



# UNIVERSITY OF PANNONIA

## KŐSZEG CAMPUS

### ORGANISATIONAL AND OPERATIONAL RULES

**Approved by the Senate on:** 9<sup>th</sup> December 2021

**Senate Resolution number:** 208/2021. (XII. 9.)

**Adopted by the Board of Trustees on:** 17<sup>th</sup> December 2021

**Board of Trustees Resolution number:** 84/2021. (12.17.)

**Effective date:** 5<sup>th</sup> January 2022

**Document owner:** Director of the Campus

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*The Organisational and Operational Rules of Procedure of the Kőszeg Campus (hereinafter referred to as: "Campus OORP") issued 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 acting as the 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:*

## **I. GENERAL PROVISIONS**

### **1.§ The Campus OORP**

- (1) The Campus OOR, in consideration of what is written in the OOR and the Organisational and Operational Rules of the Faculties concerned, includes and defines the tasks of the Campus, the functional responsibilities and scope of authority of the management of the Campus, the rules of representation and the rules of cooperation with the faculties. Furthermore, it defines the organisational logics and the distribution of responsibilities within the Campus. The Campus OOR is approved by the Senate and adopted by the Board of Trustees of the Foundation for the University of Pannonia.

### **2.§ Name and data of the Campus**

- (1) Name of the Campus: Kőszeg Campus University of Pannonia  
In German: Güns Campus der Pannonischen Universität
- (2) Identification data of the Campus:
  - a) abbreviated name: UPK
  - b) address: 9730 Kőszeg, Chernel street 14.
- (3) In accordance with the Chancellor's Directive on the rules of stamp use, the Director of the Campus is authorised to use the round seal with the coat of arms of Hungary on it on his or her official documents.
- (4) The Campus Director's seal
  - a) the coat of arms of Hungary in the middle
  - b) upper outer circle: "Pannon Egyetem" (University of Pannonia)
  - c) upper inner circle: "Kőszegi Kampusz" (Kőszeg Campus)
  - d) lower outer circle: "Kőszeg"

- e) lower inner circle: “Kampuszigazgató” (Campus Director)
- (5) Legal status of the Campus: a comprehensive organisational unit with budgetary responsibilities established for the alignment of educational and research activities relating to multiple faculties at the campus of the University.
- (6) The Campus is managed by the Campus Director appointed by the Rector.
- (7) Only organisational units that belong to a faculty may operate at the Campus.

## **II. THE RESPONSIBILITIES, FINANCIAL MANAGEMENT, HUMAN RESOURCES AFFAIRS AND ORGANISATIONAL LOGICS OF THE CAMPUS**

- (1) The task of the Campus is to promote the educational offering of the degree programmes included in the training portfolio of the University’s Faculties in the catchment area of the Campus. This activity covers the fields of higher level vocational education, bachelor’s degree programmes, master’s degree programmes and postgraduate specialist training courses in accredited educational categories. With the help of the professional support of the faculties, the Campus meets regional demands as well by providing short-cycle training programmes (courses, trainings, consultation services, coaching, etc.).
- (2) The Campus considers scientific research as well as project and consultation activities dealing with solutions to theoretical and practical problems as a duty that is of equal rank with providing degree and training programmes and takes an active role in the activities of the Faculties that are competent from a professional point of view.
- (3) Financial management and other responsibilities:
  - a) The Campus is subject to the relevant provisions of the law and the University regulations.
  - b) In the course of performing its duties, the Campus cooperates with other university and educational institutes and other institutes engaged in scientific research, development and planning, economic entities and enterprises from Hungary and abroad, under the support of the faculties that are competent from a professional point of view.

- (4) Human resources affairs:
- a) The primary employer's rights and wage management rights over as well as the right to give instructions to the Campus Director are exercised by the Rector,
  - b) The primary employer's rights and wage management rights over those employed at the Campus are exercised by the Rector, while the right to give instructions to them is exercised by the Campus Director.
- (5) Institutes, research institutes/research centres and departments belonging to a faculty may operate within the Campus.

### **III. MANAGEMENT OF THE CAMPUS**

- (1) Director of the Campus:
- a) The Campus is managed by the Campus Director appointed by the Rector. The Campus Director qualifies as an executive. The work of the Campus Director may be assisted by a Deputy Director.
  - b) The Campus Director represents the Campus before the university and departmental bodies and executives and also outside the institute upon authorisation.
- (2) The responsibilities of the Campus Director:
- a) brings together and coordinates the educational, research and other core activities of the faculties that are present at the Campus, ensures the operative management of the Campus and keeps in touch with the institutes operating in the region of the Campus as well as with the participants of economy.
  - b) supports the financing of the activities carried out at the Campus, seeks external resources, identifies business relationships with enterprises and funding projects.
- (3) The Campus Director consults the Dean of the faculty concerned on every important matter relating to the activities or the researchers or teachers of the given faculty or on research and education-related issues relating to the organisational units established at the Campus by the faculty. If the Campus Director fails to conduct preliminary consultation, the Dean of the faculty concerned may object to decisions made in research and education-related issues. In such a case, the decision shall not be executed and the Campus Director shall initiate consultation with the Dean of the faculty concerned.
- (4) The Rector is responsible for the professional supervision over the Campus, while the operations of the Campus are supported by the Chancellor's organisation.

- (5) Regarding issues within the Chancellor's competence, the Campus Director, before making decisions, shall consult the heads of the comprehensive organisational units and organisational units belonging to the Chancellor's organisation if such decisions to be made fall within the scope of activities of such organisations. If the Campus Director fails to conduct preliminary consultation, the head of the comprehensive organisational units and organisational units belonging to the Chancellor's organisation may object to the decisions, if such decisions fall within their scope of activities. In such a case, the decision shall not be executed and the Campus Director shall initiate consultation with the head of the comprehensive organisational unit or organisational unit whose scope of activities is affected by the decision.
- (6) The Campus Director shall be responsible for making preparations for decisions which affect the operations of the Campus and which are subject to the Chancellor's approval and for initiating a process for obtaining such approval.
- (7) The Dean and the Chancellor or the heads of the comprehensive organisational units and organisational units belonging to the Chancellor's organisation shall consult the Campus Director before making any decisions that affect the operations of the Campus. The Campus Director shall have the right to tell his or her opinion in connection with the decision to be made. The Chancellor is not obliged to take the Campus Director's opinion into consideration when making decisions within the Chancellor's scope of authority.
- (8) The management of the Campus shall inform the employees of the Campus at regular intervals in the form of a Campus Meeting.
  - a) The Campus Meeting is convened as necessary but at least once in every half a year.
  - b) At the Meeting, the operations of the Campus and the most important tasks of the following period are discussed on the basis of the Campus Director's report and proposals may be submitted to the Faculty Councils/University organisational units concerned.
  - c) Campus Meetings are open to all University citizens.

#### **IV. TRANSITIONAL AND FINAL PROVISIONS**

(1) The scope of the OOR covers

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

(2) The Campus OOR enters into force on 5<sup>th</sup> January 2022, following its approval by the Senate and adoption by the Board of Trustees. At the same time, the Campus OOR that was adopted by Senate Resolution 62/2019 (III. 28.) and entered into force on 1<sup>st</sup> April 2019 ceases to have effect.

Place and date: Kőszeg, 3<sup>rd</sup> December 2021

Dr. András Zoltán Dániel  
Campus Director

Approved by the Senate through its Resolution 208/2021 (XII. 9.)

Place and date: Veszprém, 9<sup>th</sup> December 2021

Dr. András Gelencsér  
Rector

Zsolt Csillag  
Chancellor

Adopted by the Board of Trustees through its Resolution 84/2021 (12. 17.)

Place and date: Veszprém, 17<sup>th</sup> December 2021

Dr. Tibor Navracsics  
Chairman

## ANNEXES

### Annex 1 (COAT OF ARMS)

