Pannon Egyetem
University of Pannonia

Chancellor's Directive No. 6/2025. (XII.16.)
On the Rules of Stamp Usage

Based on the authorisation granted in Section (2) of Article 8 of the Organisational and Operational Rules (hereinafter referred to as the "**OOR**") adopted by the Senate of the University of Pannonia (hereinafter referred to as the "**University**"), I hereby specify the rules of stamp usage at the University as set out in this Directive.

1. Purpose and scope of the Directive

(1) The purpose of this Directive is to review the stamps currently in use at the University and to define the types of stamps that may be used at the University, as well as the rules governing their procurement, registration, use and disposal.

(2) The territorial scope of this Directive extends to the University's registered seat and all of its campuses.

(3) The personal scope of this Directive extends to all faculties, comprehensive organisational units and organisational units of the University, as well as all persons who are employed by the University or are engaged in any other work-related legal relationship and who are authorised to use stamps under this Directive, and who participate in the administration related to stamps. The personal scope of this Directive also extends to the University Doctoral and Habilitation Council, the Doctoral Schools, the University's Scientific Students' Associations Council, the Radiation Protection Service, the Works Council, the SUUP and the DSUUP.

(4) This Directive does not apply to electronic stamps and their use as regulated in the University's Regulation on the Use of Electronic Signatures and Electronic Stamps.

2. Regulatory background of the Directive

(1) This Directive has been issued on the basis of the provisions of the following legislation and University regulations:

a) Government Decree No. 335/2005 (XII.29.) on the general requirements for records management of bodies performing public functions,

b) Act CCIV of 2011 on National Higher Education,

c) Organisational and Operational Rules of the University of Pannonia, Part I – Organisational and Operational Rules of Procedure,

d) Document Management Regulation of the University of Pannonia,

e) Regulation of Powers and Competence Relating to Financial Management.

3. Interpretative provisions

(1) Definitions of terms used in this Directive:

a) **Official correspondence:** any written communication – in paper-based or electronic form – issued or sent in the name of and on behalf of the University for the purpose of official administration or contact, addressed to external or internal recipient(s).

b) **Authorisation for issuance:** the approval of a reviewed and finalised document and its authorisation for dispatch by a person entitled to authorise issuance, during which the authorised person signs the document and affixes a stamp, thereby confirming that its content reflects the official position of the organisation and that the document may be issued.

c) **Authorising signatory:** the person who, on behalf of the organisation, is entitled to approve, sign and authorise the issuance of a reviewed and finalised document. The right of authorisation is vested in the Rector and the Chancellor, who may delegate this authority in accordance with the University's applicable internal regulations.

d) **Commitment:** an official written declaration made in the name of the University, acting as a legal entity, which entails financial or economic consequences; creates a payment obligation, results in the acceptance

of revenue or gives rise to another pecuniary obligation. Commitments are made exclusively in the name of the University; faculties, comprehensive organisational units, and organisational units do not possess independent legal capacity.

e) **Person authorised to undertake commitments:** the Rector, the Chancellor or – within delegated authority – a person employed by the University and authorised in writing by them, in accordance with the Regulation of Powers and Competence Relating to Financial Management.

4. Types of stamps used at the University

(1) At the University, round stamps, long stamps, name stamps and other administrative stamps may be used in accordance with the provisions set out in this Directive.

5. Round stamps

(1) Types of round stamps:
   a) round stamp bearing the Coat of Arms of Hungary,
   b) round stamp bearing the University's coat of arms.

(2) Round stamps may be used in official correspondence, for issuing official documents, for undertaking financial commitments and for authorisations. The diameter of round stamps is 35 mm, except for the stamps used on diplomas, which have a diameter of 26 mm.

(3) Round stamps may be used by employees authorised to sign and issue documents and to undertake commitments, as well as by person(s) authorised by them in writing to use the round stamp, as specified in Annex 4.

(4) In addition to those specified in Section (3), heads of the units referred to in Subsection (3) of Section 1 shall also be entitled to use round stamps bearing the University's coat of arms, where such use is indispensable for the operation of the given unit – exclusively for the purposes of official correspondence or administration – in order to ensure clear identification, in particular in the case of the following units: Doctoral School, University

Scientific Students' Associations Council, Dean's Office, University Centre Secretariat. The use of such round stamps serves solely to identify the given unit and does not create any legal effect with regard to authorisation for issuance or undertaking commitments.

(5) Only the information specified in Subsections (6), (8), (9) and (12)–(15) of Section 5 of this Directive may be displayed on round stamps.

(6) In the imprint of round stamps bearing the coat of arms of Hungary, the name of the University shall be indicated in printed capital letters on the upper outer arc, and the designation of the registered seat/site on the lower outer arc. One separating asterisk shall appear between the texts on the upper and lower arcs. The coat of arms of Hungary shall be placed in the center of the stamp. In the cases set out in paragraphs f) and g) of Subsection (7) of Section 5, the name of the faculty or comprehensive organisational unit using the stamp, as defined in the OORP, shall be indicated in printed lowercase letters on the upper inner arc. In the cases set out in paragraphs b) to (e) of Subsection (7) of Section 5, the title of the managerial position shall be indicated on the lower inner arc. In the cases set out in paragraphs f) and g) of Subsection (7) of Section 5, the position of the head of the faculty/comprehensive organisational unit shall be indicated on the lower inner arc.

(7) The following stamps used at the University shall bear the Coat of Arms of Hungary:
   a) the University's stamp,
   b) the Rector's stamp,
   c) the Vice Rector's stamp,
   d) the Chancellor's stamp,
   e) the Vice Chancellor's stamp,
   f) the Dean's stamp,
   g) the stamp of the head of the comprehensive organisational unit.

(8) The stamp of the University of Pannonia shall contain the elements described in Subsection (6) of Section 5, with the addition that the lower inner arc of the round stamp shall be marked with Arabic numbering on the imprint surface below the coat of arms. The use of the stamp of the University of Pannonia is mandatory on documents specified in the relevant legislation and internal regulations.

(9) In justified cases, the head of a comprehensive organisational unit may decide to use a round stamp bearing the coat of arms of Hungary without indicating the managerial position. (In such a case, contrary to Subsection (6) of Section 5, the lower inner arc of the round stamp shall not indicate the position of the head of the comprehensive organisational unit.) In this case, the round stamp numbered 1 shall be the stamp of the head of the comprehensive organisational unit, and the subsequently numbered stamps shall be used by designated staff members of the comprehensive organisational unit.

(10) Apart from the round stamps bearing the coat of arms of Hungary listed in Subsections (7) to (9) of Section 5, no other stamp may bear the coat of arms of Hungary.

(11) With the exception of those specified in Subsection (7) to (9) of Section 5, round stamps bearing the University's coat of arms shall be used at the University.

(12) In the imprint of round stamps bearing the University's coat of arms, the name of the University shall be indicated in printed capital letters on the upper outer arc, and the designation of the registered seat/site on the lower outer arc. One separating asterisk shall appear between the texts on the upper and lower arcs. The University's coat of arms shall be placed in the centre of the stamp. The name of the organisational unit using the stamp, as defined in the OORP, shall be indicated in printed lowercase letters on the inner arc. If the name of the organisational unit appears on the upper inner arc, the position of the head of the organisational unit may be indicated on the lower inner arc. If the lower inner arc indicates Vice Dean / Deputy Director General of the University Centre / Dean's Office / University Centre Secretariat, then the designation of the faculty/university centre shall be indicated on the upper inner arc.

(13) In addition to what is set out in Subsection (4) of Section 5, the following shall also be entitled to use a round stamp bearing the University's coat of arms with the content specified in Subsection (12) of Section 5:

a) the University Doctoral and Habilitation Council,
b) the Doctoral School,
c) the University Scientific Students' Associations Council,
d) the Works Council,
e) SUUP,
f) DSUUP,

g) the Radiation Protection Service,

with the deviation that the precise name of the Council/Doctoral School/Union/Radiation Protection Service shall be indicated in printed lowercase letters on the inner arc of the stamp.

(14) If multiple copies of the same round stamp are in use, each copy shall be marked with Arabic numbering, with the number placed on the imprint surface below the coat of arms. The round stamp numbered 1 shall be the stamp of the head of the organisational unit/unit, and the subsequently numbered stamps shall be used by designated staff members of the organisational unit/unit.

(15) In the case of a foreign-language round stamp, the same rules shall apply as for the Hungarian-language round stamp.

6. Use of round stamps

(1) The safekeeping and use of round stamps shall be arranged in such a manner as to prevent them from coming into the possession of unauthorised persons and to prevent their unauthorised use, disappearance or loss.

(2) In the event of any change in the person(s) authorised to use a round stamp or designated to safeguard it, the unit referred to in Subsection (3) of Section 1 of this Directive shall immediately finalise the round stamp registration sheet by indicating, in the field 'end of validity of round stamp use and reason thereof', the fact and date of the change, and shall complete a new registration sheet reflecting the updated data. Registration sheets relating to the same round stamp shall be filed by the unit using the stamp in accordance with records management rules, placed next to each other or cross-referenced. Following the disposal of the round stamp, the registration sheet shall be retained by the unit that previously used the stamp, in accordance with records management rules, as a record of permanent value.

(3) Any disappearance or loss of a round stamp shall be reported immediately in writing by the head of the unit to the Head of the Chancellor's Office.

(4) The Head of the Chancellor's Office shall promptly investigate the circumstances of the disappearance or loss of the round stamp (hereinafter

referred to as "**Investigation**") and shall prepare minutes of the Investigation (hereinafter referred to as "**Investigation Report**") in accordance with Annex 6. The Investigation Report shall be sent to the head of the unit authorised to use the lost or missing round stamp and to the Head of the Procurement Department.

(5) On the basis of the Investigation Report, the Chancellor's Office shall immediately publish a public notice of the disappearance or loss of the round stamp and shall at the same time inform the public that the round stamp has been invalidated. The date of invalidation shall be indicated in the notice.

(6) Round stamps bearing the coat of arms of Hungary or that of the University may only be used on official documents and instruments issued in the name of the University.

(7) The heads of all units listed in Subsection (3) of Section 1 shall be responsible for compliance with the rules on stamp use. In this context, they shall ensure that employees are informed of these rules and that compliance is monitored. In the event of a breach of the rules, liability shall be enforced, including for any damage caused to the University.

7. Long stamps, name stamps and other administrative stamps

(1) Long stamps (address stamps, letterhead stamps) and other administrative stamps serve to facilitate administration and office procedures.

(2) Administrative stamps may be used in official correspondence, on issued documents and for certifying copies of documents.

The following may be used as administrative stamps:

a) registration stamp,

b) registration and filing stamp,

c) date stamp,

d) certification stamp,

e) stamps used for dispatching return receipts, and

f) name stamps containing a printed name.

(3) Long stamps may not be used in official correspondence and are not suitable for issuing documents or undertaking commitments. An exception, based on the requirement of the Hungarian State Treasury, is the long stamp bearing the designation "Social Security Paying Office – University of Pannonia," the imprint of which also includes the name, address and registration number of the University. As a paying office, the University of Pannonia is required to affix this paying office stamp imprint to all documents it issues relating to social security benefits (certificates, orders, decisions, etc.).

(4) Long stamps may be used by faculties, comprehensive organisational units, organisational units and units not qualifying as organisational units, as listed in the applicable OORP.

(5) A name stamp is a stamp facilitating identification of the signed name and contains the name of the signatory in printed form. The use of a name stamp is mandatory in cases where the name of the signatory is not pre-printed/completed on the document, and next to the initials of the person initialing the document.

8. Ordering, replacement and substitution of stamps

(1) The procurement of round stamps bearing the coat of arms of Hungary or that of the University may be carried out exclusively by the Procurement Department operating within the organisational framework of the Directorate of Legal Affairs and Procurement (hereinafter referred to as the "**Procurement Department**"); independent procurement is not permitted.

(2) Persons authorised to use round stamps may request a round stamp, replacement of an existing round stamp or substitution of a lost or missing round stamp by completing the form specified in Annex 1 to this Directive.

(3) In the case of round stamps bearing the coat of arms of Hungary, procurement shall be authorised by the Chancellor or by a person designated by the Chancellor in writing. Such authorisation also constitutes the Chancellor's consent.

(4) Procurement of round stamps bearing the University's coat of arms shall be authorised as follows:

a) in the case of an organisational unit within a faculty: by the Dean;

b) in the case of an organisational unit within a University Centre: by the Director General of the University Centre;
c) in the case of an organisational unit within the academic organisation not belonging to a faculty or University Centre, as well as in the case of the University Doctoral and Habilitation Council, the Doctoral Schools and the University Scientific Students' Associations Council: by the Rector;
d) in the case of an organisational unit within the Chancellor's organisation, as well as the Works Council, the SUUP, the DSUUP and the Radiation Protection Service: by the Chancellor.

(5) Procurement of a round stamp bearing the University's coat of arms does not require the Chancellor's authorisation, except in the case specified in paragraph d) of Subsection (4) of Section 8.

(6) The unit requesting or initiating the procurement, as referred to in Subsection (3) of Section 1, shall, after authorisation, send the completed and registered round stamp request form, countersigned and accompanied by proof of budget coverage, signed and scanned, to the email address beszerzes@uni-pannon.hu. The original copy of the round stamp request form shall be retained by the requesting unit in accordance with the provisions of the Document Management Regulation of the University of Pannonia.

(7) Long stamps, name stamps and other administrative stamps shall be ordered using the form specified in Annex 2 to this Directive. Following registration, the requesting unit shall send the completed form, countersigned and accompanied by proof of budget coverage, signed and scanned, to the email address beszerzes@uni-pannon.hu. The original copy of the stamp request form shall be retained by the requesting unit in accordance with the provisions of the Document Management Regulation of the University of Pannonia. The Chancellor's authorisation is not required for ordering long stamps, name stamps or other administrative stamps.

(8) The completed round stamp shall be acknowledged by the requesting unit on the round stamp imprint registration sheet specified in Annex 3, as administered by the Procurement Department.

(8) The costs of procuring any type of stamp shall be charged to the budget of the requesting unit.

9. Registration obligation

(1) An up-to-date and accurate register shall be maintained of the imprints of all round stamps in use at the University.

(2) The round stamp imprint register specified in Annex 3 to this Directive shall be maintained by the Procurement Department. The register shall contain the imprint of the round stamp, the name of the unit using the round stamp, the name and signature of the recipient, the date of receipt, and the end date of the validity period of the round stamp, including the reason.

(3) The unit requesting the round stamp shall keep a record of the person(s) authorised to use the round stamp and the person(s) entrusted with its safekeeping, in accordance with Annex 4 to this Directive. The head of the unit shall be responsible for maintaining this register. The register shall include the imprint of the round stamp, the name(s) of the person(s) authorised to use it, the name(s), signature(s) and acknowledging receipt of the employee(s) responsible for safekeeping, the date of receipt, as well as, when applicable, the end date and reason for the validity of the round stamp's use.

(4) Long stamps, name stamps and other administrative stamps are not subject to registration. An exception is the long stamp bearing the imprint "Social Security Paying Office – University of Pannonia," which is subject to the registration obligation set out in Subsections (1) to (3) of Section 9.

10. Disposal and invalidation

(1) Stamps that have become unfit for their intended use due to damage or any other reason, or that are no longer suitable for further use due to changed circumstances (e.g. changes in designation or purpose), shall be disposed of.

(2) A disposal request shall be submitted to the Logistics Department operating within the organisational framework of the Directorate of Legal Affairs and Procurement (hereinafter referred to as the "**Logistics Department**"), using the Stamp Disposal Request Form set out in Annex 5

to this Directive, duly signed and registered, in two copies. The stamp to be disposed of, or its ink pad, shall be attached to the request form.

(3) Receipt of the stamp to be disposed of, or its ink pad, shall be acknowledged by an employee of the Logistics Department by signing (indicating name and date) the two completed, signed, and registered copies of the request form. One copy shall be retained by the Logistics Department and one by the unit initiating the disposal, in their records.

(4) The Logistics Department shall destroy the stamp or its ink pad handed over for disposal.

(5) The Logistics Department shall notify the Procurement Department of the date of receipt of the round stamp for disposal for the purpose of recording it in the round stamp imprint register.

(6) Invalidation of a lost or missing round stamp shall be recorded in the register maintained pursuant to Annex 4 to this Directive by the unit referred to in Subsection (3) of Section 1, by indicating the fact and date of invalidation in the field “end of validity of round stamp use and reason thereof.”

(7) If a lost or missing round stamp is recovered after invalidation, the rules on disposal shall apply.

(8) New stamps may be ordered in place of disposed ones in accordance with Section 8 and based on actual necessity.

11. Final provisions

(1) Following the review of round stamps used at the University, and where justified, it shall be ensured that round stamps compliant with the applicable OORP and this Directive are procured.
Deadline: 30th January 2026, and thereafter on an ongoing basis

(2) It shall also be ensured that round stamps not compliant with this Directive are handed over for disposal.
Deadline: 30th January 2026

(3) Responsibility for completing the tasks set out in Subsections (1) and (2) and for observing the deadlines lies with the Deans of all the faculties, the heads of comprehensive organisational units, the heads of organisational units, the Chair of the University Doctoral and Habilitation Council, the heads of the Doctoral Schools, the Chair of the University Scientific Students' Associations Council, the Head of the Radiation Protection Service, the Chair of the Works Council, the President of the SUUP and the President of the DSUUP.

(4) This Directive shall enter into force on the day of its promulgation and shall remain valid until revoked.

(5) The provisions of this Directive shall apply after it has entered into force.

(6) Upon the entry into force of this Directive, Chancellor's Directive No. 2/2023 (I.16.) on the Rules of Stamp Use shall be repealed.

Annexes:

Annex 1: Round Stamp Request Form
Annex 2: Long, Name and Other Administrative Stamp Request Form
Annex 3: Round Stamp Imprint Registration Sheet
Annex 4: Registration Sheet for the Use and Safekeeping of Round Stamps
Annex 5: Stamp Disposal Request Form
Annex 6: Investigation Report Template

Dated in Veszprém, on 16th December 2025

Zsolt Csillag m.p.
Chancellor

Person responsible for the maintenance of this Chancellor's Directive: Head of the Chancellor's Office