



Pannon Egyetem
University of Pannonia

INSTITUTE OF PHYSICAL EDUCATION AND SPORTS

ORGANISATIONAL AND OPERATIONAL RULES OF PROCEDURE

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of Physical Education and Sports

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

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The Organisational and Operational Rules of Procedure (hereinafter referred to as: “IPES OORP”) of the Institute of Physical Education and Sports (hereinafter referred to as: “IPES”) established by the University of Pannonia (hereinafter referred to as: “University”) on the basis of the Organisational and Operational Rules (hereinafter referred to as: “OOR”), Part I Organisational and Operational Rules of Procedure (hereinafter referred to as: “OORP”) approved by the Senate of the University of Pannonia and adopted by the Foundation for the University of Pannonia as operator exercising founders’ and ownership rights (hereinafter referred to as: “Operator”) and on the basis of the resolution by the Board of Trustees on the rules of procedure for adopting the regulations of the University of Pannonia by the Board of Trustees are as follows:

Chapter I

GENERAL PROVISIONS

1.§

IPES OORP

(1) The IPES OORP, in consideration of what is written in Act CCIV of 2011 on National Higher Education (hereinafter referred to as “NHEA”) and the University’s Organisational and Operational Rules, includes and defines the educational and scientific research tasks of the IPES, the functional responsibilities and the scope of authority of the management of the IPES, the rules of representation, the organisational structure of the IPES, the distribution of authority, the rules of operation and cooperation with other institutes, the rules of fulfilling other duties specified by the IPES and other

provisions belonging to the IPES OORP in accordance with the relevant laws.
The IPES OORP is adopted by the Senate.

2.§

Information on the IPES

- (1) Name of the Institute: Institute of Physical Education and Sports of the University of Pannonia.
- (2) Identification data of the Institute:
 - a) abbreviated name: UP-IPES
 - b) registered office: 8200 Veszprém, Egyetem street 10.
- (3) In accordance with the Chancellor's Directive on the rules of stamp use, the IPES is entitled to use the round seal with the coat of arms of Hungary on it on its official documents, indicating the name and registered office of the IPES.
- (4) The round seal of the IPES:
 - a) the coat of arms of Hungary in the middle,
 - b) upper outer circle: "University of Pannonia"
 - c) upper inner circle: "Institute of Physical Education and Sports"
 - d) lower outer circle: "Veszprém"
 - e) lower inner circle: "Director".
- (5) The Institute of Physical Education and Sports is a comprehensive organisational unit with financial responsibilities which carries out educational, research and the related service activities.
- (6) The IPES is represented by its Director.
- (7) Coat of arms of the IPES: The format of the coat of arms is similar to that of the University of Pannonia. The basic colours are blue and white.

Inscription: “University of Pannonia” and “Institute of Physical Education and Sports”. The symbols depict the dominant sports pursued at the university (balls, rowing). The coat of arms is shown in Annex 1.

Chapter II

THE DUTIES OF THE IPES

3.§

IPES duties

- (1) The IPES carries out educational and research tasks in accordance with this OORP and performs health improvement activities in accordance with the relevant law, promoting regular exercise sports activities, and organises and manages free time sports activities for the students, ensuring that the necessary conditions are present.
- (2) It ensures that quality sporting programmes are provided for the students during each term and that the university's sport concept is properly implemented.
- (3) The IPES implements its sport concept by adopting the Hajós Alfréd Plan developed by the Hungarian University Sports Federation as a starting point for university sports programmes.
- (4) The IPES acts as a professional coordinator for the work of educators, researchers and teachers taking part in implementing the physical education and sports activities of the University at the various locations.
- (5) The educational duties of the institute:
 - a) It organises and manages the educational and training tasks related to the physical education of university students, performing the administrative activities necessary for this.
 - b) It defines curricular standards and guidelines for compulsory physical education. In case of any change in the curriculum affecting these standards and guidelines, consultations must be conducted with the IPES – the IPES takes part in the process of curriculum adjustments relating to the subject of physical education right from the preparatory phase and is

present as a guest at the meetings of the Faculty Council where decisions are made.

c) It conveys theoretical and practical knowledge necessary for leading a healthy lifestyle.

d) It carries out educational and organisational tasks in development and other programmes relating to other organisational units of the University.

(6) The IPES operates the sports facilities used for performing its duties – and it engages in the commercial utilisation of them in the form of leasing or providing sports services in the period beyond its duties undertaken in Section (1). It manages the revenue it generates in accordance with the relevant regulations.

4.§

The Organisation of the IPES

(1) With its professional independence, independent management, decentralised management structure and financial management responsibility regarding the income generated from the activities listed in 3. §, the IPES is a comprehensive organisational unit of the University. The IPES performs the duties specified in the relevant laws, the OOR and other university regulations.

(2) The employer's rights over the employees of the IPES are exercised by the Rector who may assign this role in accordance with the relevant Rector's Directive.

(3) The institute is managed by the Director who is appointed by the Rector and qualifies as an executive employee.

5.§

The Director of the IPES

(1) The Director of the IPES shall be selected by open competition and appointed by the Rector.

(2) The tasks and scope of authority of the Director:

a) to represent the IPES before the university, central university and faculty bodies and leaders and also ouIPESde the institute upon authorisation;

b) to manage the human resources functions of the IPES;

c) in relation to the duties falling within the scope of his/her responsibility, the Director of the Institute of Physical Education and Sports shall direct the

performance of the duties of the staff assigned to him/her at the University's registered seat and all of its premises, following the professional framework defined by him/her and in accordance with the Rector's instruction on the procedure for the exercise of the employer's rights;

- d) liaise with the Student Self-Government and the Doctoral Student Self-Government of the University of Pannonia;
 - e) the coordination of the university sport concept with the University Campuses and University Centres;
 - f) to perform other duties and exercise other powers laid down by law, university regulations and other university regulations.
- (3) The Rector shall exercise the employer's rights over the Director.
- (4) The rights and obligations of the Director:
- a) Organises and manages the teaching and research work of IPES.
 - b) Decides and initiates decisions on teaching, educational, economic and other matters concerning the IPES and exercises powers of commitment in accordance with the Regulation of Powers and Competence Relating to Financial Management.
 - c) Defines the tasks of the staff assigned to him/her at the University's registered seat and all of its premises, and prepares the job descriptions of the staff of the IPES.
 - d) Directs and supervises the management of the IPES.
 - e) Supervises and promotes the professional development of the staff of the Institute, contributes to the implementation of development plans, the training of junior academic staff and makes proposals for recruitment, salary increases, rewards and awards.

- f) Holds an institutional meeting to evaluate the IPES's activities and define its future tasks.
- g) Implements and enforces the decisions and resolutions of the University's governing bodies and managers concerning the IPES.
- h) Conducts consultations with the University Campuses and the University Centres in order to coordinate and implement the sport concept.
- i) Carries out the tasks incumbent upon him/her in connection with occupational safety and health, fire and property protection.

Chapter III
TRANSITIONAL AND FINAL PROVISIONS

6.§

Scope of these Organisational and Operational Rules of Procedure

(1) The scope of these Organisational and Operational Rules of Procedure are limited to

- a) the organisation of the IPES,
- b) the teachers, scientific researchers and students of the IPES as well as the staff and other employees directly taking part in educational and scientific research programmes and the implementation of the duties of the IPES.

(2) These Organisational and Operational Rules of Procedure of the IPES enter into force on 3rd June 2024, following their adoption by the Senate. At the same time, the IPES Organisational and Operational Rules of Procedure adopted on 28th October 2021 by Senate Resolution 166/2021. (X.28.) cease to have effect.

Place and date: Veszprém, 22nd May 2024

Dr. László Edvy
Director

Adopted by the Senate through its Senate Resolution 100/2024. (V.22.):

Dr. András Gelencsér
Rector

Zsolt Csillag
Chancellor

Annex 1

Coat of arms of the Institute of Physical Education and Sports:

