case of institutional or strategic tenders, the responsibilities of the Innosquare Ltd. (Technology Transfer Company) (hereinafter: 'TTC') are:
a) providing an opinion on the consortium cooperation agreements required for the submission of the Grant Application, particularly with regard to future exploitation.

(8) Financial planning of the tender:
a) Tenders should, as far as possible, be prioritised so that the selected tender does not require own contribution by the University. If an own contribution is mandatory, coverage shall be provided by the participating Faculty(s) and/or the comprehensive organisational unit(s). If the initiating organisational unit does not have the funds, the head of the comprehensive organisational unit may offer coverage for the own contribution.
b) Expenditure included in the financial planning should be planned together with taxes and fees levied on them.
c) The budget must be planned with the maximum amount of general expenditure (indirect, overheads) allowed by the Call for Proposals, pursuant to Article 28.

d) If the University is the leader of the consortium, the budget must include the maximum amount of costs for coordination or project management allowed by the call for proposals. Otherwise, efforts should be made to budget as much as possible for coordination or project management costs.
e) If the tender is expected to be implemented through a public procurement procedure – in agreement with DLAP – additional procurement costs eligible under the call for proposals should be budgeted.

(9) The Rector and the Chancellor decide on the submission of a given tender application on the basis of the information provided in the TRF and the tender documents, and on the basis of professional and financial criteria. Documentation and approval for tender applications are signed by the Rector and the Chancellor. Their signature is contingent on prior signature by the DLAP in the case of legal declarations, and on prior signature of the Director of Economic Affairs, or the person authorised with such right as financial countersignatory.

(10) In the event of a request for additional information or documents, the DDP shall prepare and submit the required documentation and, where necessary, coordinates with the comprehensive organisational units specified in paragraphs (2) to (6) of Article 7 and with the TTC.

(11) The DDP will notify the members of the project team of the decision concerning the tender.

8. §
Institutional or Strategic Tenders
Preparation and Signing of the Grant Agreement

(1) Contracts related to the winning tender (including consortium contracts in the case of consortium tenders) will be prepared in accordance with the relevant University regulations.

(2) For institutional or strategic tenders, the responsibilities of the DDP are:
a) preparing and issuing an opinion on contracts related to the winning tender (including consortium contracts in the case of consortium tenders);
b) preparing a full Hungarian translation of the Grant Agreement or, in the case of a consortium project, of the consortium contract, if these are in a foreign language. In the case of using a contract template officially published by the

grant provider, the tender initiator must make a declaration in accordance with the document template in Annex 1 to this Regulation. In this case, it is still necessary to provide an extract of the financial parts and the text of the contract in Hungarian in accordance with the provisions of the Accounting Act and submit it together with the original draft contract.

c) preparation of the institutional declarations required for the Grant Agreement/Document;

d) coordinating the signing of the Grant Agreement/Document in accordance with the relevant University regulations;

e) providing opinions on and approving, by signature, the Grant Agreement and the consortium cooperation agreements, with respect to intellectual property.

(3) For institutional or strategic tenders, the responsibilities of the DEA are:

a) obtaining and documenting certificates for the tender (e.g. obtaining bank account verification letter, letters of authorisation; keeping records of these);

b) checking the budget (expenditure plan) against the call for proposals, guidelines;

c) in the case of undertaking the provision of own resources, checking whether the funds for covering the expenditures are available pursuant to the information available at the time of submitting the tender.

(4) In the case of institutional or strategic tenders, the responsibilities of the DLAP are:

a) carrying out tasks related to the legal and public procurement review and signature of draft contracts, declarations and agreements in accordance with the provisions of the legislation in force and the university regulations;

b) if appropriate, issuing an opinion on the procurement plan updated by the DDP and defining the rules of procedure of procurement.

(5) In the case of institutional or strategic tenders, the responsibilities of the TOD are:

a) where appropriate, giving opinions and approval by signing the technical parts of the Grant Agreement.

(6) In the case of institutional or strategic tenders, the responsibilities of the DC are:

a) providing the professional and administrative expertise for updating the information required in the call for proposals.

(7) In the case of institutional or strategic tenders, the responsibilities of the TTC are:

a) where appropriate, providing opinions on and approving, by signature, the consortium cooperation agreements required for the Grant Agreement with respect to exploitation.

(8) The Grant Agreement and related documentation will be signed in accordance with the relevant University regulations.

(9) The Grant Agreement and the related documentation shall be duly signed by the Rector and the Chancellor.

(10) For all Grant Agreements, the signature is subject to approvals in accordance with the signing order.

9. §
Registration of Institutional or Strategic Projects

(1) A cost centre must be created for the projects in the University's management system by completing the 'Request for a Theme Number Form', which can be found among the DEA documents on the University's website. As a general rule, the creation of the cost centre is initiated by the DDP immediately upon receipt of the grant decision, but no later than upon signing the Grant Agreement by the parties and the sending of the grant document. The cost centre is created by the DEA in the University's management system.

(2) The DDP shall retain an original copy of the contracts signed by the contracting parties and their annexes. The DDP sends an electronic copy of the signed contracts and their annexes to the DLAP and the DEA.

10. §
Implementation of Institutional or Strategic Projects

(1) In all cases, the DDP will assign the project manager for institutional or strategic tenders.

(2) The project team for the implementation of institutional or strategic projects shall be formed in accordance with the criteria set out in the call for proposals, taking into account the eligible expenditures, by stating the names of the Project Manager appointed by the Head of the DDP, of the Finance Lead appointed by the Head of the DEA and of the Professional Lead(s) proposed by

the head(s) of the comprehensive organisational unit concerned.

(3) The Project Manager is responsible for the implementation of the projects.

(4) Details and guidelines for the implementation of the projects are set out in the PMM, which is prepared by the Project Manager.

(5) In accordance with the Call for Proposals, the Head of the DEA will appoint a Finance Lead for the financial management of the projects, even if the Call for Proposals does not specify a specific staff member.

(6) The Professional Lead is appointed by the Rector or the Chancellor on the recommendation of the head of the faculty/comprehensive organisational unit.

(7) The employment, procurement and method of accounting for institutional overheads for projects shall be in accordance with the Employment Requirement System, the relevant University regulations, the PMM, the Grant Agreement, the Grant Document, the Call for Proposals and/or the Guideline(s).

(8) In the case of procurement for the projects, the project budgets must be in line with the procurement plans submitted in the Procurement Planner, which shall be drawn up by the Project Manager and the Technical Manager.

(9) In the case of institutional or strategic tenders, the responsibilities of the Project Manager are:
   a) monitoring and organising the fulfilment of all obligations arising in connection with the Grant Agreement, Grant Document and their implementation;
   b) initiating the creation of a cost centre for the tender;
   c) in cooperation with the Professional Lead, preparing a procurement plan for the whole project duration in line with the project budget;
   d) coordinating the drafting of the PMM;
   e) ensuring and managing project implementation in compliance with the relevant legislation and internal university regulations;
   f) supporting the work of the organisational units carrying out the professional implementation;
   g) where appropriate, acting as a professional assessor in the context of a public procurement procedure;
   h) managing, monitoring and reporting changes to the project in terms of

personnel, professional and financial matters to the grant provider following changes, as specified in the Call(s) for Proposals, Guidelines and Grant Agreements;

i) liaising with the issuer of the call, the Managing Authority, Contributory Organisation and the grant-awarding organisations;
j) answering questions arising during implementation, acting towards the Managing Authority, Contributory Organisation in order to obtain opinions
k) liaising with the partner directorates supporting the administration;
l) preparing an interim or final payment request and a professional report in accordance with Articles 11 and 13;
m) filing and archiving project-related documents;
n) for internal project monitoring meetings – in collaboration with the professional leads – preparation of project documentation (e.g. completion of monitoring table, cost tracking etc.), presentation of project progress, and addressing any identified shortcomings;
o) compiling and submitting reports to the Authority in accordance with the requirements regarding format/content and timing set out in the Grant Agreement, the Grant Document and the Tender Guidelines;
p) representing the University at interim and final audits;
q) performing the organisational and coordination tasks related to protection, exploitation, use and utilisation of intellectual creations and intellectual property rights, in accordance with the Regulation on the Management of Intellectual Property.

(10) In the case of institutional or strategic tenders, the responsibilities of the Professional Lead are:

a) coordinating the work of professional implementers;
b) preparing the project procurement plan in cooperation with the Project Manager;
c) participation in the drafting of the PMM;
d) continuous monitoring of the professional progress of the project according to the professional criteria set out in the call for proposals, providing continuous feedback to the Project Manager and the professional implementers;
e) continuous monitoring of the achievement of KPIs;
f) certifying to the professional performance of project activities in relation to the implementation of the project;
g) acting as a professional assessor in the context of a public procurement procedure;
h) preparing professional progress reports and the final report in accordance

with Articles 11 and 13;

i) participating as the professional implementer in interim and final audits;
j) assuming responsibility for the achievement of the grant objective set out in the Grant Agreement, the Grant Document, for the implementation of the full professional content and for the fulfilment of the tasks of the maintenance period;
k) in collaboration with the DDP, identifying and registering the intellectual creations created during the project in accordance with the Regulation on the Management of Intellectual Property, and agree with the creators on the level of contribution.

(11) In the case of institutional or strategic tenders, the responsibilities of the Finance Lead are:

a) opening and recording cost plans by project or sub-project;
b) participation in the drafting of the PMM;
c) certifying availability of funds before all commitments and remittance;
d) checking the existence of the compulsory supporting documents provided for in the guidelines;
e) preparing documents for financial countersignature;
f) acting as a financial assessor in the context of a public procurement procedure;
g) monitoring of actual vs. planned costs using cost tracking, preparation of statements as requested by the Project Manager, Professional Lead;
h) verifying the posting of personnel expenditures to the relevant cost center and correcting any discrepancies where necessary;
i) preparing interim or final financial accounts and documentation to supply missing information in accordance with Articles 11 and 13;
j) checking and reconciling the cash flow data in the tender accounting systems;
k) participating as financial expert in interim and final audits;

(12) In the case of institutional or strategic tenders, the responsibilities of the DLAP are:

a) giving opinions on agreements relating to tenders;
b) defining the procurement procedures applicable to the project on the basis of the procurement plan;
c) ensuring the proper conduct of public procurement procedures, centralised public procurement procedures and procurements below the thresholds, on the basis of the procurement requests for goods and services prepared and submitted by the Project Manager and the Professional Lead;
d) performing legal tasks related to intellectual property created at the University

and it’s exploitation, providing assistance in the preparation of related contracts in cooperation with the TTC and the project team, not including assistance in procedures pertaining to obtaining legal protection of intellectual property.

(13) In the case of institutional or strategic tenders, the responsibilities of the TOD are:
a) carrying out, where appropriate, the preparation, planning, technical management of construction projects and renovations for the development and maintenance of the University, on the basis of the project's professional plan, as well as managing, coordinating and organising the implementation of the works;
b) where appropriate, providing technical assistance during the implementation of the project.

(14) For institutional or strategic tenders, the responsibilities of the DHRM are:
a) providing data and professional assistance to clarify employment and payroll issues arising during project implementation;
b) where appropriate, providing HR assistance during the implementation of the project;
c) providing employment contracts, amendments to employment contracts and payroll records for financial accounting purposes.

(15) In the case of institutional or strategic tenders, the responsibilities of the DC are:
a) providing professional and administrative support for the implementation of the information requirements of the project.
(16) In the case of institutional or strategic tenders, the responsibilities of the TTC are:
a) during the implementation period of the projects, providing opinions on and carrying out commercialisation tasks related to the exploitation, use and utilisation of intellectual creations, in cooperation with the Project Manager and the Professional Lead.

11. §
Preparation of Reports, Payment Requests and Documentation to Supply Missing Information for Institutional or Strategic Projects

(1) The Project Manager, the Professional Lead and the Finance Lead are

responsible for the completion and accounting of the project according to the requirements. The deadline for implementation is set out in the Grant Agreement, the Grant Document and the Call for Proposals and/or the Guidelines.

(2) The financial accounts and any documents to supply missing information must be drawn up in accordance with the legal provisions, internal regulations, the Grant Agreement, the Grant Document and the Call for Proposals and/or the Guidelines.

(3) The financial accounts are drawn up by the Finance Lead. The Finance Lead records the items in the payment request and the Project Manager arranges for its signature.

(4) The Professional Lead is responsible for drawing up the professional report and supplying information when missing.

(5) The Project Manager arranges for the signature of the professional report and the accounts, as well as any documentation for the notice of missing information, in accordance with the Signing Order described in Annex 3 and ensures their submission to the Grant Provider.

(6) The submitted professional and financial reporting documents should be kept in the project file.

(7) The Project Manager will notify the DEA and the Professional Lead of the acceptance, rejection or request for completion of the reports.

12. §
Changes Affecting an Institutional or Strategic Project

(1) Amendments to the Grant Agreement or Grant Document, regardless of reason, shall be initiated and submitted by the Project Manager.

(2) In case there are any major changes affecting the project:
a) the Project Manager shall notify the Head of the DDP and the DEA as well as the Professional Lead of the changes;
b) the Project Manager is responsible to notifying the Grant Provider of the changes, in compliance with the deadlines set out in the Grant Agreement or the Grant Document.

c) the amendments are approved and signed in accordance with the Signing Order as described in Annex 3;
d) where appropriate, the Project Manager and the Professional Lead will ensure that the project procurement plan is amended.

(3) Personnel changes affecting the project:
a) In the event of a change in the Project Manager, Professional Lead or Finance Lead, the project-related responsibilities are handed over by to the university employee, who is designated by the Head of the DDP if the change involves the project manager, by the Rector or Chancellor if the change involves the professional Lead, or by the Head of the DEA if the change involves the Finance Lead, shall delegate the project-related responsibilities to a university employee designated by the DEA manager. The handover is recorded in a handover protocol.

13. §
Closure and Maintenance Period of Institutional or Strategic Projects

(1) The Project Manager shall notify the Head of the DDP and the DEA of the closure of the project.

(2) During the project's maintenance period, the responsibilities of the Project Manager in cooperation with the partners participating in the professional implementation are:
a) monitoring the implementation of the maintenance tasks undertaken in the tender, and the fulfilment of the KPIs undertaken for the maintenance period;
b) preparing the reports to be submitted to the Grant Provider and submitting them by the deadline;
c) promptly notifying the Head of the DDP of any circumstances that threaten or compromise the maintenance of the project.

(3) During the project's maintenance period, the responsibilities of the Professional Lead in cooperation with the partners participating in the professional implementation are:
a) ensuring the implementation of the maintenance tasks undertaken in the tender, and the fulfilment of the KPIs undertaken for the maintenance period;
b) drafting the professional content of the reports to be submitted to the Grant

Provider;

c) promptly notifying the Project Manager of any circumstances that threaten or compromise the maintenance of the project.

(4) The compilation of data at institutional level for the maintenance report is carried out by the Project Manager or by a university employee designated by the Head of the DDP.

(5) During the maintenance period of the projects, the tasks of organisation, coordination, administration and management of the activities related to the exploitation, use and application of intellectual creations and intellectual property rights are carried out by the project manager in cooperation with the Professional Lead, and in accordance with the Regulation on the Management of Intellectual Property.

Chapter IV

ORGANISATIONAL-UNIT OR OTHER TENDERS

14. §

Procedure for the Preparation and Submission of Organisational-Unit or Other Tender Applications

(1) In the case of organisational-unit or other tenders, the responsibilities of the Tender Initiator are as follows:

a) Organisational units and persons subject to this Regulation shall notify the DDP of their intention to submit a tender application in advance by e-mail via the Programme Officer specified on the University's website, on the DDP's site (https://fpi.uni-pannon.hu/en/), at least 10 working days before the deadline for submission of the tender application, and also indicating the Hosting/Coordinating Organisational unit and providing the electronic contact details of the Call for Proposals. If the notification deadline is not met, the DDP will consider the possibility of submitting the tender application.

b) Developing the professional content of the tender.

c) For the preparation of the tender, the applicant may request assistance from the comprehensive organisational units specified in Article 7 (1) to (6) of this Regulation as well as from the TTC. The comprehensive organisational units and the TTC are responsible for providing the professional support requested, which does not mean preparing the tender application or all the necessary documents.

d) Preparing the budget, obtaining the quotations necessary to support the costs of the professional activities and sending them to the DDP and the DEA for verification at least 5 working days before the deadline for submission of the tender.

e) In the case of tenders in a foreign language, composing a professional summary in Hungarian of the objectives of the project, the University's participation, the partners and the budget. Arranging for a full translation of the tender declarations – including the name of the translation program used, if applicable – to be attached as a copy to the statements to be signed.

f) It is the responsibility of the Head of the Hosting/Coordinating Organisational unit to check, when accepting an application, whether

fa. the tender relates to a development initiative at the institutional level of the university,

fb. the professional competence, infrastructure and human resources are available within the organisational unit for implementation and

maintenance of the project,

fc. after discussion with the head of the comprehensive organisational unit responsible, the necessary management support for the tender is given,

fd. the operational conditions of the project can be ensured throughout the implementation.

g) For all tenders (both single-round and double-round applications), it is required to complete and submit 1 copy of the TRF, constituting Annex 2 to this Regulation, to the DDP at least 5 working days before the deadline for submission of the tender, which will be registered by the DDP.

h) If the tender is submitted on paper, the tender material shall be submitted for approval by the University in the format and number of copies specified in the Call for Proposals to the DDP at least 5 working days before the deadline for submission of the tender.

i) In the case of an electronic tender application, the Tender Initiator will send the detailed budget, the HR plan, a summary of the professional content, the necessary declarations and, in case of a tender in a foreign language, a translation of the documents in Hungarian, for approval by the University to the DDP by e-mail at least 5 working days before the deadline for submission of the tender.

(2) For organisational-unit or other tenders, the responsibilities of the DDP are as follows:

a) providing on request general university data and form templates necessary for the preparation of the tender;

b) assist with the completion of the tender documents;

c) providing professional support and advice on Calls for Proposals, tender preparation and budget planning;

d) acting as the institutional LEAR for direct EU tenders;

e) carrying out the registration of the University and, where necessary, of the initiating organisational unit and users in the electronic tender application systems of the organisations issuing the Calls for Proposals;

f) registering the tender in PANKA;

g) coordinating the process of approval and signature of tenders. The signature process is subject to the provisions of the University's regulations, in particular the provisions of the Regulation of Powers and Competence Relating to Financial Management;

h) reviewing consortium cooperation agreements required for the submission of the Grant Application, in particular with regard to the protection of intellectual property.

(3) In the case of organisational-unit or other tenders, the responsibilities of the

DEA are as follows:

a) helping with the preparation of the tender budget;
b) checking the budget (expenditure plan) against the call for proposals, guidelines;
c) in the case of undertaking the provision of own resources, checking whether the funds for covering expenditures are available pursuant to the information available at the time of submitting the tender;
d) acquiring approval for the tender from the financial perspective via the TRF.

(4) In the case of organisational-unit or other tenders, the responsibilities of the DLAP are as follows:

a) during the tender preparation phase, giving its opinions on the procurement plan drawn up by the tender initiator in consultation with the relevant functional organisational unit(s) and determining the procurement procedure;
b) providing information on additional costs related to (public) procurement during budget planning;
c) providing legal and public procurement expertise for the completion of tender documents.

(5) In the case of organisational-unit or other tenders, the responsibilities of the TOD are as follows:

a) supporting the preparation of the tender by providing specific expertise (in particular technical and investment expertise) within its remit.

(6) In the case of organisational-unit or other tenders, the responsibilities of the DHRM are as follows:

a) providing data and professional assistance in the preparation of tenders to clarify employment and payroll issues.

(7) For organisational-unit or other tenders, the responsibilities of the DC are as follows:

a) providing the professional and administrative background for the design of the information to be submitted pursuant to the call for proposals.

(8) In the case of organisational-unit or other tenders, the responsibilities of the TTC are as follows:

a) providing opinions on the consortium cooperation agreements required for the submission of the Grant Application, particularly with respect to future exploitation.

(9) Financial planning of the tender:

a) The tender should be drawn up in such a way that it does not involve a

contribution from the University. If an own contribution is mandatory, coverage shall be provided by the initiating organisational unit. If the initiating organisational unit does not have the funds, the head of the comprehensive organisational unit may authorise the use of other comprehensive organisational unit resources.

b) Expenditure included in the financial planning should be planned together with taxes and fees levied on them.
c) The budget must be planned with the maximum amount of general expenditure (indirect, overheads) allowed by the call for proposals.
d) If the University is the leader of the consortium, the budget must include the maximum amount of costs for coordination or project management allowed by the call for proposals. Otherwise, efforts should be made to budget as much as possible for coordination or project management costs.
e) If the tender is expected to be implemented through a public procurement procedure – in agreement with DLAP – additional procurement costs eligible under the call for proposals should be budgeted.

(10) The Rector and the Chancellor decide on the submission of a given tender application on the basis of the information provided in the TRF and the tender documents, and on the basis of professional and financial criteria. Documentation and approval for tender applications are signed by the Rector and the Chancellor. Their signature is contingent on prior signature by the DLAP in the case of legal declarations, and on prior signature of the Director of Economic Affairs, or the person authorised with such right as financial countersignatory.

(11) The Tender Initiator shall submit the approved tender application by post to the address indicated in the Call for Proposals or by electronic means in accordance with the guidelines(s) and shall notify the DDP by sending the finalised tender application documents via e-mail to palyazat@uni-pannon.hu.

(12) The Tender Initiator shall immediately inform the Programme Officer at DDP of the receipt of a notice of missing information, and if necessary, coordinate with the comprehensive organisational units as defined in paragraphs (1) to (6) of Article 7 and with the TTC. As soon as possible, prepares the documentation for the notice of missing information and sends it to the DDP for signature.

(13) The DDP, the DEA and the DLAP will be notified of the decision involving the tender by the Tender Initiator.

15. §
Organisational-Unit or Other Tenders Preparation and Signing of the Grant Agreement

(1) Contracts related to the winning tender (including consortium contracts in the case of consortium tenders) will be prepared in accordance with the relevant University regulations.

(2) In the case of organisational-unit or other tenders, the responsibilities of the Organisational Unit Hosting/Coordinating the tender are as follows:
   a) verifying and reviewing the professional and financial content of the related contracts;
   b) preparing a full Hungarian translation of the Grant Agreement or, in the case of a consortium project, of the consortium contract, if these are in a foreign language. In the case of using a contract template officially published by the grant provider, the Organisational Unit Hosting/Coordinating the tender must make a declaration in accordance with the document template in Annex 1 to this Regulation. In this case, it is still necessary to provide an extract of the financial parts and the text of the contract in Hungarian in accordance with the provisions of the Accounting Act and submit it together with the original draft contract.

(3) For organisational-unit or other tenders, the responsibilities of the DDP are as follows:
   a) carrying out a formal and substantive check of the contract from the tendering point of view;
   b) giving opinions on and approving, by signature, the Grant Agreement and the consortium cooperation agreements, with respect to intellectual property;
   c) preparing the institutional declarations required for the Grant Agreement/Document;
   d) coordinating the signing of the Grant Agreement/Document in accordance with the relevant University regulations.

(4) In the case of organisational-unit or other tenders, the responsibilities of the DEA are as follows:
   a) obtaining and documenting certificates for the tender (e.g. obtaining bank account verification letter, letters of authorisation; keeping records of these);
   b) checking the budget (expenditure plan) against the call for proposals,

guidelines;

c) in the case of undertaking the provision of own resources, checking whether the funds for covering the expenditures are available pursuant to the information available at the time of submitting the tender.

(5) In the case of organisational-unit or other tenders, the responsibilities of the DLAP are as follows:

a) carrying out tasks related to the legal and public procurement review and signature of draft contracts, declarations and agreements in accordance with the provisions of the legislation in force and the university regulations;

b) updating, where appropriate, the procurement plan prepared when the tender was drawn up.

(6) In the case of organisational-unit or other tenders, the responsibilities of the TOD are as follows:

a) where appropriate, giving opinions and approval by signing the technical parts of the Grant Agreement.

(7) For organisational-unit or other tenders, the responsibilities of the DC are as follows:

a) providing the professional and administrative expertise for updating the information required in the call for proposals.

(8) In the case of organisational-unit or other tenders, the responsibilities of the TTC are as follows:

a) where appropriate, providing opinions on and approving, by signature, the consortium cooperation agreements required for the Grant Agreement with respect to exploitation.

(9) The Grant Agreement and the related documentation shall be duly signed by the Rector and the Chancellor.

(10) For all Grant Agreements, the signature is subject to signatures in accordance with the signing order.

16. §

Registration of Organisational-Unit or Other Projects

(1) A cost centre must be created for the projects in the University's management system by completing the ‘Request for a Theme Number Form’, which can be

found among the DEA documents on the University's website. As a general rule, the creation of the cost centre is initiated by the Hosting/Coordinating Organisational Unit immediately upon receipt of the grant decision, but no later than upon signing the Grant Agreement by the parties and the sending of the grant document. The cost centre is created by the DEA in the University's management system.

(2) The Hosting/Coordinating Organisational Unit shall retain an original copy of the contracts and their annexes signed by the contracting parties and send one electronic copy of each to the DDP and the DEA.

17. §
Implementation of Organisational-Unit or Other Projects

(1) The Theme Lead appointed by the head of the organisational unit concerned is responsible for the implementation of organisational-unit and other proposals.

(2) In the case of organisational-unit or other tenders, the responsibilities of the Theme Lead are as follows:
   a) monitoring and organising the fulfilment of all obligations arising in connection with the Grant Agreement, Grant Document and their implementation;
   b) initiating the creation of a cost centre for the project;
   c) preparing a procurement plan for the whole project duration;
   d) ensuring and managing project implementation in compliance with the relevant legislation and internal university regulations;
   e) supporting the work of the organisational units carrying out the professional implementation;
   f) acting as a professional assessor in the context of a public procurement procedure;
   g) coordinating the work of professional implementers;
   h) continuous monitoring of the project according to the professional criteria set out in the Call for Proposals;
   i) preparing an interim or final professional report;
   j) continuous monitoring of the achievement of KPIs;
   k) managing, monitoring the project's personnel, professional and financial status and reporting changes in these to the grant provider following the changes, as specified in the Call(s) for Proposals, Guideline(s), Grant

Agreement(s);

l) certifying to the professional performance of project activities in relation to the implementation of the project;
m) liaising with the issuer of the call, the Managing Authority, Contributory Organisation and the grant-awarding organisations;
n) liaising with the organisational units supporting the administration;
o) filing and archiving project-related documents;
p) compiling and submitting reports to the Authority in accordance with the requirements regarding format/content and timing set out in the Grant Agreement, the Grant Document and the Tender Guidelines;
q) preparing a report on the progress of the project at the request of the DDP;
r) participating in interim and final audits;
s) identifying and registering the intellectual creations created during the project in accordance with the Regulation on the Management of Intellectual Property, and agree with the creators on the level of contribution.

(3) Details and guidelines for the implementation of projects are set out in the Project Procedural Rules, the drafting of which is jointly initiated by the Theme Lead and the DDP responsible for the project and which are prepared by them and the project participants.

(4) In accordance with the Call for Proposals, the Head of the DEA will appoint a Finance Lead for the financial management of the projects, even if the Call for Proposals does not specify a specific staff member.

(5) In the case of organisational-unit or other projects, the responsibilities of the DEA are as follows:

a) opening and recording cost plans by project or sub-project;
b) participation in the preparation of the Project Operating Rules;
c) certifying availability of funds before all commitments and remittance;
d) checking the existence of the compulsory supporting documents provided for in the guidelines;
e) preparing documents for financial countersignature;
f) acting as a financial assessor in the context of a public procurement procedure;
g) monitoring of actual vs. planned costs using cost tracking, preparation of statements as requested by the Theme Lead;
h) the monthly booking of staff allowances to the cost centre;
i) preparing interim or final financial accounts and documentation to supply missing information in accordance with Articles 18 and 20;

j) checking and reconciling the cash flow data in the tender accounting systems;
k) participating as financial expert in interim and final audits;

(6) In the case of organisational-unit or other tenders, the responsibilities of the DLAP are as follows:
a) giving opinions on agreements relating to tenders;
b) during the preparation of related contracts performing legal tasks related to intellectual property created at the University, in cooperation with the DDP and the Theme Lead, not including assistance in procedures pertaining to obtaining legal protection of intellectual property.
c) defining the procurement procedures applicable to the project on the basis of the procurement plan;
d) ensuring the proper conduct of public procurement procedures, centralised public procurement procedures and procurements below the thresholds, on the basis of the procurement requests for goods and services submitted by the Theme Lead;

(7) In the case of organisational-unit or other tenders, the responsibilities of the TOD are as follows:
a) where appropriate, providing technical assistance during the implementation of the project.

(8) In the case of organisational-unit or other projects, the responsibilities of the DHRM are as follows:
a) providing data and professional assistance to clarify employment and payroll issues arising during project implementation;
b) where appropriate, providing HR assistance during the implementation of the project.

(9) In the case of organisational-unit or other projects, the responsibilities of the DC are as follows:
a) providing professional and administrative support for the implementation of the information requirements of the project.

(10) In the case of organisational-unit or other tenders, the responsibilities of the DDP are as follows:
a) during the implementation period of the projects, carrying out the organisation, coordination, administration and management of the activities related to the utilisation, use and application of intellectual creations and intellectual property rights, in cooperation with the Theme Lead, and in

accordance with the Regulation on the Management of Intellectual Property.

(11) In the case of organisational-unit or other tenders, the responsibilities of the TTC are as follows:
   a) during the project implementation period, it shall perform review and commercialisation tasks related to the exploitation, use and utilisation of intellectual property, in cooperation with the DDP and the Theme Lead.

(12) The Theme Lead is responsible for the achievement of the grant objective set out in the Grant Agreement, the Grant Document, for the implementation of the full professional content and for the fulfilment of the tasks of the maintenance period, where applicable.

(13) The employment, procurement and the method of accounting for institutional overheads for projects shall be in accordance with the Employment Requirement System, the relevant University regulations, the Tender Operating Rules, the Grant Agreement, the Grant Document, the Call for Proposals and/or the Guideline(s).

(14) In the case of procurement for the projects, the project budgets must be in line with the procurement plans submitted in the Procurement Planner.

18. §
Preparation of Reports and Financial Accounts for Organisational-Unit or Other projects

(1) The Theme Lead is responsible for the completion and accounting of the project according to the requirements. The deadline for implementation is set out in the Grant Agreement, the Grant Document and the Call for Proposals and/or the Guidelines.

(2) If the Grant Agreement, Grant Document or Call for Proposals and/or Guidelines require written accounts, the Theme Lead shall forward the professional report, prepared in the appropriate number of copies and in compliance with the signature procedure, to the DDP for approval by the University.

(3) The financial accounts must be drawn up in accordance with the legal provisions, internal regulations, the Grant Agreements, the Grant Documents and the Call for Proposals and/or the Guidelines.

(4) The financial accounts are drawn up by the Finance Lead, who is also responsible for arranging for their signing.

(5) The professional report is prepared by the Theme Lead and signed in accordance with the Signing Order, as described in Annex 3.

(6) The technical report and the accounts are submitted by the Theme Lead to the Grant Provider.

(7) Before submitting the accounts, the Theme Lead and the Finance Lead of the project must agree in advance on the items to be included in the accounts. The Finance Lead records the items in the payment request. In this case, the professional and financial reports submitted must be duly signed by the authorised signatories representing the Institution in accordance with the Signing Order, as described in Annex 3. Signed documents must be kept in the project file.

(8) The Theme Lead notifies the DDP and the DEA of the acceptance, rejection or request for completion of the reports.

19. §
Changes Affecting Organisational-Unit or Other Project

(1) Amendments to the Grant Agreement or the Grant Document, regardless of reason, shall be initiated and submitted by the Theme Lead in the case of organisational-unit or other tenders, and amendments to the project budget shall be agreed with the DEA in advance.

(2) In case there are any major changes affecting the project:
   a) the Theme Lead is required to notify the DDP via the Programme Officer, specified on the DDP‘s website;
   b) the Theme Lead is responsible to notifying the Grant Provider of the changes, in compliance with the deadlines set out in the Grant Agreement or the Grant Document.
   c) the amendments are approved and signed in accordance with the Signing Order as described in Annex 3;
   d) where appropriate, the Theme Lead will ensure that the project procurement

plan is amended.

(3) Personnel changes affecting the project:
   a) In the event of a change of Theme Lead, the project related responsibilities shall be handed over to an employee of the University designated by the head of the Hosting/Coordinating Organisational Unit. The handover is recorded in a handover protocol.
   b) In the event of a change of Finance Lead, the project related responsibilities shall be handed over to an employee of the University designated by the Head of the DEA. The handover is recorded in a handover protocol.

20. §
Closure of Organisational-Unit or Other Projects and Maintenance Period of the Project

(1) The Theme Lead shall notify the DEA as well as the DDP of the closure of the project via the Programme Officer, specified on the DDP‘s website.

(2) During the project's maintenance period, the responsibilities of the Theme Lead in cooperation with the partners participating in the professional implementation are:
   a) ensuring the implementation of the maintenance tasks undertaken in the tender, and the fulfilment of the KPIs undertaken for the maintenance period;
   b) preparing the reports to be submitted to the Grant Provider and submitting them by the deadline;
   c) promptly notifying the Head of the DDP of any circumstances that threaten or compromise the maintenance of the project.

(3) The DDP can assist the subject Theme Lead in compiling the institutional level data for the maintenance report.

(4) During the maintenance period of the projects, DDP is responsible for carrying out the organisation, coordination, administration and management of the activities related to the utilisation, use and application of intellectual creations and intellectual property rights, in cooperation with the Theme Lead, and in accordance with the Regulation on the Management of Intellectual Property.

Chapter V

SCHOLARSHIP OR MOBILITY TENDERS

21. §
Procedure for the Preparation and Submission of Scholarship or Mobility Tender Applications

(1) In the case of scholarship or mobility tenders, the responsibilities of the DAA are as follows:
   a) preparing decisions on tender initiatives for senior management;
   b) the provision of a coordinator at institutional level (hereinafter: 'Coordinator') (unless the Rector/Chancellor decides to assign the coordination of the tender to another organisational unit), who will prepare the tender in accordance with the tender guidelines;
   c) preliminary agreement of the budget and financial annexes with the DEA;
   d) for the preparation of the tender, the DAA may request assistance from the DDP and from the competent organisational units of the University (based on the content of the Call for Proposals). The competent organisational units are responsible for providing the professional support requested, which does not mean preparing the tender application or all the necessary documents.

(2) In the case of scholarship or mobility tenders, the responsibilities of the DDP are as follows:
   a) if necessary, registering users in the electronic tender application systems of the organisations issuing the Calls for Proposals;
   b) providing on request general university data and form templates necessary for the preparation of the tender, and assisting in the completion of the tender documents;
   c) providing professional support and advice on Calls for Proposals, tender preparation and budget planning;

(3) In the case of scholarship or mobility tenders, the responsibilities of the DEA are as follows:
   a) assisting in the preparation of a liquidity plan and the tender budget;
   b) checking the budget (expenditure plan) against the call for proposals, guidelines;
   c) in the case of undertaking the provision of own resources, checking whether the funds for covering the expenditures are available pursuant to the information available at the time of submitting the tender.

(4) In the case of scholarship or mobility tenders, the responsibilities of the DLAP are as follows:
   a) during the tender preparation phase, giving its opinions on the procurement plan drawn up by the DAA and determining the procurement procedure;
   b) providing information on additional costs related to (public) procurement during budget planning;
   c) helping in completing tender documents with legal and public procurement expertise.

(5) In the case of scholarship or mobility tenders, the responsibilities of the TOD are as follows:
   a) supporting the preparation and implementation of the tender by providing specific expertise (in particular technical and investment expertise) within its remit.

(6) In the case of scholarship or mobility tenders, the responsibilities of the DHRM are as follows:
   a) providing data and professional assistance in the preparation of tenders to clarify employment and payroll issues.

(7) In the case of scholarship or mobility tenders, the responsibilities of the DC are as follows:
   a) contributing to the preparation of the communication plan of the tender.

(8) Financial planning of the tender:
   a) The tender should preferably be undertaken (prioritised) in such a way that it does not involve a contribution from the University. If an own contribution is mandatory, coverage shall be provided by the organisational unit involved in the tender.
   b) Expenditure included in the financial planning should be planned together with taxes and fees levied on them.
   c) The budget must be planned with the maximum amount of general expenditure (indirect, overheads) allowed by the call for proposals.

(9) The Rector and the Chancellor decide on the submission of a given tender application on the basis of the information provided and the tender documents, and on the basis of professional and financial criteria. Documentation and approval for tender applications are signed by the Rector and the Chancellor. The signature requires signature by the DLAP in the case of legal declarations,

and the signature of the Director of Economic Affairs, or the person authorised with such right as financial countersignatory.

(10) The DAA submits the tender in accordance with the tender guidelines(s).

(11) The DAA prepares and submits the documentation for the notice of missing information, if necessary in consultation with the organisational units involved in the preparation of the application.

(12) The DAA will notify the parties concerned of the decision whether the Grant was awarded.

22. §
Scholarship or Mobility Tenders
Preparation and Signing of the Grant Agreement

(1) Contracts/grant documents related to the winning tender will be prepared in accordance with the relevant University regulations.

(2) In the case of scholarship or mobility tenders, the responsibilities of the DAA are as follows:
   a) preparing, monitoring and reviewing the professional and financial content of the related contracts;
   b) preparing institutional declarations required for the Grant Agreement/Document;
   c) coordinating the signing of the Grant Agreement/Document in accordance with the relevant University regulations.

(3) In the case of scholarship or mobility tenders, the responsibilities of the DDP are as follows:
   a) carrying out, at the request of the DAA, a check of the contract regarding format and content from the tendering point of view.

(4) In the case of scholarship or mobility tenders, the responsibilities of the DEA are as follows:
   a) obtaining and documenting certificates for the tender (e.g. obtaining bank verification letter, letters of authorisation; keeping records of these).

(5) In the case of scholarship or mobility tenders, the responsibilities of the DLAP are as follows:
   a) carrying out tasks related to the legal and public procurement review and signature of draft contracts, declarations and agreements in accordance with the provisions of the legislation in force and the university regulations;
   b) where appropriate, giving its opinions on the procurement plan updated by the DAA and determining the procurement procedure.

(6) The Grant Agreement and related documentation will be signed in accordance with the relevant University regulations.

(7) The Grant Agreement and the related documentation shall be duly signed by the Rector and the Chancellor.

(8) For all Grant Agreements, their signature is contingent on the signatures in accordance with the Signing Order, particularly the signatures of the director of economic affairs, as financial countersignatory or a person with delegated powers, and of the directorate of legal affairs and procurement or the legal adviser designated by them which are imperative.

23. §
Registration of Scholarship or Mobility Tenders

(1) A cost centre must be created for the projects in the University's management system by completing the ‘Request for a Theme Number Form’, which can be found among the DEA documents on the University's website. As a general rule, the creation of the cost centre is initiated by the DAA immediately upon receipt of the grant decision, but no later than upon signing the Grant Agreement by the parties and the sending of the grant document. The cost centre is created by the DEA in the University's management system.

(2) The DAA shall retain an original copy of the contracts and their annexes signed by the contracting parties and send one electronic copy of each to the DEA.

24. §
Implementation of Scholarship or Mobility Tenders

(1) The Coordinator appointed by the Director of the DAA is responsible for the implementation and accounting of scholarship or mobility tenders.

(2) In case of scholarship or mobility tenders, the responsibilities of the Coordinator are as follows:

a) monitoring and organising the fulfilment of all obligations arising in connection with the Grant Agreement, Grant Document and their implementation;
b) initiating the creation of a cost centre for the tender;
c) ensuring and managing tender implementation in accordance with the relevant legislation and internal university regulations;
d) supporting the work of the organisational units carrying out the professional implementation;
e) coordinating the work of professional implementers;
f) initiating payment of staff allowances, scholarships and other costs incurred during the tender;
g) continuous monitoring of the tender according to the professional criteria set out in the Call for Proposals;
h) managing, monitoring changes in the tender's personnel, professional and financial status and reporting these to the grant providing organisations.
i) certifying to the professional performance of activities involved in the tender in relation to the implementation of the tender;
j) liaising with the issuer of the call, the Managing Authority, Contributory Organisation and the grant-awarding organisations;
k) liaising with the organisational units supporting the administration;
l) filing and archiving tender-related documents;
m) compiling and submitting reports to the Authority in accordance with the requirements regarding format/content and timing set out in the Grant Agreement, the Grant Document and the Tender Guidelines;
n) checking the existence of the compulsory supporting documents provided for in the guidelines;
o) initiating booking of costs incurred to the cost centre;
p) participating in interim and final audits;

(3) In the case of scholarship or mobility tenders, the responsibilities of the DEA are as follows:

a) creating a cost centre for the tender;
b) keeping separate records during the implementation of the tender;
c) certifying availability of funds and financially countersigning all commitments made in the course of the tender.

(4) In the case of scholarship or mobility tenders, the responsibilities of the DLAP are as follows:
   a) giving opinions on agreements relating to tenders;
   b) during the preparation of related contracts, performing legal tasks related to intellectual property created at the University, in cooperation with the DDP and the Coordinator, not including assistance in procedures pertaining to obtaining legal protection of intellectual property;
   c) defining the procurement procedures applicable to the project on the basis of the procurement plan;
   d) ensuring the proper conduct of public procurement procedures, centralised public procurement procedures and procurements below the thresholds, on the basis of the procurement requests for goods and services submitted by the Coordinator.

(5) The Coordinator is responsible for the achievement of the grant objective set out in the Grant Agreement, the Grant Document, for monitoring the implementation of the full professional content and for the fulfilment of the tasks of the maintenance period, where applicable.

(6) The employment, procurement under the tender and the method of accounting for institutional overheads for projects shall be in accordance with the Employment Requirement System, the relevant University regulations, the Grant Agreement, the Grant Document, the Call for Proposals and/or the Guideline(s).

(7) In the case of procurement for the tender, the tender budgets must be in line with the procurement plans submitted in the Procurement Planner.

25. §
Preparing Financial and Professional Reports for Scholarship or Mobility Tenders

(1) The Coordinator is responsible for the completion and accounting of the tender according to the requirements. The deadline for implementation is set out in the Grant Agreement, the Grant Document and the Call for Proposals and/or the Guidelines.

(2) The financial accounts must be drawn up in accordance with the legal provisions, internal regulations, the Grant Agreements, the Grant Documents and the Call for Proposals and/or the Guidelines.

(3) The financial accounts are drawn up by the Coordinator in cooperation with the DEA.

(4) The professional report is drawn up by the Coordinator.

(5) The Coordinator arranges for the signature of the professional report and the accounts in accordance with the Signing Order, and ensures their submission to the Grant Provider.

(6) The submitted professional and financial reporting documents should be kept in the tender file.

(7) The Coordinator will notify the DEA of the acceptance, rejection or request for completion of the reports.

26. §
Changes Affecting Scholarship or Mobility Tenders

(1) Amendments to the Grant Agreement or Grant Document, regardless of reason, shall be initiated and submitted by the Coordinator.

(2) In case there are any major changes affecting the tender:
   a) the Coordinator is responsible to notifying the Grant Provider of the changes, in compliance with the deadlines set out in the Grant Agreement or the Grant Document.
   b) the amendments are approved and signed in accordance with the Signing Order as described in Annex 3.

(3) Personnel changes affecting the tender:
   a) Upon termination of the Coordinator's employment or replacement of the person acting as Coordinator, the tender-related tasks shall be handed over to a university employee designated by the Director of the DAA. The handover is recorded in a handover protocol.

27. §
Closure of Scholarship or Mobility Tenders

(1) The Coordinator shall notify the DEA of the closure of the tender.

(2) During the tender's maintenance period, the responsibilities of the Coordinator in cooperation with the partners participating in the professional implementation are:
   a) ensuring the implementation of the maintenance tasks undertaken in the tender;
   b) preparing the reports to be submitted to the Grant Provider and submitting them by the deadline.

28. §
Financing the General Overheads of the Institution (Indirect Costs)

(1) Overheads cannot be fully and directly linked to a specific process or task, but they are essential to the performance of the activity. They can be charged to the projects based on predetermined bases of calculation, indicators, taking into account the financial accounting guidelines.

(2) As overheads the maximum overheads (indirect, utilities and other overheads) planned for a given project, and defined in applicable legislation, Call for Proposals, financial guidelines, etc. shall be put into the accounts.

(3) The Institutional Budget, adopted by the Senate, determines the financing and accounting of the operating costs of the functional and service organisational units, the costs of central functions, and the costs of utilities and overheads of the University as a whole. These costs are also financed by the indirect cost settlements validated during the implementation of the projects, taking into account the rules laid down in the financial accounting guidelines for the projects.

Chapter VI

PROVISIONS WITH REGARD TO ENTRY INTO FORCE

(1) This Tendering Regulation was deliberated by the Senate at its meeting on the 21st May 2026 and adopted by Resolution No. 107/2026. (V. 21.).

(2) This Regulation shall enter into force on 1st June 2026, after the approval of the Director of Operations of the Foundation for the University of Pannonia.

(3) Simultaneously to this Regulation entering into force, the Tendering Regulation adopted by Resolution No. 211/2024. (X.31.) of the Senate shall cease to have effect.

Chapter VII

TRANSITIONAL AND FINAL PROVISIONS

(1) The provision of this Regulation shall be applicable to:
   a) project ideas arising after this Regulation enters into force;
   b) tenders to be submitted after this Regulation enters into force;
   c) tenders already submitted when this Regulation enters into force;
   d) projects under implementation at the time of this Regulation entering into force;
   e) projects in maintenance period at the time of this Regulation entering into force.

(2) The abbreviation to be used in other regulations to refer to this Regulation is [TR].

Annexes:
Annex 1: Declaration for agreement templates in foreign languages
Annex 2: Tender Registration and Authorisation Form
Annex 3: Signing Order

By virtue of Resolution No. 107/2026. (V. 21.), this Regulation has been adopted by the Senate.

Veszprém, 21st May 2026

Dr. János Abonyi
Rector

Zsolt Csillag
Chancellor

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

Veszprém, 21st May 2026

Dr. Péter Bartus
Director of Operations