Signing Order in the Case of Institutional or Strategic Tenders

No.	Process	Task owner	Process step description	Approver	Approval method	Document created
Signature of Institutional or Strategic Tenders						
0.	Finalisation of institutional or strategic tender application before submission	Project Manager	Preparing the tender for signature	Project Manager	signature by the Project Manager	Institutional or strategic tender approved by the Project Manager
1.		Project Manager	Forwarding the tender for signature by the Professional Lead	Professional Lead	signature by the Professional Lead	Institutional or strategic tender approved by the Project Manager, the Faculty(ies) concerned or the comprehensive organisational unit
2.		Professional Lead	Forwarding the tender for signature by superior	head of the organisational unit	signature by Professional Lead, Superior	
3.		Professional Lead	Forwarding the tender for signature by the Head of the Faculty/comprehensive organisational unit	Head of the Faculty/comprehensive organisational unit	Head of the Faculty/comprehensive organisational unit	
4.		Project Manager	Optional: forwarding to the functional unit involved in the preparation of the tender (DIT/ DC/TOD/DAA etc.)	Optional: head of the functional unit concerned	Optional: signature by the head of the functional unit concerned	Optional: Institutional or strategic tender approved by the Project Manager, the Faculty(ies) concerned, the comprehensive organisational unit and the head(s) of the functional unit(s) concerned
5.		Project Manager/ assistant/coordinator appointed by the DDP Director	Formal verification of tender requirements	DDP Director	signature by the DDP Director	Institutional or strategic tender approved by the DDP, the Faculty(ies) concerned, the comprehensive organisational unit and the head(s) of the functional unit(s) concerned
6.		Project Manager/ assistant/coordinat	Checking the legal compliance of the	DLAP Director	signature by the DLAP Director	Institutional or strategic tender approved by the DDP, the Faculty(ies) concerned, the

No.	Process	Task owner	Process step description	Approver	Approval method	Document created
		or appointed by the DDP Director	tender declarations and the procurement plan			comprehensive organisational unit, the head(s) of the functional unit(s) concerned and the DLAP
7.		lawyer appointed by the DLAP Director	Forwarding the tender for signature by Finance	project financial consultant designated by the head of the DEA	signature by Finance	Institutional or strategic tender approved by the DDP, the Faculty(ies) concerned, the comprehensive organisational unit, the head(s) of the functional unit(s) concerned, the DLAP and the DEA
		project financial consultant designated by the head of the DEA	Forwarding the tender for signature by the DEA Director	DEA Director	Signature by DEA Director/countersignature from Finance	
8.		project financial consultant appointed by the DEA Director	Forwarding the tender for signature by the Chancellor	Chancellor	signature by the Chancellor	Institutional or strategic tender signed by the Chancellor
9.		consultant appointed by the head of the Chancellor's Office (hereinafter: 'CO')	Forwarding the tender for signature by the Rector	Rector	signature by the Rector	Institutional or strategic tender duly signed by the University of Pannonia
10.	Forwarding the institutional or strategic tender duly signed by the University of Pannonia to the DDP	Rector's Office		-	-	-

No.	Process	Task owner	Process step description	Approver	Approval method	Document created
Signature of Grant Agreement and Amendment for <u>institutional or strategic project</u>						
0.	Finalisation of grant agreement/amendment for institutional or strategic project	Project Manager	Preparation of the grant agreement/amend-ment for signature by the DDP Director	DDP Director or project assistant / coordinator appointed by the DDP Director	signature by the Project manager and DDP Director	Grant agreement/amendment for institutional or strategic project approved by the DDP
1.		Project Manager	Forwarding the grant agreement/amendment for signature by the Professional Lead	Professional Lead	signature by the Professional Lead/	Grant agreement/amendment for institutional or strategic project approved by the DDP, the Faculty(ies) concerned, the comprehensive organisational unit
2.		Professional Lead	Forwarding the grant agreement/amendment for signature by superior	head of the organisational unit	signature by Professional Lead, Superior	
3.		Professional Lead	Forwarding the grant agreement/amendment for signature by the Head of the Faculty/comprehensive organisational unit	Head of the Faculty/comprehensive organisational unit	Head of the Faculty/comprehensive organisational unit	

No.	Process	Task owner	Process step description	Approver	Approval method	Document created
4.		optional, if exploitation is relevant assistant/coordinator appointed by the DDP Director / Project Manager	Forwarding the Consortium Agreement/ Exploitation Agreement for signature by TTC Director	TTC Director	signature by the TTC Director	Consortium Agreement/ Exploitation Agreement for institutional or strategic project approved by the DDP, the Faculty(ies) concerned, the comprehensive organisational unit and the TTC
5.		Project Manager/assistant/coordinator appointed by the DDP Director	Forwarding the grant agreement/amendment to the DLAP Director for Legal endorsement and signature by the head of the functional unit concerned	lawyer	signature by DLAP Director or lawyer appointed by DLAP Director	Grant agreement/amendment for institutional or strategic project approved by the DDP, the Faculty(ies) concerned, the comprehensive organisational unit, the TTC (if relevant), the functional unit(s) concerned and the DLAP
6.		Lawyer appointed by the DLAP Director	Forwarding the grant agreement/amendment for signature by Finance (DIT/DC/TOD/DAA etc.)	project financial consultant designated by the head of the DEA	signature by Finance	Grant agreement/amendment for institutional or strategic project approved by the DDP, the Faculty(ies) concerned, the comprehensive organisational unit, the TTC (if relevant), the functional unit(s) concerned, the DLAP and the DEA

No.	Process	Task owner	Process step description	Approver	Approval method	Document created
		project financial consultant designated by the DEA director	Forwarding the grant agreement/amendment for signature by DEA Director	DEA Director	Signature by DEA Director/countersignature from Finance	
7.		project financial consultant appointed by the DEA Director	Forwarding the grant agreement/amendment for signature by the Chancellor	Chancellor	signature by the Chancellor	grant agreement/amendment for institutional or strategic project signed by the Chancellor
8.		consultant appointed by the head of the CO	Forwarding the grant agreement/amendment for signature by the Rector	Rector	signature by the Rector	Grant Agreement/Amendment for institutional or strategic project duly signed by the University of Pannonia
9.	Forwarding the Grant Agreement/Amendment for institutional or strategic project duly signed by the University of Pannonia	Rector's Office		-	-	-

No.	Process	Task owner	Process step description	Approver	Approval method	Document created
Signature of the Payment Request (interim or final) or Corrections or Clarifications Provided to It with Regard to <u>Institutional or Strategic Project</u>						
0.	Finalisation of the interim or final payment request / corrections or clarifications provided to it with regard to an institutional or strategic project	Project Manager	Preparation of the documentation for signature	DDP Director or project assistant / coordinator appointed by the DDP Director	signature by the Project Manager	Interim or final payment request / corrections or clarifications provided to it with regard to an institutional or strategic project approved by the Project Manager
1.		Professional Lead	Forwarding the documentation for signature by the Professional Lead	Professional Lead	signature by the Professional Lead	Interim or final payment request / corrections or clarifications provided to it with regard to an institutional or strategic project approved by the Faculty(ies) concerned, comprehensive organisational unit
2.		Professional Lead	Forwarding the documentation for signature by superior	head of the organisational unit	signature by Professional Lead, Superior	
3.		Professional Lead	Forwarding the documentation for signature by the Head of the Faculty/comprehensive organisational unit	Head of the Faculty/comprehensive organisational unit	Head of the Faculty/comprehensive organisational unit	
4.		Project Manager	Forwarding the documentation to the DDP Director for signature by the head of the functional unit concerned and the	DDP Director	signature by the DDP Director	Optional: Interim or final payment request / corrections or clarifications provided to it with regard to an institutional or strategic project approved by the DDP, the Faculty(ies) concerned, comprehensive organisational unit and the functional unit(s) concerned

No.	Process	Task owner	Process step description	Approver	Approval method	Document created
			DDP Director (DIT/DLAP/DC/TOD/ DAA etc.)			
5.		Project Manager/ assistant / coordinator appointed by the DDP Director	Forwarding the documentation for signature by Finance	project financial consultant designated by the DDP Director	signature by Finance	Interim or final payment request / corrections or clarifications provided to it with regard to an institutional or strategic project approved by the DDP, the Faculty(ies) concerned, comprehensive organisational unit, the functional unit(s) concerned and the DEA
		project financial consultant designated by the head of the DEA	Forwarding the documentation for signature by the DEA Director	DEA Director	Signature by DEA Director/countersignatu re from Finance	
6.		project financial consultant appointed by the DEA Director	Forwarding the documentation for signature by the Chancellor	Chancellor	signature by the Chancellor	interim or final payment request / corrections or clarifications provided to it with regard to an institutional or strategic project signed by the Chancellor
7.		consultant appointed by the head of the CO	Forwarding the documentation for signature by the Rector	Rector	signature by the Rector	Interim or final payment request / corrections or clarifications provided to it with regard to an institutional or strategic project duly signed by the University of Pannonia
8.	Forwarding the interim or final payment request / corrections or clarifications provided to it with regard to an institutional or	Rector’s Office		-	-	-

No.	Process	Task owner	Process step description	Approver	Approval method	Document created
	strategic project duly signed by the University of Pannonia to the DDP					

No.	Process	Task owner	Process step description	Approver	Approval method	Document created
Signature of the Professional Report (interim or final) or Corrections or Clarifications Provided to It with Regard to <u>Institutional or Strategic Project</u>						
0.	Finalisation of the interim or final professional report / corrections or clarifications provided to it with regard to an institutional or strategic project	Professional Lead	Preparation of the documentation for signature	Professional Lead	signature by the Professional Lead	Interim or final professional report / corrections or clarifications provided to it with regard to an institutional or strategic project approved by the Faculty(ies) concerned, comprehensive organisational unit
1.		Professional Lead	Forwarding the documentation for signature by superior	head of the organisational unit	signature by Professional Lead, Superior	
2.		Professional Lead	Forwarding the documentation for signature by the Head of the Faculty/comprehensive organisational unit	Head of the Faculty/comprehensive organisational unit	Head of the Faculty/comprehensive organisational unit	
3.		Project Manager	Optional: forwarding the documentation to the functional unit concerned	Optional: head of the functional unit concerned	Optional: signature by the head of the functional unit concerned	Interim or final professional report / corrections or clarifications provided to it with regard to an institutional or strategic project approved by the Faculty(ies) concerned,

No.	Process	Task owner	Process step description	Approver	Approval method	Document created
			(DIT/DEA/DLAP/DC/ TOD/DAA etc.)			comprehensive organisational unit and the functional unit(s) concerned
4.		Project Manager	Forwarding the documentation for signature by the DDP Director	DDP Director or project assistant / coordinator appointed by DDP Director	signature by the Project manager and DDP Director	Interim or final professional report / corrections or clarifications provided to it with regard to an institutional or strategic project approved by the Faculty(ies) concerned, comprehensive organisational unit, the functional unit(s) concerned and the DDP
5.		Project Manager/ assistant / coordinator appointed by DDP Director	Forwarding the documentation for signature by the Chancellor	Chancellor	signature by the Chancellor	interim or final professional report / corrections or clarifications provided to it with regard to an institutional or strategic project signed by the Chancellor
6.		consultant appointed by the head of the CO	Forwarding the documentation for signature by the Rector	Rector	signature by the Rector	Interim or final professional report / corrections or clarifications provided to it with regard to an institutional or strategic project duly signed by the University of Pannonia
7.	Forwarding the interim or final professional report / corrections or clarifications provided to it with regard to an institutional or strategic project duly signed by the University of	Rector’s Office		-	-	-

No.	Process	Task owner	Process step description	Approver	Approval method	Document created
	Pannonia to the DDP					

Signing Order for Organisational-Unit (Faculty Initiated) or Other Tenders

No.	Process	Task owner	Process step description	Approver	Approval method	Document created
Signature of Organisational-Unit (faculty initiated) or Other Tenders						
0.	Finalisation of organisational-unit (faculty initiated)/ other tender application before submission	Theme Lead	Preparing the tender for signature	Theme Lead	signature by the Theme Lead	Organisational-unit (faculty initiated) or other tender approved by the Faculty(ies) concerned or the comprehensive organisational unit
1.		Theme Lead	Forwarding the tender for signature by superior	head of the organisational unit	signature by Theme Lead, Superior	
2.		Theme Lead	Forwarding the tender for signature by the Head of the Faculty/comprehen sive organisational unit	Head of the Faculty/comprehen sive organisational unit	Head of the Faculty/comprehensive organisational unit	
3.		Theme Lead	Forwarding the tender to the DDP Director for signature by the head of the functional unit concerned and the DDP Director (DIT/DLAP/DC/TOD/ DAA etc.)	DDP Director or project assistant / coordinator appointed by the DDP Director	signature by the Project Manager/Programme Consultant and DDP Director	Organisational-unit (faculty initiated) or other tender approved by the Faculty(ies) concerned or the comprehensive organisational unit, the functional unit(s) concerned and the DDP

No.	Process	Task owner	Process step description	Approver	Approval method	Document created
4.		project assistant / coordinator appointed by the DDP Director	Forwarding the tender for signature by Finance	project financial consultant designated by the DEA director	signature by Finance	Organisational-unit (faculty initiated) or other tender approved by the Faculty(ies) concerned or the comprehensive organisational unit, the functional unit(s) concerned, the DDP and the DEA
		project financial consultant designated by the DEA director	Forwarding the tender for signature by the DEA Director	DEA Director	Signature by DEA Director/countersignature from Finance	
5.		project financial consultant appointed by the DEA Director	Forwarding the tender for signature by the Chancellor	Chancellor	signature by the Chancellor	Organisational-unit (faculty initiated) or other tenders signed by the Chancellor
6.		consultant appointed by the head of the CO	Forwarding the tender for signature by the Rector	Rector	signature by the Rector	Organisational-unit (faculty initiated) or other tenders duly signed by the University of Pannonia
7.	Forwarding the organisational-unit (faculty initiated) or other tenders duly signed by the University of Pannonia to the Theme Lead	Rector’s Office		-	-	-

No.	Process	Task owner	Process step description	Approver	Approval method	Document created
Signature of Grant Agreement and Amendment for <u>organisational-unit</u> (faculty initiated) or other project						
0.	Finalisation of Grant Agreement/Amendment for organisational-unit (faculty initiated)/ other project	Theme Lead	Preparation of the grant agreement/amendment for signature	Theme Lead	signature by the Theme Lead	Grant agreement/amendment for organisational-unit (faculty initiated) or other project approved by the Faculty(ies) concerned or the comprehensive organisational unit
1.		Theme Lead	Forwarding the grant agreement/amendment for signature by superior	head of the organisational unit	signature by Theme Lead, Superior	
2.		Theme Lead	Forwarding the grant agreement/amendment for signature by the Head of the Faculty/comprehensive organisational unit	Head of the Faculty/comprehensive organisational unit	Head of the Faculty/comprehensive organisational unit	
3.		Theme Lead	Forwarding the grant agreement/amendment for signature by DDP Director	DDP Director or project assistant / coordinator appointed by the DDP Director	signature by the Project Manager/Programme Consultant and DDP Director	Grant agreement/amendment for organisational-unit (faculty initiated) or other project approved by the Faculty(ies) concerned or the comprehensive organisational unit and the DDP
4.		optional, if exploitation is relevant project assistant / coordinator	Forwarding the Consortium Agreement/ Exploitation Agreement for	TTC Director	signature by the TTC Director	Consortium Agreement/ Exploitation Agreement for organisational-unit (faculty initiated) or other project approved by the Faculty(ies) concerned or the comprehensive organisational unit, the DDP and the TTC

No.	Process	Task owner	Process step description	Approver	Approval method	Document created
		appointed by the DDP Director	signature by TTC Director			
5.		project assistant / coordinator appointed by the DDP Director	Forwarding the grant agreement/amendment to the DLAP Director for Legal endorsement and signature by the head of the functional unit concerned (DIT/DC/TOD/DAA stb.)	lawyer	signature by DLAP Director or lawyer appointed by the DLAP Director	Grant agreement/amendment for organisational-unit (faculty initiated) or other project approved by the Faculty(ies) concerned or the comprehensive organisational unit, the DDP, the TTC(if relevant), the functional unit(s) concerned and the DLAP
6.		Lawyer appointed by the DLAP Director	Forwarding the grant agreement/amendment for signature by Finance	project financial consultant designated by the head of the DEA	signature by Finance	Grant agreement/amendment for organisational-unit (faculty initiated) or other project approved by the Faculty(ies) concerned or the comprehensive organisational unit, the DDP, the TTC (if relevant), the DLAP, the functional unit(s) concerned and the DEA
7.		project financial consultant designated by the head of the DEA	Forwarding the grant agreement/amendment for signature by DEA Director	DEA Director	Signature by DEA Director/countersignature from Finance	
8.		project financial consultant appointed by the DEA Director	Forwarding the grant agreement/amendment for signature by the Chancellor	Chancellor	signature by the Chancellor	grant agreement/amendment for organisational-unit (faculty initiated) or other project signed by the Chancellor

No.	Process	Task owner	Process step description	Approver	Approval method	Document created
9.		consultant appointed by the head of the CO	Forwarding the grant agreement/amendment for signature by the Rector	Rector	signature by the Rector	Grant agreement/amendment for organisational-unit (faculty initiated) or other project duly signed by the University of Pannonia
10.	Forwarding the grant agreement/amendment for organisational-unit (faculty initiated) or other project duly signed by the University of Pannonia to the Theme Lead	Rector's Office		-	-	-

No.	Process	Task owner	Process step description	Approver	Approval method	Document created
Signature of the Financial Accounts (interim or final) or Corrections or Clarifications Provided to It with Regard to <u>Organisational-Unit</u> (Faculty Initiated) or Other Project						
0.	Finalisation of the interim or final financial accounts / corrections or clarifications provided to it with regard to an	Theme Lead	Preparation of the documentation for signature	Theme Lead	signature by the Theme Lead	Interim or final financial accounts / corrections or clarifications provided to it with regard to an organisational-unit (faculty initiated) or other project approved by the Faculty(ies) concerned, comprehensive organisational unit
1.		Theme Lead	Forwarding the documentation for signature by superior	head of the organisational unit	signature by the Superior of the Theme Lead	

No.	Process	Task owner	Process step description	Approver	Approval method	Document created
2.	organisational-unit (faculty initiated) or other project	Theme Lead	Forwarding the documentation for signature by the Head of the Faculty/comprehensive organisational unit	Head of the Faculty/comprehensive organisational unit	Head of the Faculty/comprehensive organisational unit	
3.		Theme Lead	Forwarding the documentation to the DDP Director for signature by the head of the functional unit concerned and the DDP Director (DIT/DLAP/DC/TOD/ DAA etc.)	DDP Director or project assistant / coordinator appointed by the DDP Director	signature by the Project Manager/Programme Consultant and DDP Director	Interim or final financial accounts / corrections or clarifications provided to it with regard to an organisational-unit (faculty initiated) or other project approved by the Faculty(ies) concerned, comprehensive organisational unit, the functional unit(s) concerned and the DDP
4.		project assistant / coordinator appointed by the DDP Director	Forwarding the documentation for signature by Finance	project financial consultant designated by the DEA director	signature by Finance	Interim or final financial accounts / corrections or clarifications provided to it with regard to an organisational-unit (faculty initiated) or other project approved by the Faculty(ies) concerned, comprehensive organisational unit, the functional unit(s) concerned, the DDP and the DEA
		project financial consultant designated by the head of the DEA	Forwarding the documentation for signature by the DEA Director	DEA Director	Signature by DEA Director/countersignature from Finance	
5.		project financial consultant	Forwarding the documentation for	Chancellor	signature by the Chancellor	interim or final financial accounts / corrections or clarifications provided to it with regard to an

No.	Process	Task owner	Process step description	Approver	Approval method	Document created
		appointed by the DEA Director	signature by the Chancellor			organisational-unit (faculty initiated) or other project signed by the Chancellor
6.		consultant appointed by the head of the CO	Forwarding the documentation for signature by the Rector	Rector	signature by the Rector	Interim or final financial accounts / corrections or clarifications provided to it with regard to an organisational-unit (faculty initiated) or other project duly signed by the University of Pannonia
7.	Forwarding the interim or final financial accounts / corrections or clarifications provided to it with regard to an organisational-unit (faculty initiated) or other project duly signed by the University of Pannonia to the Theme Lead	Rector's Office		-	-	-

No.	Process	Task owner	Process step description	Approver	Approval method	Document created
Signature of the Professional Report (interim or final) or Corrections or Clarifications Provided to It with Regard to Organisational-Unit (Faculty Initiated) or Other Project						
0.	Finalisation of the interim or final professional report / corrections or clarifications provided to it with regard to an organisational-unit (faculty initiated) or other project	Theme Lead	Preparation of the documentation for signature	Theme Lead	signature by the Theme Lead	Interim or final professional report / corrections or clarifications provided to it with regard to an organisational-unit (faculty initiated) or other project approved by the Faculty(ies) concerned, comprehensive organisational unit
1.		Theme Lead	Forwarding the documentation for signature by superior	head of the organisational unit	signature by Theme Lead, Superior	
2.		Theme Lead	Forwarding the documentation for signature by the Head of the Faculty/comprehensive organisational unit	Head of the Faculty/comprehensive organisational unit	Head of the Faculty/comprehensive organisational unit	
3.		Theme Lead	Forwarding the documentation to the DDP Director for signature by the head of the functional unit concerned and the DDP Director (DIT/DEA/DLAP/DC/TOD/DAA etc.)	DDP Director or project assistant / coordinator appointed by the DDP Director	signature by the Project Manager/Programme Consultant and DDP Director	Interim or final professional report / corrections or clarifications provided to it with regard to an organisational-unit (faculty initiated) or other project approved by the Faculty(ies) concerned, comprehensive organisational unit, the functional unit(s) concerned and the DDP

No.	Process	Task owner	Process step description	Approver	Approval method	Document created
4.		project assistant / coordinator appointed by the DDP Director	Forwarding the documentation for signature by the Chancellor	Chancellor	signature by the Chancellor	interim or final professional report / corrections or clarifications provided to it with regard to an organisational-unit (faculty initiated) or other project signed by the Chancellor
5.		consultant appointed by the head of the CO	Forwarding the documentation for signature by the Rector	Rector	signature by the Rector	Interim or final professional report / corrections or clarifications provided to it with regard to an organisational-unit (faculty initiated) or other project duly signed by the University of Pannonia
6.	Forwarding the interim or final professional report / corrections or clarifications provided to it with regard to an organisational-unit (faculty initiated) or other project duly signed by the University of Pannonia to the Theme Lead	Rector's Office		-	-	-

Annex 3

Signing Order for Scholarship or Mobility Tenders

No.	Process	Task owner	Process step description	Approver	Approval method	Document created
Signature of the Scholarship or Mobility Tenders						
0.	Finalisation of the scholarship or mobility tender before submission	Project Manager (institutional coordinator subject to programme)	Preparing the tender for signature	DAA Director or consultant appointed by the DAA Director	signature by the DAA Director	Grant application for a scholarship or mobility tender approved by the DAA
1.		DAA Director or consultant appointed by the DAA Director	Forwarding the tender to the DDP Director if EPTK is involved	DDP Director if EPTK is involved	signature by the DDP Director if EPTK is involved	Scholarship or mobility tender approved by the DAA and the DDP
2.		DAA Director or consultant appointed by the DAA Director (DDP Director or project assistant / coordinator appointed by the DDP Director)	Forwarding the tender for signature by the DLAP Director	lawyer	signature by DLAP Director or lawyer appointed by the DLAP Director	Scholarship or mobility tender approved by the DAA (the DDP) and the DLAP
		Administrator appointed by the DLAP Director	Forwarding the documentation for signature by Finance	project financial consultant designated by the DEA Director	signature by Finance	Scholarship or mobility tender approved by the DAA (the DDP), the DLAP and the DEA

No.	Process	Task owner	Process step description	Approver	Approval method	Document created
3.		project financial consultant designated by the the DEA Director	Forwarding the tender for signature by the DEA Director	DEA Director	Signature by DEA Director/countersignature from Finance	
4.		project financial consultant designated by the the DEA Director	Forwarding the tender for signature by the Chancellor	Chancellor	signature by the Chancellor	Scholarship or mobility tender sidned by the Chancellor
5.		Head of CO or consultant appointed by the head of CO	Forwarding the tender for signature by the Rector	Rector (or Programme Consultant dependant on the Programme, e.g. Chair of the UDHC)	signature by the Rector (or Programme Consultant dependant on the Programme, e.g. Chair of the UDHC)	Scholarship or mobility tender duly signed by the University of Pannonia
6.	Forwarding the scholarship or mobility tender duly signed by the University of Pannonia to the DAA	Rector's Office		-	-	-

No.	Process	Task owner	Process step description	Approver	Approval method	Document created
Signature of the Grant Agreement/Amendment for scholarship or mobility tender						
0.	Finalisation of the Grant Agreement/Amendment for scholarship or mobility tender before submission	Project Manager (institutional coordinator subject to programme)	Preparation of the grant agreement/amendment for signature	DAA Director or consultant appointed by the DAA Director	signature by the DAA Director	Grant Agreement/Amendment for scholarship or mobility tender signed by the DAA
1.		DAA Director or consultant appointed by the DAA Director	Forwarding the grant agreement/amendment for signature by DDP Director if EPTK is involved	DDP Director if EPTK is involved	signature by the DDP Director if EPTK is involved	Grant Agreement/Amendment for scholarship or mobility tender approved by the DAA (the DDP)
2.		DAA Director or consultant appointed by the DAA Director (DDP Director or project assistant / coordinator appointed by the DDP Director)	Forwarding the grant agreement/amendment to the DLAP Director for Legal endorsement and signature by the head of the functional unit concerned	lawyer	signature by DLAP Director or lawyer appointed by the DLAP Director	Grant Agreement/Amendment for scholarship or mobility tender approved by the DAA (the DDP), the functional unit(s) concerned and the DLAP
3.		Administrator / lawyer appointed by the DLAP Director	Forwarding the grant agreement/amend	project financial consultant designated by the DEA Director	signature by Finance	Grant Agreement/Amendment for scholarship or mobility tender approved by the DAA (the DDP), the functional unit(s) concerned, the DLAP and the DEA

No.	Process	Task owner	Process step description	Approver	Approval method	Document created
			ment for signature by Finance			
4.		project financial consultant designated by the DEA Director	Forwarding the grant agreement/amendment for signature by DEA Director	DEA Director	Signature by DEA Director/countersignature from Finance	
5.		project financial consultant designated by the DEA Director	Forwarding the grant agreement/amendment for signature by the Chancellor	Chancellor	signature by the Chancellor	Grant Agreement/Amendment for scholarship or mobility tender signed by the Chancellor
6.		Head of CO or consultant appointed by the Head of CO	Forwarding the grant agreement/amendment for signature by the Rector	Rector (or Programme Consultant dependant on the Programme, e.g. Chair of the UDHC)	signature by the Rector (or Programme Consultant dependant on the Programme, e.g. Chair of the UDHC)	Grant Agreement/Amendment for scholarship or mobility tender duly signed by the University of Pannonia
7.	Forwarding the scholarship or mobility tender duly signed by the University of Pannonia to the DAA	Rector's Office		-	-	-

No.	Process	Task owner	Process step description	Approver	Approval method	Document created
Signature of the Payment Request (interim or final) or Corrections or Clarifications Provided to It with Regard to <u>Scholarship or Mobility Tender</u>						
0.	Finalisation of the interim or final financial accounts / corrections or clarifications provided to it with regard to a scholarship or mobility tender before submission	Project Manager (institutional coordinator subject to programme)	Preparation of the documentation for signature	DAA Director or consultant appointed by the DAA Director	signature by the DAA Director	Payment Request (interim or final) or Corrections or Clarifications Provided to It with Regard to Scholarship or Mobility Tender approved by the DAA
1.		DAA Director or consultant appointed by the DAA Director	Forwarding the documentation for signature by the DDP Director if EPTK is involved	DDP Director if EPTK is involved	signature by the DDP Director if EPTK is involved	Payment Request (interim or final) or Corrections or Clarifications Provided to It with Regard to Scholarship or Mobility Tender approved by the DAA, the DDP
2.		DAA Director or consultant appointed by the DAA Director (DDP Director or project assistant / coordinator appointed by the DDP Director)	Forwarding the documentation for signature by Finance	project financial consultant designated by the head of the DEA	signature by Finance	Payment Request (interim or final) or Corrections or Clarifications Provided to It with Regard to Scholarship or Mobility Tender approved by the DAA, (the DDP) and the DEA
3.		project financial consultant designated by the DEA Director	Forwarding the documentation for signature by the DEA Director	DEA Director	Signature by DEA Director/countersignature from Finance	
4.		project financial consultant designated by the DEA Director	Forwarding the documentation for signature by the Chancellor	Chancellor	signature by the Chancellor	Payment request (interim or final) or corrections or clarifications provided to it with regard to scholarship or mobility tender signed by the Chancellor

No.	Process	Task owner	Process step description	Approver	Approval method	Document created
5.		Head of CO or consultant appointed by the head of CO	Forwarding the documentation for signature by the Rector	Rector (or Programme Consultant dependant on the Programme, e.g. Chair of the UDHC)	signature by the Rector (or Programme Consultant dependant on the Programme, e.g. Chair of the UDHC)	Payment request (interim or final) or corrections or clarifications provided to it with regard to scholarship or mobility tender duly signed by the University of Pannonia
6.	Forwarding the interim or final financial accounts / corrections or clarifications provided to it with regard to scholarship or mobility tender duly signed by the University of Pannonia to the DAA	Rector's Office		-	-	-

No.	Process	Task owner	Process step description	Approver	Approval method	Document created
Signature of the Professional Report (interim or final) or Corrections or Clarifications Provided to It with Regard to <u>Scholarship or Mobility Tender</u>						
0.	Finalisation of the professional report (interim or final) or corrections or	Project Manager (institutional coordinator	Preparation of the documentation for signature	DAA Director or consultant appointed by the DAA Director	signature by the DAA Director	Professional report (interim or final) or corrections or clarifications provided to it with regard to scholarship or mobility tender approved by the DAA

No.	Process	Task owner	Process step description	Approver	Approval method	Document created
	clarifications provided to it with regard to scholarship or mobility tender	subject to programme)				
1.		DAA Director or consultant appointed by the DAA Director	Forwarding the documentation for signature by the DDP Director if EPTK is involved	DDP Director if EPTK is involved	signature by the DDP Director if EPTK is involved	Professional report (interim or final) or corrections or clarifications provided to it with regard to scholarship or mobility tender approved by the DAA, (the DDP)
2.		DAA Director or consultant appointed by the DAA Director (DDP Director or project assistant / coordinator appointed by the DDP Director)	Forwarding the documentation for signature by the Chancellor	Chancellor	signature by the Chancellor	Professional report (interim or final) or corrections or clarifications provided to it with regard to scholarship or mobility tender signed by the Chancellor
3.		Head of CO or consultant appointed by the head of CO	Forwarding the documentation for signature by the Rector	Rector (or Programme Consultant dependant on the Programme, e.g. Chair of the UDHC)	signature by the Rector (or Programme Consultant dependant on the Programme, e.g. Chair of the UDHC)	Professional report (interim or final) or corrections or clarifications provided to it with regard to scholarship or mobility tender duly signed by the University of Pannonia
4.	Forwarding the professional report (interim or final) or corrections or clarifications provided to it with regard to	Rector's Office		-	-	-

No.	Process	Task owner	Process step description	Approver	Approval method	Document created
	scholarship or mobility tender duly signed by the University of Pannonia to the DAA					