



UNIVERSITY OF PANNONIA

**INSTITUTE OF PHYSICAL
EDUCATION AND SPORTS**

**ORGANISATIONAL AND OPERATIONAL
PROCEDURES**

Adopted by the Senate on: **28th October 2021**

Resolution number: **Senate Resolution 166/2021 (X.28.)**

Effective date: **5th November 2021**

Person responsible for maintenance of the regulation: **Director of the Institute of
Physical Education and Sports**

TABLE OF CONTENTS

TABLE OF CONTENTS.....	2
Chapter I.....	4
GENERAL PROVISIONS	4
<i>1.§ IPES OOP</i>	<i>4</i>
<i>2.§ Information on the IPES.....</i>	<i>4</i>
Chapter II	6
THE DUTIES OF THE IPES	6
<i>3.§ IPES duties</i>	<i>6</i>
<i>4.§ The Organisation of the IPES</i>	<i>7</i>
<i>5.§ The Director of the IPES</i>	<i>7</i>
<i>6.§ Council of the Institute.....</i>	<i>8</i>
Chapter III.....	9
TRANSITIONAL AND FINAL PROVISIONS	9
<i>7.§ Scope of these Organisational and Operational Procedures</i>	<i>9</i>
Annex 1	10

The organisational and operational procedures (hereinafter referred to as: IPES OOP) 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 Procedures (hereinafter referred to as: OOP) approved by the Senate 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 OOP

(1) The IPES OOP, in consideration of what is written in 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 OOP in accordance with the relevant laws. The IPES OOP is adopted by the Senate on the basis of the supporting proposal of the Council of the IPES.

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 u. 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"

- (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 tasks in accordance with this OOP 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 sports concept is properly implemented.
- (3) The IPES implements its sports 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 system 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.
- (4) 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 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 outside the institute upon authorisation;
 - b) to manage the human resources functions of the IPES;
 - c) to exercise work organisation rights over the employees of the Institute in accordance with the General Employment Standards and Guidelines;
 - d) to manage and supervise the activities of the people employed by the IPES;
 - e) to keep in touch with the Students' Union and the Self-Government of Doctoral Students at the University of Pannonia;
 - f) to make preparations for the meetings of the Institute's Council and ensure that the decisions made there are implemented;
 - g) to perform other tasks and exercise the authority specified in the relevant laws, university regulations and other university policies.
- (2) The employer rights over the Director are exercised by the Rector.
- (3) The rights and obligations of the Director:
 - a) Represents the IPES before the university, the central university and the faculty bodies and leaders.

- b) Organises and manages the teaching and research activities carried out in the IPES.
- c) Makes decisions or initiates the decision-making process in educational, economic and other issues relating to the IPES. Exercises the right to make commitments and assignment rights in accordance with the relevant regulations.
- d) Defines the tasks of his or her staff and prepares the job descriptions of the people employed by the IPES.
- e) Manages and supervises the business management of the IPES.
- f) Monitors and promotes the professional development of the employees of the institute, takes part in the implementation of development plans and the teacher and scientific talent programmes and makes proposals for hiring issues, appointments, pay rises, rewards and prizes.
- g) Conducts meetings at the institute where he or she assesses the activities of the IPES and defines further tasks.
- h) Executes the decisions and resolutions made by the University's management bodies and leaders on the IPES and ensures such decisions and resolutions be executed.
- i) Fulfils his or her tasks in connection with workplace safety, fire prevention and asset protection.

6.§

Council of the Institute

- (1) The members of the Institute's Council are employees of the IPES. The educators, researchers and teachers taking part in the implementation of the University's physical education and sports activities at the various locations have a standing invitation to the Council.
- (2) The Institute's Council is responsible for supporting executive decision-making. It is recommended to convoke the Council when preparations need to be made for decisions on the organisational and operational procedures of the institute.
- (3) The Institute's Council forms an opinion on the following:
 - a) educational materials to be introduced or modified,
 - b) executive summary on the Institute's activities,
 - c) study schedule and event calendar of the institute for the current term,
 - d) the development plan of the institute.

Chapter III

TRANSITIONAL AND FINAL PROVISIONS

7.§

Scope of these Organisational and Operational Procedures

- (1) The scope of these Organisational and Operational Procedures is 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 Procedures of the IPES enter into force on 5th November 2021, following its approval by the Senate. At the same time, the IPES Organisational and Operational Procedures adopted on 27th May 2021 by Senate Resolution 83/2021 (V.27.) cease to have effect.

Place and date: Veszprém, 28th October 2021

Dr. László Edvy
Director

Approved by:

Dr. András Gelencsér
Rector

Zsolt Csillag
Chancellor

based on **Senate Resolution 166/2021 (X.28.)**.

Annex 1

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

