Pannon Egyetem
University of Pannonia

Joint Directive No. 1/2025. (I.9.) of the Rector and the Chancellor on the Process of Concluding Contracts for Teaching Services at the University of Pannonia

For the deans of all the faculties, all heads of comprehensive organisational units and heads of organisational units

I. Purpose of the Directive

The transparent and regulated management of contracting with external lecturers.

II. Organising teaching schedules for the upcoming semester and capacity planning

The head of the faculty, comprehensive organisational unit and organizational unit, the course coordinator and the lecturer agree on the teaching capacities for the next semester, during weeks 6–9 of the study semester preceding the semester to be planned , fully complying with the provisions of Act CCIV of 2011 on National Higher Education (hereinafter referred to as the "**NHEAct**") and the Employment Requirement System of the University of Pannonia effective from 1st January 2025 (hereinafter referred to as the "**ERS**").

The relevant provisions of the NHEAct (Articles 26 and 34):

The lecturer is required to dedicate, from their total weekly working hours – averaged over two consecutive academic semesters – at least eight hours per week in a university or college professor position, at least ten hours per week in an associate professor position, and at least twelve hours per week in assistant professor, assistant lecturer or master teacher positions to hold lectures, seminars, practical sessions, or consultations aimed at preparing students (hereinafter referred to as "**teaching time**").

The employer may, in accordance with the provisions set out in the ERS, increase the time devoted to teaching by up to forty percent or reduce it by up to twenty-five percent. The principles for determining teaching time must be defined in the ERS. Any reduction or increase may apply for a continuous period of no more than two semesters.

For employees in a teaching position, the time allocated for teaching averages twenty hours per week over two academic semesters. The employer may, in accordance with the provisions set out in the ERS, increase or decrease the teaching time by fifteen percent, with the condition that, at a higher education institution, the teaching time per teacher in a teaching position may not be less than eighteen hours per week on average over two academic semesters.

The ERS supplements the provisions of the NHEAct as follows (Articles 30 and 31):

The rules on teaching load are summarised in the following table:

Position	mandatory minimum teaching hours (full-time, hours/week)	maximum teaching hours allowed (full-time, hours/week)	mandatory minimum teaching hours for a 50-50% workload split (full-time, hours/week)
university professor	8 hours	10 hours	4 hours
associate professor	10 hours	12 hours	5 hours
senior lecturer	12 hours	14 hours	6 hours
assistant lecturer	12 hours	14 hours	6 hours
master teacher	12 hours	14 hours	6 hours
language teacher	20 hours	22 hours	10 hours
P.E. teacher	20 hours	22 hours	10 hours
researcher	0 hours	NA	NA

The following can be counted as consultancy: up to 2 hours per student per week, maximum 4 hours per week for PhD thesis supervision; half an hour per student per week, maximum 2 hours per week for bachelor's and master's thesis consultancy; and half an hour per student per week, maximum 1 hour per week for Students' Research Societies paper consultancy (a student with a given thesis can only count for a maximum of two semesters – the semester of the Conference of Students' Research Societies and the semester before).

In duly justified cases, the supervisor may, in a letter of appointment, initiate an 40% increase in the maximum teaching time or a 25% reduction in the minimum teaching time for people employed in lecturer positions. The continuous period of reduction or increase may not exceed two semesters.

Lecturers with management responsibilities will be partially exempted from completing the required teaching time as follows:

a) the Rector or Vice Rector may be exempted from 80% of the teaching hours required for his or her lecturer position,
b) the Dean, the Director of the University Centre and the Campus Director may be exempted from 60% of the teaching hours required for their lecturer position,

c) the Vice Dean, Vice Director of the University Centre, the head of a comprehensive organisational unit in the academic area and employees employed in a lecturer position in addition to a managerial position within the Chancellor's organisation may be exempted from 50% of the teaching hours required for their lecturer position.

The use of the exemption is not compulsory, and exemptions cannot be combined in the case of several managerial posts. The exemption must be initiated by means of a letter of appointment.

Based on the above regulations, the teaching load (time allocated for teaching) consists of the sum of two main categories:

- Contact hours (classroom teaching time)

  Average weekly hours: full-time teaching hours / 14 weeks + part-time teaching hours / 14 weeks

- Consultation (supervision): 0.5 hours per undergraduate student, up to a maximum of 2 hours + 2 hours per PhD student, up to a maximum of 4 hours

Beyond these, no additional hours can be counted for activities related to teaching (e.g., mentoring activities, open days, student enrolment activities, etc.).

The method for calculating the average weekly teaching load per semester week in Neptun is included in Annex 1.

III. Approval of demand for lecturers

Any shortage of teaching staff must be reported by the course coordinator/lecturer to the head of the organisational unit. If the report is relevant and the head of the organisational unit can justify the shortage of capacity with valid reasons, the demand for lecturers, supplemented with departmental teaching load data, is forwarded to the Dean/Director General. The faculty/university centre's teaching staff needs are preliminarily decided by the Dean/Director General, while the final approval of the demand for lecturers is given by the Vice-Rector for Education.

IV. Preparation of an engagement contract

Following the Dean's/Director General's approval, the preparation of the engagement contract to be concluded with the lecturer begins. When determining the hourly fee and during the conclusion of the contract, the provisions of the NHEAct and the ERS must also be applied.

The relevant provisions of the NHEAct (Article 25):

a) Employment in a lecturer's position requires at least a master's degree.
b) Teaching duties may be performed under an engagement contract if the nature of the activity allows it, and the time devoted to the work does not exceed sixty percent of full-time employment (hereinafter referred to as a "teaching lecturer").
c) An engagement contract may also be established for occasional, non-regular teaching duties. The higher education institution may conclude an engagement contract with a person employed by it in a civil service or employment relationship for the performance of teaching duties not included in their job description.
d) An engagement contract in a higher education institution may be established or maintained only with a person of clean criminal record, who is not banned from practising any profession which precludes him or her from engaging in the activity covered by the engagement contract.

The ERS supplements the provisions of the NHEAct as follows (Article 71):

Conditions of the employment of a teaching lecturer:

a) no criminal record, and the agent is not banned from practising any profession which precludes him or her from engaging in the activity
b) the lecturer has the required education and professional qualifications (master's degree).

The Contact Person concerned by the teaching duty is obliged to verify the existence of the conditions of employment – master's degree, professional qualification, clean criminal record –, before concluding the contract, and to keep the documents with the organisational unit. A photocopy of the required master's degree must be attached to the contract. An engagement contract may be concluded for both regular and occasional, non-regular teaching activities.

The maximum amount of the fee for classes that may be authorised by the Dean/Director General is HUF 17,000 gross, of which a maximum of HUF 5,000 may be paid from decentralised budgets, and the source for the rest must be designated as a source of own income. Fee for classes higher than HUF 17,000 may be specified for special training courses, paid from own income and only with the Rector's permission and the Chancellor's approval, provided that a preliminary justification is given, including a cost plan for the training programme.

- The hourly fee may not exceed the maximum permitted hourly rate.

Level of education	Hourly fee (HUF/45 minutes, gross)
Higher education vocational training/bachelor's degree programme – in Hungarian (full-time/part-time)	8,000
Master's degree programme – in Hungarian (full-time/part-time)	10,000
Bachelor's/master's degree programme – in English	12,000
PhD programme – in Hungarian	12,000
PhD programme – in English	17,000

Other rules to be considered in connection with the remuneration:

1. The hourly fee must be determined so that it covers all costs arising during the performance of the task (e.g., travel expenses). However, accommodation charges for staying in dormitories or other lodging, as well as meals, are not included in the assignment, so these expenses cannot be part of the hourly fee.
2. The remuneration and its amount for specialised further training programmes are decided by the faculty or university centre, taking into account the specific characteristics and professional requirements of the programme.
3. Teaching activities can only be carried out by lecturers with a valid contract, since only such lecturers can be registered in the Neptun and FIR systems. The contract must always specify remuneration, so teaching without pay is not permitted. Exceptions are made for teaching activities carried out under cooperation agreements.
4. Reasons for no payment:
   a) For courses that convey foundational knowledge, a contract for teaching services is only allowed if teaching cannot be covered at faculty/comprehensive organisational level, and the Rector's approval is obtained. In such cases, teaching capacity shortages may be addressed by involving PhD students in teaching activities, while complying with the provision in point b).[1]
   b) Students taking part in doctoral programmes at the University of Pannonia cannot simultaneously have an employment contract and a contract for teaching services with the University.

[1] Foundational subjects are those courses that are essential for a student to successfully pursue higher-level studies in the field later on, because they provide fundamental theoretical knowledge in the discipline and/or their completion is necessary for mastering other subjects within the field.

c) For teaching in part-time educational programmes, payment of hourly fees is not allowed for individuals already employed in lecturer positions at the University of Pannonia.
d) For guest lecturers (who perform tasks on an occasional basis), a contract for teaching services may not be concluded. However, a contract (for services other than teaching) can be applied for guest lecturers.

V. The process of monitoring engagement contracts

The relevant provisions of the ERS (Article 71):

a) Before the start of a given academic semester, each teaching lecturer must have a signed engagement contract, regardless of the period the contract covers within the semester. Without this, teaching activities may not commence.
b) Contracts for teaching services concluded with lecturers employed in the first semester of the academic year must be submitted to the faculty/comprehensive organisational unit by 15th August, and for the second semester by 15th January, in accordance with Joint Directive No. 5/2024 (VII.16.) of the Rector and the Chancellor.
c) The duration of the contract may not exceed the end of the examination period.
d) Data from the engagement contracts for teaching services are entered into the Neptun system by the DHRM, based on contracts received by the DHRM and signed by all parties.
e) Detailed rules for preparing agency contracts, service contracts, utilisation/usage contracts, invention remuneration agreements and engagement contracts for teaching services to be concluded with individuals are regulated by a joint directive of the Rector and the Chancellor.

VI. Finalisation and execution of the contract

After obtaining approval from all relevant parties, the contract is finalised (signed), and the teaching lecturer may begin teaching under the conditions specified in the agreement.

VII. Final provisions

Person(s) responsible for compliance with this Directive: all staff members engaged in education organisational activities.

This Joint Directive of the Rector and the Chancellor shall enter into force on 9th January 2025 and remain valid until revoked.

Dated in Veszprém, on 9th January 2025

Dr. János Abonyi m.p
Rector

Zsolt Csillag m.p.
Chancellor

Person responsible for the maintenance of this Directive: Vice-Rector for Educational Affairs

Annex:

Annex 1: Sample Calculation of Teaching Hours